

MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> PERFORMANCE APPRAISALS		
<i>Effective Date:</i> 4/20/2014	<i>Original Date:</i> 9/89	<i>Next Review:</i> 4/20/2017
<i>Chapter</i> 13	<i>Policy #</i> 13.40	<i>Distribution:</i>
<i>References:</i> <i>Discipline and Performance Improvement; Collective Bargaining Agreement</i>		

I. Purpose

The purpose of the performance appraisal is to help employees maintain or improve their performance in their current assignment. Part of the value of the process is to improve communication and understanding between an employee and their supervisor and the goal is not merely to fill out the appraisal form. Specific objectives of the process are:

1. To increase the professional development, skill level and performance of the employee
2. Strengthen the working relationship between the employee and supervisor
3. Clarify the employee's job duties and responsibilities
4. Establish mutually understood standards to measure performance
5. Aid in promotion, transfer and retention decisions

II. Policy

The Missoula Police Department will evaluate an employee's performance on a regular basis with a standard Performance Appraisal form. The evaluation process will solicit information from the employee concerning the process and their career goals as well as inform the employee what is expected of them. Criteria used for performance appraisals are specific to the position occupied and are the tasks of the position.

III. Definitions

Confirmed Officer: A sworn employee, empowered to enforce the law and perform other law enforcement duties, who has been confirmed as a Police Officer by the Missoula City Council.

Probationary Officer: A sworn employee who has worked for the Missoula Police Department for less than one year and has not been confirmed as an officer by the Missoula City Council.

Civilian Employee: Any employee of the Missoula Police Department who is not a sworn employee.

Probationary Civilian Employee: An employee of the police department, who is not a sworn employee and has not completed their probationary period as defined by Missoula City policy.

Raters: The performance appraisal rater is to be the employee's immediate supervisor.

Standardized Evaluation Guidelines (SEG): A set of objective standards in specific categories of performance for which an officer is evaluated.

IV. **Procedures**

A. Confirmed Officer

1. Officers will receive an annual performance appraisal from their assigned supervisor.
2. The annual appraisals will consist of quarterly performance appraisals conducted at shift change throughout the year. The evaluations will be completed on a form approved by the Chief of Police.
3. The quarterly appraisals will be based on performance during the preceding 3 months of the person being appraised. Performance of the employee prior to or following the rating period will be excluded in these ratings.
4. Officers will be evaluated based on their own performance and in some categories their performance will be evaluated against the performance of their work group peers.
5. At the end of year appraisal, the appraisal form will be completed by the supervisor and forwarded through the officer's chain of command to the Chief of Police.

B. Probationary Officer

1. All probationary officers will be appraised on a monthly basis in order to determine at the earliest point their suitability for continued employment as an officer. The principal objective of supervisors appraising probationary officers is to ascertain whether they can actually perform the required functions.
2. If necessary, probationary officers may be rotated through multiple teams to obtain collective observations and judgments of several supervisors. This information will help determine the officer's use of skills acquired during training and his ability to function in the real world of law enforcement.

C. Civilian Employees

1. Civilian employees will be evaluated pursuant to Missoula City Policy Chapter XII section 12.
2. Probationary Civilian Employees will be appraised midway through their probationary period

D. Procedures applicable to all performance appraisals

1. If personnel have been supervised by more than one supervisor during the rating period, the current first line supervisor will confer with the other supervisors.

2. Rater Responsibility: The rater will counsel personnel at the beginning of the rating period concerning the specific duties and responsibilities of the position and what is expected of the employee in carrying these out. Additional counseling by the supervisor may occur at any time during the rating period when deemed necessary.
3. The rater will participate in an interview with the employee to review the completed appraisal report. The rater will also be prepared to fully substantiate ratings in all categories and give specific reasons for ratings in the lowest or highest categories.
 - a. The rating in each category shall be made according to the Standard Evaluation Guideline for each position. .
 - b. In the space provided or in an additional supplement the supervisor shall identify the topics of their quarterly discussion.
 - c. In the space provided or in an additional supplement the supervisor shall identify with a supporting explanation, categories, where the employee exceeds expectation or needs improvement.
 - d. In completing the annual appraisal form, the supervisor shall ensure that every blank has been accurately filled in to the best of their knowledge.
 - e. Supervisors should discuss career development with the employee every quarter and document the steps taken or needed to assist the employee in their goals.
 - f. Supervisors are to encourage the employee to the greatest extent possible to provide feedback to management in the comments section during the year end discussion.
 - g. Supervisors shall have appraisals completed within two weeks of each scheduled patrol shift change.
4. Each performance appraisal, quarterly or annual, will be reviewed and signed by the employee's supervisor. If the employee is in disagreement with the contents of the appraisal, he may submit a written rebuttal within ten (10) days of receipt of the appraisal that will be attached to his appraisal form.
5. Once completed, Performance appraisals remain on file permanently in the employee's individual personnel file.