



# ERIE POLICE DEPARTMENT



## Written Directives

Number: **070.000**

|                                      |                              |                               |
|--------------------------------------|------------------------------|-------------------------------|
| <b>Title: Performance Evaluation</b> |                              | <b>Pages: 3</b>               |
| <b>Effective Date: 07/09/09</b>      | <b>Review Date: 05/18/19</b> | <b>Amended Date: 01/06/19</b> |

### **POLICY:**

It is the policy of the Erie Police Department to utilize a written annual performance appraisal system for all department employees. The Department recognizes performance appraisal systems can be an effective tool in assisting the employee in maximizing efficiency, increasing productivity and providing feedback to the employee.

### **DEFINITIONS:**

NONE

### **PROCEDURES:**

#### **I. PERFORMANCE APPRAISAL SYSTEM**

The performance appraisal system shall be administered through the Town of Erie Human Resources office by way of the Chief of Police, which is vested with the responsibility of appraisal training, form distribution, and appraisal program evaluation.

#### **II. PERFORMANCE APPRAISALS**

- A. Performance appraisals shall be completed by Command and Supervisory personnel.
- B. The Chief of Police will be evaluated by the Town Administrator in accordance with the Town of Erie Personnel Policy.
- C. The Chief of Police will evaluate the performance of:
  - 1. The Deputy Chief; and
  - 2. Commander(s).
- D. When assigned to Operations, the Deputy Chief will evaluate the performance of Patrol Sergeants. When assigned as the Administrative Deputy Chief, the Deputy Chief shall evaluate the Detective Sergeant, Relief/SRO Sergeant, Administrative Manager and Code Enforcement.
- E. When assigned as the Administrative Commander, the Commander will evaluate the performance of the Detective Sergeant, Relief/SRO Sergeant, Administrative Manager and Code Enforcement. When assigned as Operations Commander, the Commander will evaluate the performance of Patrol Sergeants.

F. Sergeants will evaluate the performance of Police Officer I, II and III assigned to their squad. The Relief/SRO Sergeant will evaluate the performance of School Resource Officers (SROs).

G. The Detective Sergeant will evaluate the performance of:

1. Detectives; and the
2. Drug Task Force Detective.

H. The Police/Court Administrative Manager will evaluate the performance of:

1. Police Records Staff;
2. Evidence Technician;
3. Restorative Justice Coordinator; and
4. Municipal Court Clerk.

I. When employees are supervised by more than one supervisor during an evaluation period, the rating supervisor will confer with other supervisors prior to completing the evaluation of the affected employee.

### **III. PERFORMANCE APPRAISAL FORMS**

All performance appraisals shall be completed on a form approved by the Human Resources Department and Chief of Police.

#### **CACP STANDARD 70.1**

### **IV. ANNUAL PERFORMANCE**

A. Performance appraisals will be completed on all employees annually, at a minimum.

B. Appraisals may be completed more often under the following conditions:

1. The performance of conditional employees shall be evaluated:
  - a. At the completion of 6 months;
  - b. At the completion of 1 year of service; or
  - c. If extended, on a Performance Improvement Plan (PIP).

2. The performance of employees working under the supervision of a Field Training Officer shall be evaluated as provided in Written Directive 060.001.

3. Employees promoted to Sergeant will be evaluated 6 months after their promotion and then annually from the date of the promotion.

C. All evaluations will be forwarded through the Chain of Command, including the Chief of Police, for review prior to being presented to the employee.

D. Employees who disagree with their performance evaluation have the right to appeal in accordance with the procedure set forth in the grievance procedure outlined in the Town of Erie Employee Handbook.

E. Completed performance evaluations will be maintained in the employee's personnel file.

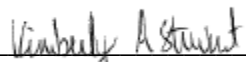
**RULES:**

NONE

**REFERENCES:**

Town of Erie Employee Handbook

Lamar Police Department Policy and Procedures Performance Appraisals #230

  
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Kimberly A. Stewart  
Chief of Police