



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

GENERAL ORDER: 4-10 PERFORMANCE EVALUATIONS

DATE: 1/27/2021 Pages: 2 ◇ New ◆ Amended

DISTRIBUTION: All Personnel

I. POLICY

The Department's evaluation system is performance-based. At a minimum, employees are expected to maintain a "Satisfactory" performance evaluation overall. Merit pay increases are dependent on performance; poor performance may result in no increase. Employees who receive an "Unsatisfactory" performance evaluation may receive additional time (decided by the supervisor and Chief of Police) to correct any deficiencies or be disciplined if warranted. Repeated "Unsatisfactory" performance evaluations will result in dismissal from the agency.

II. DEFINITIONS

- A. **SATISFACTORY** Performance – meets requirements and expectations – the employee's performance is consistently satisfactory and meets the job requirements and performance guidelines for the position. This rating category is the equivalent of two (2) points.
- B. **EXCEEDS** Performance – the employee's performance exceeds expectations and performance guidelines for the position. This rating category is the equivalent of five (5) points.
- C. **UNSATISFACTORY** Performance – the employee's performance demonstrates a less-than satisfactory level of performance and fails to meet the expectations and performance guidelines for the position. Improvement is necessary to reach a satisfactory level of performance. This rating category is the equivalent of zero (0) points.
- D. **NOT OBSERVED** Performance – the employee's performance (e.g. court testimony) was not observed by the rater/supervisor during the evaluation period.
- E. **NOT APPLICABLE** Performance – the employee's performance is not applicable to the job expectations or performance guidelines, e.g. the quality of evaluations given to subordinates, (only applies to supervisors).

III. EMPLOYEE EVALUATIONS

- A. Probationary employees. Supervisors shall generate quarterly performance evaluations for every probationary employee under their supervision. The fourth quarterly evaluation (at the end of the

employee's first year of employment) shall include the supervisor's recommendations—up or down—regarding the employee's eligibility for permanent status and for a merit step increase.

- B. Semi-annual evaluations for years 2 and 3. Supervisors shall generate semi-annual evaluations for full-time employees of the Department through the completion of the employee's third year of employment.
- C. Semi-annual evaluations for other employees. After the conclusion of an employee's third year of employment, supervisors shall generate semi-annual evaluations for an employee who has demonstrated performance deficiencies or whose conduct has warranted discipline.
 - 1. For employees demonstrating performance deficiencies, semi-annual evaluations shall continue for a minimum of 1 year after the performance deficiency was identified and must continue until the deficiency has resolved.
 - 2. For employees who have been disciplined, semi-annual performance evaluations shall continue for 12 months after the employee receives final discipline (the discipline has been served and all related appeals are over).
- D. Annual evaluations. Supervisors shall generate annual evaluations for all Department employees under their supervision. The annual evaluation shall include the supervisor's recommendation—up or down—regarding the employee's eligibility for a merit step increase.
- E. Supervisors/Raters will only use Department approved forms for evaluations of sworn and non-sworn personnel. Completed evaluation forms must be signed by the supervisor and the employee.
- F. Supervisors are responsible for identifying the strengths and weaknesses of their subordinates and developing a work plan to address areas for improvement in the next evaluation period. Such plans must be documented in the evaluation.
- G. All completed forms and documentation that are a part of the evaluation process shall become part of the officer's personnel files and a copy maintained in the Office of the Chief.

IV. RATER RESPONSIBILITIES

- A. Supervisors *must* rate employees fairly and objectively.
- B. Overall performance rated as unsatisfactory or exceeds expectations shall be supported in the narrative section by explanatory comments citing specific reasons or examples of such performance.
- C. Completed evaluations shall be submitted to the Chief of Police for review, comment, and signature.
- D. The Chief of Police will return the completed evaluation to the supervisor/rater who will review the evaluation with the rated employee. The rater will discuss with the employee:
 1. the results of the performance evaluation;
 2. the level of performance expected and the goals for the next reporting period; and
 3. any advancement, specialization, and training opportunities available to the employee.
- E. The employee will be afforded the opportunity to comment in writing on the evaluation before signing it.
- F. Annual evaluations will be returned to the Chief of Police for forwarding to the Village Manager for her/his endorsement as appropriate. Originals of annual evaluations will be maintained in the employee's official personnel file. Semi-annual evaluations *will remain at the Department level in the Chief's office.*

V. PERFORMANCE EVALUATION APPEALS

Any employee who feels that his/her evaluation does not accurately reflect the employee's performance during the specified evaluation period may contest the evaluation through the following process:

1. The employee shall first bring their concerns to the attention of the supervisor who authored the evaluation to see if the concerns can be resolved *by mutual agreement.*
2. If the employee is unsatisfied with the results of the meeting with the supervisor/rater, the employee shall put their concerns in writing in the comment section of the evaluation form or on a separate memorandum via the chain-of-command.
3. The *rater shall communicate the employee's comments or memo* through the chain-of-command to the *Chief.*
4. The Chief of Police shall interview the employee and may include the employee's supervisor in the interview process for the purpose of discussing the evaluation and any

remarks made by the employee.

5. Any further appeal shall be in accord with the Village Personnel Code (Village Manager/Personnel Commission/Board of Managers).

VI. LIEUTENANTS/SERGEANTS/SUPERVISORS EVALUATION

Lieutenants/Sergeants/Supervisors will be evaluated by the Chief of Police.

VII. RETENTION OF EVALUATIONS

All completed evaluations shall remain a permanent part of the employee's personnel record and maintained for the period of time required by the Village retention schedule (currently 5 years following the employee's separation from the Department).

This directive voids the previous version dated 11/18/2016 .