

Geneva Police Department <b>GENERAL ORDERS</b>		<b>PERFORMANCE EVALUATIONS</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure Section 13 <input type="checkbox"/> amends:		<b>cross-reference:</b>  <b>Accreditation/Recognition standards:</b>  NYS L.E.A.P.: 13.1	
<b>effective date:</b> 1.31.05	<b>issue/amend/review date:</b> 1.31.05 / 10.24.13 / 10.16.19		

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe the Department’s performance evaluation system and the procedures for administering the process.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department to evaluate the performance of all sworn and civilian personnel on an annual basis and to conduct such evaluation in a fair and impartial manner.
<b>III. PROCEDURE</b>	<p><b>A. <u>Performance Evaluations Objectives</u></b></p> <ol style="list-style-type: none"> <li>1. The objectives of the employee performance evaluation program are to:           <ol style="list-style-type: none"> <li>a. Counsel the employee as to his/her job performance relative to specific strengths and weaknesses;</li> <li>b. Identify personal goals and objectives within the framework of the Department and its programs and suggest methods for the attainment of such goals and objectives;</li> <li>c. Clarify performance expectations and provide guidance concerning duties and responsibilities;</li> <li>d. Set employee standards of performance;</li> <li>e. Promote and motivate employees for performance and productivity;</li> <li>f. Enhance communication between supervisors and employees;</li> <li>g. Enable personnel research for evaluating (or defending) personnel selection, promotion, demotion, and termination decisions (consistent with current Union/Command contracts).</li> </ol> </li> </ol> <p><b>B. <u>Performance Evaluation Rating Period and Responsible Raters</u></b></p> <ol style="list-style-type: none"> <li>1. Each non-probationary employee shall be evaluated on a yearly basis with the evaluation period commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of that year.</li> <li>2. Following the successful completion of the Field Training and Evaluation Program, the probationary officer shall be rated on a monthly basis by his/her immediate supervisor(s) for the duration of the probationary period. While enrolled in the Field Training and Evaluation program, the officer will be evaluated in accordance with General Order 206, <i>Field Training and Evaluation Program</i>.</li> <li>3. The Commanding Officer and subordinate supervisor(s), if any, of the police officer being evaluated will consult with one another in evaluating the officer and in supplying documentation and explanatory comments. The performance evaluation interview will be conducted by the Commanding Officer or subordinate supervisor(s) designated by the Commanding Officer, or may be conducted jointly by the Commanding Officer and subordinate supervisor(s).</li> </ol>

**III. PROCEDURE  
(CONT.)**

4. Supervisory personnel will be evaluated using the following procedures:
  - a. Shift sergeant(s) will be evaluated by their respective Lieutenant.
  - b. Lieutenants will be evaluated by the Chief of Police.
  - c. The Chief of Police will be evaluated by the City Manager.
  
5. Civilian Personnel
  - a. Evaluations of Civilian Personnel will be as follows:
    1. Records Bureau Typists will be evaluated by the Chief of Police.
  
6. Rater Training
  - a. Supervisors responsible for evaluating personnel will receive training in the evaluation system, rating procedures, and rater responsibilities as a precondition of evaluating employees.
  
7. Conducting Evaluations
  - a. Prior to being evaluated, the employee to be rated will receive the following City of Geneva forms: ***See Attachment A***
    1. Evaluation Goal Sheet
  - b. Employees to be rated, may if they choose, complete the self-evaluation worksheet, which will be given to the rater prior to the evaluation. The employee will receive at least two (2) business days to complete the self-evaluation.
  - c. Prior to conducting evaluations, supervisors will review and assess sources of information to compile documentation of performance throughout the assessment period.
  - d. At the end of the assessment period, the designated rater will complete performance evaluation forms in accordance with this Order. The primary form utilized will be the City of Geneva's Employee Performance Evaluation Form. In completing this form, the rater will use the defined ratings and criteria to rate the employee.
  - e. Raters should whenever possible, note the specific strengths and areas that are in need of development of the employee being rated.
  - f. Upon completion of the Performance Evaluation Form, the rater(s) will schedule a Performance Evaluation interview with the rated employee. A copy of the evaluation will be given to the rated employee at least one (1) business day prior to the interview. The employee will review the evaluation prior to the interview and be prepared to discuss the evaluation with the rater.
  - g. During the interview, the rater will, with the employee being rated:
    1. Help establish attainable short-term (one year) and long-term goals and objectives with the employee, which should reflect the Department's goals and objectives.
    2. Work with the employee to express specific goals and a plan of action for achieving short and long term goals and objectives.

**III. PROCEDURE  
(CONT.)**

- h. The rater(s) will allow the employee being rated to make verbal and written comments regarding the evaluation. Any written comments by the rated officer will be written in the “Employee’s Comments” section on the Performance Evaluation Form or, if necessary, written on a separate sheet and attached to the form.
  - i. If an employee receives an “unsatisfactory” rating, the Commanding Officer and subordinate supervisors will:
    - 1. Develop a corrective action plan designed to assist the employee in achieving the desired results;
    - 2. Document the deficiency and corrective action plan, in writing with copies given to the employee and forwarded through the chain-of-command to the Chief of Police; and
    - 3. Within ninety (90) days complete another evaluation to determine if the deficiency has been corrected.
  - j. The Chief of Police will be notified in writing by the Commanding Officer whether the deficiency has been corrected or not.
  - k. If an employee receives a “below standard” rating, the procedures as outlined above in §III (7)(i)(1-2) will be adhered to and within six (6) months another evaluation completed to determine if the deficiency has been corrected. The Commanding Officer will notify the Chief of Police in writing as to the results.
8. Employee Review and Agreement
- a. Upon completion of the interview and discussion between the rater and the employee being rated, the employee will read and sign their evaluation (indicating that the Performance Evaluation was discussed/not necessarily in agreement) and will be given a copy.
9. Final Supervisory Review
- a. Upon completion of the Employee Review and Agreement, the evaluation will be signed by the rater and then reviewed and signed by each supervisory officer in the employee’s chain-of-command. The original signed evaluation will then be forwarded to the Assistant to the City Manager/Personnel who will file the evaluation in a master file.
10. Appeals Process
- a. If an employee receives a performance evaluation rating of “below-standard” or “unsatisfactory”, then the appeals process is available to challenge the rating. The steps of the “**Appeal Process**” as listed in the City’s Organizational Responsibilities for Performance Evaluations will be followed.

Approved By

**MICHAEL J. PASSALACQUA**  
CHIEF OF POLICE