


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE</b> Performance Evaluations		<b>ACCREDITATION</b> CALEA Chapters: 35.1.1.(a-d); 35.1.2; 35.1.4; 35.1.5(a-g); 35.1.6; 35.1.7 (a-c); 35.1.8
	<b>PROPOSER UNIT</b> Personnel Division		<b>PRIOR REVISIONS</b> 07/01/01, 05/20/02, 04/17/03, 12/08/08, 08/20/19
<b>NUMBER</b> 35.1	<b>ISSUE DATE</b> 07/01/98	<b>REVISION DATE</b> 09/16/2024	<b>ATTACHMENT: 0</b>
<b>TOTAL PAGES</b> 6			

**I. PURPOSE:** This Order establishes guidelines for employee performance evaluations.

**II. POLICY:** In order to track and respond to an employee's ability to meet expected work standards, the Gainesville Police Department shall periodically evaluate each employee via a formal performance evaluation instrument.

### **III. PROCEDURE:**

#### **A. Performance Evaluations:**

**1. Purpose and Objective:** A performance evaluation is a quantitative and qualitative evaluation and assessment of an employee's job performance, conducted for the purpose of appraising the employee's productivity, knowledge, skills, abilities, progress, and other work performance indicators. It also serves as the foundation for employee development.

**2. General Administration:** Employees shall be evaluated by the immediate (temporal) supervisor or trainer to whom they are assigned during a specific time period. [CALEA 35.1.5.a]

**3. Frequency of Administering Performance Evaluations:** Evaluating employee performance is an on-going responsibility and supervisors shall assess a subordinate's work productivity throughout the course of the employee's assignment with that supervisor.

#### **i. New Regular Employees (Probationary):**

**a.** Sworn members shall serve a twelve month probationary period. The probationary evaluation will occur at the end of the probationary period. It shall be based upon the expected progress for the time in grade at the completion of a probationary period. The probationary evaluation will be documented in WorkDay.

1). Department Members hired as Non-Certified Police Officers (City of Gainesville Job Title Code 7323) upon hire

shall serve a twelve month probationary period. Once the Department Member's job classification changes to Police Officer (City of Gainesville Job Title Code 7321) they shall refer to the Fraternal Order of Police collective bargaining contract which details probation periods.

**b.** Full-time non-sworn members shall serve a six month probationary period. The probationary evaluation shall be based upon the expected progress for the time in grade at the completion of a probationary period. The probationary evaluation will be documented in WorkDay.

**c.** Extensions to probationary periods may be approved in accordance with applicable bargaining unit agreements.

**iii. Promotional Probationary Employees:** Employees promoted into a higher classification/rank shall be evaluated based upon expected progress for the length of time in grade at the completion of a probationary period. [CALEA 34.1.6] The promotional probationary evaluations shall be documented in WorkDay.

**a.** Sworn members shall serve twelve months' probation in the higher rank.

**b.** Non-sworn members shall serve six months' probation in the higher rank.

**iii. Regular Full-Time Employees:** All full-time employees, after their initial probationary period, **AND** sworn reserve officers, shall be evaluated at least annually, with the exception of the Chief of Police. [CALEA 35.1.2] The annual performance evaluation shall be documented in WorkDay.

If a department member's probationary period ends in July, August or September, the probationary evaluation also serves as their annual evaluation. The evaluation cycle is conducted according to the fiscal year (October 1 to September 30).

Sworn members covered by the FOP or PBA bargaining agreement shall be evaluated at the completion of each fiscal year for the previous twelve months (October 1<sup>st</sup> "common review date"). They shall be transitioned to the "common review date" in accordance with City of Gainesville Human Resources Department procedures. [CALEA 35.1.5.a]

**4. Evaluation Criteria:** [CALEA 35.1.1.a and 35.1.4] Performance evaluations are comprised of two sections:

**i. Organizational Competencies:** All employees are evaluated regarding Organizational Competencies. This makes up 60% of the evaluation. They are Adaptability and Fostering Innovation,

Communication, Customer Focus, Safety and Technical Competency. The behaviors that are defined are what it takes to “Meet Expectations.”

**ii. Goals:** Goals section makes up 40% of the evaluation and consist of 3 to 5 goals determined by the supervisor and employee. Raters shall also include career counseling goals relative to the employee’s position. [CALEA 35.1.7.b and 35.1.7.c]

Two predefined goals have been determined for certain employees:

**Leadership Goal**—Required for all supervisors and above. This goal should be developed based on the individual’s need and the needs of their teams.

**Diversity Goal**—Per policy EO-3, required for any MAPS employee who reports directly to a charter officer or any MAPS employees with oversight of 10 or more employees.

### **iii. Rating Scale:**

The rating scale is 1 to 5.

1=Did not meet expectations

2=Needs Improvement

3=Met Expectations

4=Exemplary

5=Superior

Explanatory comments are required for all ratings. [CALEA 35.1.5.b]

**iv. Evaluator/Appraiser Training:** City of Gainesville HR provides in person training classes. There are also online tools available within Workday in the Talent and Performance folder. [CALEA 35.1.1.d]

### **v. Responsibilities of Evaluator/Appraiser:**

**Primary Responsibility:** The employee’s immediate supervisor shall have primary responsibility for completing and signing the performance evaluation, and for reviewing it with the employee. [CALEA 35.1.1.c]

**a.** The immediate supervisor shall solicit and include input from any other supervisor(s) who had supervisory responsibility for the employee for at least two months during the evaluation period. Any supervisor who receives a request to provide input shall contribute information regarding the employee’s performance for the time he/she was assigned to that supervisor.

**b.** When applicable, a District supervisor shall provide input for a sworn employee’s performance evaluation.

**vi. Unsatisfactory Performance:**

**a.** Supervisors shall document the date and time when an employee is verbally advised of unsatisfactory/unacceptable performance and the necessary corrective actions for reference when completing the employee's evaluation.

**b.** Supervisors shall advise employees in writing via an IOC throughout, and prior to the conclusion of, the evaluation period if any area of the employee's performance is deemed unsatisfactory/unacceptable. The IOC shall include the necessary corrective actions for reference when completing the employee's evaluation. Supervisors shall maintain copies of any communications advising an employee of unsatisfactory/unacceptable performance. [CALEA 35.1.6]

**c.** When completing the performance evaluation form, supervisors shall include any actions taken by the employee to improve performance and the results of those actions.

**d.** Performance reviews by the internal review process (through a preliminary inquiry, bureau or Internal Affairs review or investigation) should be noted in the evaluation if the review of, and action regarding, the incident has been concluded, and resulted in corrective or disciplinary action.

**e. Personnel Early Intervention System:** See GO 26.5 Disciplinary System and Investigative Process. [CALEA 35.1.9]

**vii. Forms:** All regular employees are evaluated in WorkDay as detailed above. [35.1.1.b]

**B. Evaluation Review Process:**

1. The evaluator in collaboration with the employee determines the 3 to 5 goals and enters those in the system.

2. The evaluator should have regular conversations to let the employee know how they are performing in relation to the organizational competencies and the goals that were set. At a minimum, at least one check-in is required approximately halfway through the evaluation period. [CALEA 35.1.6 & 35.1.7.b]

3. Towards the end of the evaluation period, the evaluator will submit ratings and comments for each competency and goal in the evaluation for the employee. Comments are required for all ratings.

4. Once the ratings are completed the evaluator approves and signs the evaluation. [35.1.1.c]

5. The system will send it to the person the evaluator reports to. They will have the opportunity to approve it or deny it. If they approve it the system sends it to the next person in the chain of command. If it is denied it goes back to the evaluator. [CALEA 35.1.5.c]
  6. Once the evaluation has been approved by the evaluator and the next two levels in the chain of command, it will come back to the evaluator for them to review it with the employee. [CALEA 35.1.7.a] Once this task is completed in the system. The system sends it to the employee for electronic signature.
  8. The last step in the workflow is for the employee to sign the evaluation. A comment box is provided so if an employee wants to make comments they are welcome to do so however it is not required. The verbiage in the evaluation states "By signing, I certify that I have received my evaluation. My signature does not indicate that I agree with any of the ratings given in the evaluation." [CALEA 35.1.5.d]
- If an employee does not want to sign the evaluation, they shall contact CITY HR so it can be documented in the system.
9. Employees can sign into Work Day at any time and have access to their own evaluations that have been completed for FY21 and forward. [CALEA 35.1.5.e]
  10. Employees may appeal the results of a performance evaluation with which they do not agree via the chain of command to their respective Bureau Commander. [CALEA 35.1.5.f]

**C. Responsibilities of the Rater's Supervisor:** Each completed performance evaluation shall be reviewed and signed by the evaluator/appraiser's immediate supervisor. The supervisor shall: [CALEA 35.1.5.c]

1. Assess the evaluator's ability to evaluate subordinates in a fair and impartial manner.
2. Ensure performance evaluation ratings are applied uniformly.
3. Sergeants and Unit/Division Supervisors shall be evaluated by the respective Lieutenants and or next level of supervision. The evaluation shall address the sergeant's/ unit/division supervisors' role as a rater in the performance evaluation system. [CALEA 35.1.8]

**D: Generating, Tracking and Retention:**

1. **Employee Review Dates:** Employee review dates shall be set in accordance with the City of Gainesville Human Resources Department policies and procedures and applicable bargaining unit agreements.
2. **Generating and Tracking Evaluations:** HR generates the performance evaluations through WorkDay. Reserve officer performance evaluations are generated by the Reserve Officer unit Commander via paper form.

**3. Retention:** A copy of all employee evaluations prior to the implementation of NeoGov, and WorkDay shall be maintained by the Personnel Services Division in accordance with State of Florida records retention schedules.

A copy of all Reserve Officer Performance evaluations shall be maintained by the Personnel Services Division in accordance with State of Florida records retention schedules.

All performance evaluations completed via WorkDay are maintained by City HR in the WorkDay system in accordance with State of Florida records retention schedules. [CALEA 35.1.5.g]

**E. Utilization of Results of Performance Appraisals:** Performance evaluation appraisal results may be utilized when employees are being considered for promotion, transfer, assignment to a special team, or other similar use. However, if a commander or evaluating board considers one member's performance evaluation appraisal results, then the performance evaluation appraisal results of all employees in the process shall be equitably considered.

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**By Order of**

*Signed Original on File in the  
Accreditation Unit*

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**Nelson Moya  
Chief of Police**