



Approved:  
*Chief Marcia Harnden*

Subject:

# 815. Evaluation of Employees

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CALEA Standards: 34.1.6, 35.1 (all)

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## 815.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for evaluating the performance of Albany Police Department employees.

### 815.1.1: OBJECTIVE

The objective of the evaluation system is to record work performance for both the Department and the employee, giving recognition for good work and providing a guide for improvement where needed.

The Employee Performance Evaluation report is a gauge in measuring performance and are used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion, and termination.

The reports also act as guides for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

## 815.2: POLICY

**It is the policy of the Albany Police Department to utilize a performance evaluation system to measure performance and to use as a factor in making personnel decisions which relate to merit increases, promotion, reassignment, discipline, demotion, and termination.**

**The 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.**

## 815.3: TRAINEE AND PROBATIONARY EMPLOYEES

- a. Training period employees are in a training period for 18 months before being eligible for recommendation to regular status.

- b. During this 18-month training period, employees will receive performance evaluations at 12 months, and 18 months. Training period employees in a position with an established Academy and FTEP program will be evaluated in accordance with Academy and/or FTEP protocol.
- c. Regular status employees who have been promoted to different classifications shall serve a probationary period of 12 months. At the end of the 12-month probationary period, employees will receive an annual performance evaluation.

#### 815.4: REGULAR STATUS EMPLOYEES

- a. A performance evaluation of each full-time, regular status employee shall be conducted and documented at least annually, except for the Chief of Police.
  - 1) Nothing in this policy limits a supervisor's discretion to provide Employee Performance Evaluations more frequently.
  - 2) The employee may receive a step and/or merit increase unless three (3) or more key performance areas are rated "below Standard" during the preceding twelve months as set forth in Section 815.4.1 below, and if the employee's rate of pay is below the maximum of the range.
- b. An unscheduled evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard.
  - 1) Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (work plan, remedial training, retraining, etc.).
  - 2) The evaluation form and the attached documentation shall be submitted as one package.

#### 815.4.1: FIELD TRAINING OFFICERS

- a. A performance evaluation of each Field Training Officer (FTO) shall be conducted and documented at least annually by the Field Training and Evaluation Program Supervisor.

#### 815.5: RATING DEFINITIONS

- a. Employee Performance Evaluations shall be completed using appropriate Department evaluation forms.
- b. When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:
  - 1) **Exceeds Standard** - The employee's performance consistently meets, but generally exceeds acceptable levels of performance a majority of the time. The employee's motivation and performance serve as a significant service to the department. The employee demonstrates a high

degree of initiative, pride in quality of work, and functions with minimal direct supervision. A brief narrative for all key performance areas that exceed standards is required in the Exceeds Standards Summary.

- 2) **Meets Standard** - The employee's performance consistently meets established standards for a given key performance area. The employee's accomplishments and efforts are at a level where quality performance is expected. Mistakes at this level of performance are rare. When mistakes do occur, they are immediately corrected, and steps are taken to ensure they do not recur.
  - 3) **Below Standard** - The employee does not fully meet expectations or established standards; or performance is inconsistent; occasional mistakes are made throughout the evaluation period. The employee fails to recognize mistakes and take corrective action. A brief narrative for all key performance areas below standard is required in the Below Standards Summary. If three (3) or more key performance areas are below standard, a Plan of Assistance must be attached. If three (3) or more key performance areas are below standard, a step increase will be denied.
- c. Space for written comments is provided throughout the evaluation. This allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked exceeds standard or below standard shall be substantiated in the rater comments section.

#### **815.5.1: RATER TRAINING**

- a. Employees charged with completing evaluations of subordinate employees receive training on doing so at the Department of Public Safety Standards and Training management course.
- b. Additional training may be assigned as deemed appropriate or requested.

#### **815.6: EVALUATION OVERSIGHT AND INTERVIEW**

- a. The Division Captain shall review evaluations for fairness, impartiality, uniformity, and consistency, and shall evaluate the supervisor on the quality of ratings given.
- b. When the supervisor has completed the evaluation and it has been approved by the Division Captain, arrangements shall be made for a private discussion of the evaluation with the employee.
- c. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have.
- d. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation.
- e. Employees may elect to submit addenda or rebuttals to their evaluation, which will be attached to the review or evaluation and maintained in the employee's file.

- f. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed.
- g. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.
- h. The supervisor and employee will sign and date the evaluation.
- i. Performance evaluations of supervisors by their supervisors will include the quality of evaluations of subordinate employees.

#### **815.8: EVALUATION DISTRIBUTION**

- a. Copies of Employee Performance Evaluations shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment.
- b. A copy of the Employee Performance Evaluation will be given to the employee and the original will be forwarded to City Department of Human Resources.

#### **815.9: EVALUATION APPEAL**

- a. If an employee believes they have received an unfair rating, the employee may discuss their concerns with the rater and/or may present their concerns in writing within 7 days to reach a satisfactory resolution. The rater will respond, in writing, to the employee's concern within 7 days of the discussion or receipt of the written concerns, whichever is later.
- b. If a satisfactory resolution is not reached, the employee may present their concerns in writing to their Division Captain within 7 days of the rater's response. The Division Captain will respond, in writing, to the employee's concerns within 7 days.
- c. If still unresolved, the employee must request a meeting with the Chief of Police within 7 days of the Division Captain's response. The meeting with the Chief of Police should occur within 10 days of the request. The Chief of Police, whose decision is final, will respond back to the employee, in writing, within 10 days of the meeting.