

	POLICY & PROCEDURE	SERIES # 632	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	PERFORMANCE EVALUATIONS		07/20/2022
OVERSIGHT			
DISTRIBUTION		AMENDS/SUPERSEDES/CANCELS	
ALL MANUALS		P&P # 632 dated 03/28/11	

I. PURPOSE:

The purpose of this policy is to establish a procedure for evaluating and documenting each employee's performance to allow for fair and impartial personnel decisions; to maintain and improve performance; to provide a medium for personnel counseling; to facilitate proper decisions regarding probationary employees; to provide an objective and fair means for recognition and measurement of individual performance and to identify training needs.

II. POLICY:

Each employee (for the purpose of this policy Auxiliary Officers are considered sworn employees) of the Hampton Police Division is evaluated on an annual basis, or more often as circumstances require, by their immediate supervisor. This evaluation is based upon the employee's performance during the appropriate time period. Records of evaluations are retained in accordance with law in the official personnel files in the office of Human Resources.

III. PROCEDURE:

A. The employee's immediate supervisor is responsible for conducting the employee's annual evaluation. The supervisor:

1. Evaluates the proceeding period by utilizing the performance evaluation form and:
 - a. Reviews the Career Development Checklist Form and determines that it has been properly executed;
 - b. Reviews Annual Property and Evidence Review Form and determines that it has been properly executed;
 - c. Insures that the Employee Skill Survey has been properly completed.
 - d. Reviews the Annual Case File Inventory Form and determines that it has been properly executed.

APPROVED:
CHIEF OF POLICE



2. Discusses the evaluation with the next level of supervision.
3. Discusses the evaluation with the employee and explains:
 - a. The tasks and responsibilities of the employee's present position;
 - b. The successful accomplishment of goals previously set and the results of the performance evaluation just completed;
 - c. The level of performance expected, rating criteria and goals for the new reporting period;
 - d. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.
4. Sets remedial or developmental activities as they apply.
5. Provides the employee an opportunity to review the evaluation and include his written comments.
6. Obtains the signature of the next level of supervision and the employee after review. The employee's evaluation is subject to approval by the employee's chain of command, regardless of whether or not the evaluation has been served on the employee.
7. Forwards the evaluation through the Unit Commander to the Personnel Unit in the Professional Standards Branch.

B. Performance Appraisal – Generally

1. The evaluation of an employee's performance is not only intended to document their performance, but should be used to develop the employee as well as make them aware of standards they should maintain. Performance appraisal forms are therefore job specific.
2. An appraisal indicating that the employee "met", "achieved", "surpassed" or "exceeded" expectations must be accompanied by specific activities which the employee can accomplish that further develop the employee; thereby preparing them for extended responsibility.
3. Conversely, an appraisal indicating performance is "did not meet" must be accompanied by remedial activities that specify problem areas and remedies that are to be accomplished for improvement.
4. Each supervisor is responsible for and is rated on their ability to fairly

and impartially evaluate employees.

5. Professional Standards will provide a copy of the completed evaluation to the employee.
6. The Mid-Year Review is conducted approximately six months prior to the final evaluation. The supervisor maintains this six-month evaluation until the Final annual Evaluation is due.

A schedule has been developed to categorize all employees by their month of hire. Supervisors complete all Division evaluations according to the following Group Schedule:

Group A: January to April – Due to Personnel by March 15 of that year.

Group B: May to August – Due to Personnel by April 15 of that year.

Group C: September to December – Due to Personnel by May 15 of that year.

Notification will be sent out electronically to supervisors 30 days prior to the evaluation due date.

C. Performance Appraisal – Specifically

1. At the beginning of the Performance Year, the supervisor prepares for the Planning and Review Meeting by communicating the City's strategic plan, the department's objectives and how the work group will support these objectives. The supervisor formulates the employee's specific plan for responsibilities/goals and development. The employee participates in this initial process by understanding the supervisor/manager's explanation of the City's strategic plan, the department's objectives and how they relate to the work group. The employee also drafts their own plan for responsibilities/goals and development.
2. Once at the Planning and Review Meeting, the following takes place. The employee and their supervisor should mutually agree on the employee's job responsibilities/goals and development plan (Section A and B). The supervisor documents the employee's job goals (typically for exempt/salaried employees) or job responsibilities (for nonexempt /hourly employees) in Section A. Comments specific to each responsibility or goal can be added to the comments section to differentiate between the employee's current positions. The supervisor and the employee identify development goals and document this in Section B, column 1. In Section B, column 2, the supervisor creates

an action plan with timelines to address each area to be developed. Areas listed in this section may include: Knowledge, skills, abilities or areas that will lead to new growth in job responsibilities or Performance Factors; knowledge, skills and abilities needing improvement or enhancement and Performance Factors that need development.

3. During the Mid-year Review the supervisor and employee discuss the progress that has been made toward or changes to job responsibilities/goals and development plan. Job responsibilities/goals are documented in evaluative comments, Section A, comments section. Development plan is documented in Section B, columns 2 and 3. These changes may come about because of new priorities being placed on the work group of the City of Hampton.
4. At the end of the performance year, the supervisor assesses responsibilities/goals achieved and development plan for each employee (Section A and Section B, column 3). The supervisor evaluates performance factors in Section C using City of Hampton's Strategic Performance Factors and Role Profiles document. The supervisor will then refer to the Personnel Policies Manual for overall performance summary rating categories. Following the discussion of the results, the focus of the meeting should be on setting new responsibilities/goals and developmental opportunities for the next performance year.
5. In the event a supervisor observes performance that they anticipate will result in a "did not meet" evaluation, the employee must be notified in writing as soon as possible prior to their evaluation date of this fact and of performance expectations which will bring their performance up to a "met" level.
6. An overall rating of "did not meet" expectations requires an explanatory comment and re-evaluation within 90 days. Problem areas and required performance must be documented and a specific re-evaluation date set.
7. An overall rating of "exceeded" should be reserved for employees who demonstrate exemplary performance and contributions beyond what would normally be expected in the basic job description. An "exceeded" requires a detailed description of the employees performance, citing examples. As stated previously the performance appraisal must be discussed with the next level of supervision prior to discussing it with the employee.

D. Other Responsibilities

1. Each supervisor receives initial training in evaluating employees as soon as possible upon promotion and thereafter, as the need arises.

2. In the event an employee feels an evaluation is unfair they shall advise the supervisor of this fact and the supervisor shall ensure that the employee has an opportunity to confer with the next level of supervision to consider their performance and evaluation.
3. A one year probationary period is established for all entry-level sworn employees. Evaluation of entry-level probationary officers is to be accomplished by completion of Patrol Training Instructor Reports and after release from field training; a full evaluation will be completed every other month by the immediate supervisor for the period of time that the employee retains in a probationary status.
4. When an employee is transferred, the supervisor of the unit the officer is leaving, shall complete a transfer evaluation on the employee and forward that evaluation to the employee's new supervisor within 30 days. This transfer evaluation shall address the employee's performance during the time they were in that unit since their last evaluation. Once the employee is in the new unit, the new supervisor will review the employee's performance and goals to determine if any changes need to be made. This transfer evaluation will be utilized by the new supervisor to assist in completing the annual Performance Evaluation.

If an employee is transferred less than 30 days before his/her evaluation is to be completed, the previous supervisor shall complete the evaluation part of the Performance Appraisal, and the new supervisor will set the goals for the upcoming evaluation period.

6. All newly hired Permanent civilian personnel will be evaluated quarterly by their immediate supervisor during their 1 year probationary period (see City Personnel Policy, Chapter Eight, Section X). These probationary evaluations will be reviewed by the chain of command and forwarded to the Personnel Unit.