

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 09/28/15
Chief of Police: 	Performance Evaluation, 35.1	
Cross Reference: SOP 35.2 Early Warning System	Policy Sections: 35.1.1 Performance Evaluation System 35.1.2 Performance Evaluation Criteria 35.1.3 Performance Evaluation Time Period 35.1.4 Employee Contact Form/Written Documentation 35.1.5 Required Justification for Low Performance 35.1.6 Evaluation Review and Comments 35.1.7 Performance Evaluation Appeal Process 35.1.8 Retention of Performance Evaluations	

PURPOSE

The purpose of this policy is to establish guidelines for evaluating the performance of department employees.

POLICY STATEMENT

It is the policy of the Elgin Police Department to establish performance criteria and goals, evaluate the employee's progress in these areas, and take steps to reward positive performance and correct performance shortcomings.

PROCEDURES

35.1.1 PERFORMANCE EVALUATION SYSTEM

- A. The department's performance evaluation system is coordinated by the chief's administrative assistant. Objectives of the performance evaluation system include:
 1. Maintain and improve individual job performance.
 2. Identify training needs.
 3. Measure strengths and weaknesses.
 4. Provide counseling and feedback to maintain or improve job performance.
 5. Foster impartial personnel decisions.
 6. Determine an employee's career path.
- B. The employee's supervisor and/or the deputy chief are responsible for implementing the performance improvement evaluations as required by the respective performance improvement plan. Refer to Standard Operating Procedure 35.2 Early Warning System for more information on the performance improvement process.
- C. Evaluators shall receive training in the evaluation process.
- D. Employees shall be evaluated by their immediate supervisor. In cases where the employee rotates through different shifts, or otherwise performs regularly assigned duties for more than one supervisor during the evaluation period, the evaluator shall confer with the employee's other supervisor(s) to ensure a fair and accurate evaluation.
- E. It is the responsibility of the evaluator to prepare the evaluation of the employee by:
 1. Reviewing the employee's last evaluation.
 2. Reviewing employee contact forms during the evaluation period, attendance records, personnel file, training records, awards, etc.

3. Reviewing data that reflects the employee's measurable productivity for the evaluation period.
- F. Evaluators shall conduct the evaluation according to the following guidelines:
1. Conduct the evaluation in a professional setting from a professional viewpoint.
 2. Review the employee's performance and discuss the performance criteria.
 3. Ensure the interview is constructive and cooperative.
 4. Allow for the free exchange of information and ideas.
- G. When evaluating performance, evaluators shall not:
1. Allow single personality traits to outweigh other traits.
 2. Base performance solely on incidents in the recent past or on some exceptional action.
 3. Translate potential growth or marginal skills into a higher evaluation than is warranted.
 4. Assume that excellence or deficiency in one category implies excellence or deficiency in other categories.

35.1.2 PERFORMANCE EVALUATION CRITERIA

The evaluator shall determine the employee's performance based on observations during the evaluation period and specific to the employee's assignments.

35.1.3 PERFORMANCE EVALUATION TIME PERIOD

- A. All employees shall be evaluated annually.
- B. All probationary and newly promoted employees shall be evaluated within six months of their date of hire/promotion.
- C. During field training, sworn personnel are also reviewed daily and weekly. During the duration of the 18 month probationary period, sworn personnel are evaluated every 6 months.
- D. Employees at top pay shall be evaluated on or about the employee's anniversary date of employment or promotion.
- E. Employees not at top pay shall be evaluated on the date of their step increase.
- F. During the duration of a performance improvement plan, employees are evaluated quarterly.

35.1.4 EMPLOYEE CONTACT FORM/WRITTEN DOCUMENTATION

- A. An employee contact form or other means of written documentation shall be utilized to commend or correct an employee's performance. Personnel may provide written notification to another employee's supervisor anytime the employee's performance merits commendation or corrective action.
- B. When practical, an employee contact form or other means of written documentation shall be completed 90 days prior to the conclusion of the employee's evaluation period to allow the employee an opportunity to modify their behavior.
- C. Should an incident occur less than 90 days prior to the conclusion of the evaluation period, the evaluator shall incorporate the deficiency or commendation in the evaluation process.
- D. Employee contact forms or other means of written documentation, whether commendatory or corrective, shall be maintained in the employee's evaluation file for the duration of the evaluation period.

35.1.5 REQUIRED JUSTIFICATION FOR LOW PERFORMANCE

Evaluators are required to provide justification when the employee's performance is deemed unacceptable or requires improvement. Low performance may subject the employee to be placed on a performance improvement plan.

35.1.6 EVALUATION REVIEW AND COMMENTS

- A. Employees will be given the opportunity to review their evaluation with the evaluator. The employee may make written comments to supplement the completed evaluation. The employee's signature indicates that the employee has reviewed and received a copy of the evaluation; their signature does not imply agreement or disagreement with the contents.
- B. Performance evaluations must be reviewed and signed through the employee's chain of command and forwarded to the deputy chief.
- C. The deputy chief shall review performance evaluations to ensure they are completed in a fair, impartial manner and to ensure compliance to department guidelines.

35.1.7 PERFORMANCE EVALUATION APPEAL PROCESS

If an employee believes the chosen performance criteria or comments reflected in a performance evaluation are not indicative of their overall performance during the evaluation period, the employee may appeal the evaluator's decision. The appeal process shall follow the chain of command to the chief, whose decision shall be final. This appeal process shall be completed in a timely manner.

35.1.8 RETENTION OF PERFORMANCE EVALUATIONS

All performance evaluations shall become a permanent record in the employee's personnel file.