

Fennimore Police Department <b>Evaluation of Employees</b>		
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Policy Source: Chief of Police		Special Instructions: Amends All Previous Versions

## **PURPOSE**

The purpose of this policy is to establish guidelines for the written documentation of Fennimore Police Department employee job performance.

## **POLICY**

The Fennimore Police Department utilizes an Employee Evaluation Report to document work performance and to use as a factor in making personnel decisions relating to merit increases, promotions, reassignments, training, discipline, demotion and termination.

The Employee Evaluation Report is intended to serve as documentation and measure of work-related skills for the department and employee. The Employee Evaluation Report provides a way to create an objective history of work performance based on predefined Performance Assessment Categories.

The Fennimore Police Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

## **DISCUSSION**

The Fennimore Police Department's employee evaluation system is intended to provide written documentation regarding an employee's work performance with comparison against established department standards. This documentation is needed to ensure the Fennimore Police Department only employs skillful and effective police officers with the ability to provide a proficient level of police service to the Fennimore Community

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct concerns or performance issues as they arise. Recognition of good work or constructive criticism should not wait for the formal evaluation.

## **PROCEDURE**

### **Evaluations Process**

Employee Evaluation Reports will cover a specific period of time and should be based on documented performance during that period. Employee Evaluation Reports will be completed by a department supervisor with input from persons directly familiar with the employee's performance.

Performance Assessment Categories will be established and maintained by the Chief of Police as written standards used to evaluate an employee's performance. These standards will be reviewed annually and updated or changed to ensure the effectiveness of the evaluation process.

Written evaluations will recognize performance that meets department standards and document performance that does not meet department standards. Written evaluations will also document a training or action plan for improvement in skill or behavior areas where an employee does not meet department standards.

The department supervisor shall discuss the Performance Assessment Categories and the evaluation criteria for meeting those categories with each employee at the beginning of the evaluation period. A copy of the Performance Assessment Categories to be used will be provided to the employee at the beginning of the evaluation period.

### **Probationary Personnel**

Personnel must successfully complete the probationary period before being eligible for certification as regular employees. Probationary personnel are evaluated daily, weekly or monthly during the probationary period as prescribed by the department's Field Training Program.

### **Non-Probationary Personnel**

Non probationary employees of the Fennimore Police Department are subject to two types of performance evaluations:

**Regular:** An Employee Evaluation Report shall be completed at least once per calendar year by a department supervisor. These regular evaluations shall be scheduled during the employee's previous evaluation.

**Special:** A special evaluation may be completed any time the Chief of Police believes it would be beneficial to the employee or department. Possible reasons for a special evaluation include an unexpected change in an employee's work performance or behavior, the identification of a skills deficiency or a change of job duties or position.

### **Performance Ratings**

The employee will be assessed against the Performance Assessment Categories presented in the previous evaluation. An employee will receive a rating of Meets Standards Yes or Meets Standards No in each Performance Assessment Category based on the department standards defined in that category as compared against the employee's work performance.

If the employee is unwilling or unable to meet department standards after deficiencies have been identified and a written action or training plan to address those deficiencies has been implemented, the employee will receive a rating of Not Responding to Training in the appropriate Performance Assessment Category.

### **Evaluation Interview**

When the department supervisor has completed the Employee Evaluation Report, arrangements shall be made for a private discussion of the evaluation with the employee. Any department supervisor may be included in this meeting.

Job performance causing a rating of Meets Standards No will be identified, discussed and documented. A training or action plan will be documented and discussed to address the reason for the failure to meet department standards. This plan may include training, job coaching, counseling, independent study, duty activity or any other action needed to address the deficiency or concern. Follow up will be scheduled to ensure compliance with the training or action plan identified.

Job performance causing a rating of Not Responding to Training will be documented and discussed. Consequences of receiving this rating will also be documented and discussed in the employee evaluation. Recommendations of discipline, demotion or termination as a result of the Not Responding to Training rating will be made known to the employee.

The department supervisor will clarify any questions the employee may have regarding the Employee Evaluation Report. Employees will be given an opportunity to record concerns or comments on the Employee Evaluation Report. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation.

An estimated date for the next employee evaluation will be provided along with the Performance Assessment Categories to be used for the evaluation. Any changes from the previous Performance Assessment Categories will be explained to the employee. The department supervisor and employee will sign and date the Employee Evaluation Report at the end of the evaluation meeting.

Employees who disagree with their Employee Evaluation Report and desire to provide a written response or a rebuttal to the evaluation may do so in writing within seven days of the formal evaluation. The response or rebuttal will then become part of the Employee Evaluation Report.

### **Evaluation Review**

After the department supervisor reviews the Employee Evaluation Report with the employee, the signed report will be made available to the Personnel and Administrative Committee. This keeps the Personnel and Administrative Committee informed on employee performance and gives them the opportunity to review the Employee Evaluation Report for fairness, impartiality, uniformity and consistency.

### **Evaluation Distribution**

The original Employee Evaluation Report shall be maintained in the employee's personnel file for a time period consistent with department records retention policy. A copy of the Employee Evaluation Report will be given to the employee.

### **Discipline, Demotion and Termination**

An employee who fails to meet department standards as defined by the Performance Assessment Categories may be subject to discipline, demotion or termination as recommended by the department supervisor.

All Employee Evaluations Reports containing a rating of Not Responding to Training will be brought to the attention of the Mayor and/or Personnel and Administrative Committee.

The discipline, demotion or termination process will be consistent with city policy, the collective bargaining agreement between the City and WPPA and current law.

### **Other Forms of Evaluation**

At a department supervisor's discretion, other forms of evaluation may be provided for employees in addition to the process described in this policy. The purpose of other forms of evaluation are meant to enhance the employee development process and increase the effectiveness of the evaluation process.

All other forms of evaluations will be discussed with the employee at the time of the Evaluation Interview. The employee will have the opportunity to provide rebuttal regarding the other form of evaluation and all documentation will become part of the Employee Evaluation Report

### **DISCLAIMER**

This policy is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy may form the basis for departmental administrative action, but it is not intended for use in courts of civil or criminal jurisdiction.

/s/ Christopher J. French

11/05/2022

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Christopher J. French  
Chief of Police

Date