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- I. Purpose

This Directive establishes an orderly flow for the completion of performance evaluations by Division personnel.

- II. Policy

All supervisory personnel are responsible for the performance of employees under their immediate control and will complete annual performance evaluations in compliance with this Directive. Performance evaluations will be conducted in accordance with the applicable M-NCPPC Performance Manual. It is each supervisor's responsibility to be aware of his/her employee's anniversary dates, and comply accordingly with the below procedures.

- III. Performance Evaluation Process

- A. The Chief's Administrative Specialist will distribute a list of anniversary dates annually.
- B. Supervisors will begin all evaluations no later than nine weeks before an employee's anniversary date except when an employee's performance is unsatisfactory.
- C. Whenever a supervisor deems that an employee's performance is unsatisfactory the employee will be advised, in writing, a minimum of 90 days prior to the employee's anniversary date. The employee's unsatisfactory performance will be completely documented, along with the actions needed to improve to a satisfactory level, in the written notification. The notification will be given in the form of a written performance counseling or a Performance Improvement Plan. The supervisor will immediately begin the annual evaluation process to insure that all task/functions and factors are addressed prior to the finalization of the Performance Evaluation Form.
- D. Supervisors will notify the Chief's Administrative Specialist by informal, dated note or e-mail, no later than eight weeks before employee's anniversary date, of the employee's overall evaluation category. The Chief's Administrative Specialist will prepare the Personnel Action (PA-2) form and hold it to place with the evaluation before it goes to the Chief for review.
- E. Within one calendar week the supervisor will forward the completed evaluation to the appropriate branch commander for review and signature.
- F. Within one calendar week the branch commander will forward the evaluation, to the appropriate Assistant Chief for review and signature.

- G. Within one calendar week the Assistant Chief will forward the evaluation to the Chief's Administrative Specialist who will attach the PA-2 forms and forward the completed package to the Chief. The Chief will sign the documents and return the package to the Administrative Specialist, who will return the package to the originating supervisor.

NOTE: The completed package is due in the Chief's office no later than five weeks before the employee's anniversary date. If it is not received, the Chief's Administrative Specialist will send a notice of late evaluation report to the affected Assistant Chief, with a copy to the Chief, and place a copy of the notice in the Assistant Chief's personnel file.

- H. Within one calendar week of receiving the evaluation package the supervisor will completely review the evaluation with the employee. The employee will be given the opportunity to make written comments in the space provided, attach comments, or forward comments through the chain of command within 30 days after the review. Both the supervisor and the employee will sign the evaluation and PA-2 forms, the employee will be given a photocopy, and the supervisor will forward the package to the Chief's Administrative Specialist.
- I. Within one calendar week of receiving the completed evaluation package, the Chief's Administrative Specialist will forward the package to the Director of Parks' office.
- J. Performance evaluation training will be conducted periodically.

IV. Probation

- A. Park Police Officer Candidates will be granted career status after they have successfully completed the state mandated entrance level training for police, and 12 months probation thereafter, provided an overall performance evaluation rating of "Good" or better has been achieved. Sergeants will complete quarterly performance evaluations during the probation period, forwarding them up the chain of command to the Chief, Park Police.
- B. Lateral entry-level officers will serve a minimum 12 months probation from date of hire. During the probationary period, officer must receive an overall performance evaluation rating of "Good" or better. Sergeants will complete quarterly performance evaluations during the probation period, forwarding them up the chain of command to the Chief, Park Police.
- C. All officers promoted to the rank of sergeant will undergo a six month probationary period starting with the effective date of the promotion. During the probationary period evaluations will be completed on a monthly basis.
- D. Newly promoted Lieutenants and Captains do not have a defined probationary period. They will be evaluated on a continuous basis under the Performance Management Program.
- E. All supervisors evaluating civilian entry level probationary employees will follow the Performance Management Program Manual in evaluating employee performance throughout the probationary period with written documentation at least quarterly.

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- F. When a captain is promoted to Chief of the Park Police Division he/she remains in a career status and is evaluated under the Performance Management Program.
- V. *Employee Positive Performance*
- A. *The Division encourages employees to be recognized for their individual actions that reflect favorably upon the Division. The Letter of Recognition will be used to recognize the efforts and/or performance of a Division employee. The use of this form will not preclude the employee from being recognized with a formal Departmental award.*
- B. *The Letter of Recognition will be forwarded through the chain of command to the recipient's Section/Unit Commander for their review and signature. Once signed, the Letter of Recognition will be returned to the recipient's supervisor. The Section Commander, at his/her discretion, may forward the Letter of Recognition to the Chief of Park Police for his/her review.*
- C. *The Letter of Recognition will be presented to the employee by his/her immediate supervisor. The recipient's supervisor will then forward a copy of the Letter of Recognition to the Internal Affairs Section and a copy to the Chief's Office for inclusion in the employee's internal file.*
- VI. Early Warning System
- A. A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offers employees a better opportunity to meet the agencies values and mission statement.
- B. This Division's policy is to systematically determine if patterns of inappropriate conduct/behavior are developing with the purpose of early intervention to correct the problems. The responsibility for this pattern recognition shall fall to both first and second level supervisory elements.
- C. Responsibilities
1. There are two levels to the Personnel Early Warning System:
 - a. The first level involves the employee's immediate supervisor.
 - 1.) A proactive early intervention from the first level of supervision is a crucial element to a successful early warning system. The Personnel Early Warning System offers an avenue to address problems and/or deficiencies (if found) as early as possible to change unwanted behavior.
 - 2.) As part of the evaluation process, the first line supervisor will review his/her employee's supervisory file to determine if there are any patterns of inappropriate conduct/behavior developing (i.e. sick time, tardiness, accidents, workers compensation claims, repeated complaints, excessive use of force, attitude problems, family problems affecting work) with the purpose of

early intervention through various means to correct the problem(s). Supervisors shall seek corrective action via performance counselings or referrals to Employee Assistance Program.

- b. The second level includes options and reviews already available through Division Directives; Use of Force Reporting, LEOBR, and Physical/Psychological Examination. The Professional Standards Commander utilizes a computerized Early Warning System (a component of Internal Affairs software).
 - 1.) If a pattern of behavior/conduct that needs to be corrected is discovered the Chief of Police will be notified.
 - 2.) The Chief of Police will review the suggested course of action and act appropriately.
 - 3.) The Professional Standards Commander will review the entire Personnel Early Warning System annually.

D. Remedial Action

1. Remedial actions shall be instituted for the purpose of correcting patterns of inappropriate conduct/behavior. These actions shall be in accordance with established departmental, policies and LEOBR. They may include training, counseling, monitoring, and discipline up to and including termination.
2. Where deemed appropriate, the employee will be advised of the availability of the Employee Assistance Program (EAP). This program is voluntary and confidential and is available to the employee and his/her family.
3. As part of the corrective process, the department may require the employee to contact EAP for evaluation /assistance with a specific need or problem.

**Approved Park Police Document
Signed Original on File**

End of Directive