

	SFASU POLICE DEPARTMENT	
	Policy 4.4 Performance Evaluations	
	Effective Date: 04/30/19	Replaces:
	Approved: John Fields, Jr. Chief of Police	
Reference: 4.08 and 4.09 / SFASU Policy 11.20 Performance Management Plan / IACLEA 3.1.1a, d, & f and 3.1.2d		

I. POLICY

The department bears an obligation to the public and its own personnel to hire and retain the best qualified officers. Further, the department's community oriented policing philosophy demands that officers' exhibit not only competent investigative skills but also that they succeed in communicating with many different individuals in a variety of contexts. To that end, the department regularly and formally evaluates the performance of officers and other employees.

The evaluation system discussed herein serves both the interests of management and employees. The purposes of the evaluation system are to (1) ensure fair and impartial personnel decisions, (2) maintain and improve performance, (3) provide a basis and a medium for personnel counseling, (4) assist decisions about the tenure of probationary employees, and (5) identify training needs.

II. PURPOSE

The purpose of this policy is to outline and describe the departmental evaluation process.

III. PROCEDURES

A. General

1. All employees shall be evaluated using the University approved form.
2. Supervisors will be trained in the evaluation process prior to conducting the evaluations (TBP: 4.08, 4.09 and IACLEA 3.1.1f).
3. Personnel performance shall be rated as Unsatisfactory, Improvement Needed, Acceptable, Exceeds Expectations, or Exemplary. Ratings will be based on the observations and perceptions of rating personnel.

4. After completion of probation, each employee shall be evaluated annually. An overall rating of Acceptable must be achieved. Employees who fail to receive an overall rating of Acceptable may be placed on probation for a period determined by the Chief of Police. Within the probation period, the officer shall receive remedial training in deficient areas, and demonstrate proficiency (or satisfactory improvement) in deficient areas. The training and improved behavior will be documented on the evaluation form.
5. With the exception of probationary employees, all performance evaluations will cover one calendar year and shall be completed, signed by the employee and the rating supervisor, and turned in to the Chief of Police by the end of January each year.
6. All evaluations shall be reviewed with the employee and placed in the employee's personnel file.
7. After the successful completion of the FTO or Telecommunicator training program, all newly hired employees and officers in their probationary period shall receive monthly written evaluations if significant deficiencies are observed (IACLEA 3.1.1a).
8. Officers shall be evaluated formally by their immediate supervisor (IACLEA 3.1.1d).
9. An officer who receives an unsatisfactory rating which he or she perceives to be unjust may appeal to the next level in the chain of command up to the Chief of Police. The officer concerned must rebut the comments or rating in writing and submit the rebuttal through the chain of command (IACLEA 3.1.2d).

B. Evaluation of non-sworn employees and supervisors

1. Non-sworn employees shall be evaluated on forms used by the university for the purpose.
2. Supervisors shall be evaluated by their next level supervisor using the same form that is used for officers.