



ERIE POLICE DEPARTMENT



Written Directives

Number: **070.001**

Title: Guardian Tracking		Pages: 1
Effective Date: 07/23/14	Review Date: 05/18/19	Amended Date: 09/21/18

POLICY:

The Guarding Tracking system is a tool used as an employee performance tracking mechanism. This software assists supervisors in documenting performance (training, commendations, disciplinary issues, etc.) of employees.

DEFINITIONS:

GUARDIAN TRACKING- A software system used to track employee performance.

PROCEDURES:

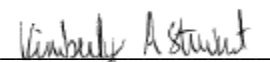
Each supervisor is required to complete a minimum of nine (9) Guardian Tracking entries per annual performance term related to employee performance or other categories as outlined in the tracking system. Supervisors may make additional entries as warranted.

RULES:

NONE

REFERENCES:

NONE


 Kimberly A. Stewart
 Chief of Police