

	Greenville, SC Police Department <b>GENERAL ORDER</b>		
	<b>Subject</b> Performance Evaluation	<b>Number</b> 151A5	<b>Type</b> Administrative
<b>Effective Date</b> 6/5/2024	<b>Amends/ Rescinds</b> 151A4	<b>Pages</b> 1 of 4	<b>Re-evaluation</b> Annual-May
<b>References</b> CALEA 35.1.1; 35.1.2; 35.1.5; 35.1.6; 35.1.7; 35.1.8; 33.8.3			<b>Notes</b> Updated wording in section 2.3, added new 2.8 to replace removed section 4.6, updated section 2.10.

## 1.0 POLICY

The purpose of performance evaluations are to standardize the nature of the personnel decision making process, assure the public that the agency's personnel are qualified to carry out their assigned duties, and provide employees with job-related feedback that promotes professional growth and development in a manner that complements the organization's mission, purpose and values.

## 2.0 ADMINISTRATION

- 2.1 The Greenville Police Department will use the performance evaluation system utilized by the City of Greenville.
- 2.2 The goals and objectives of the performance evaluation system are to:
  - 2.2.1 Promote and document performance assessments based on essential job functions and clear, realistic job standards and performance goals.
  - 2.2.2 Ensure employees perform work that accomplishes the needs of the City.
  - 2.2.3 Promote a high level of employee performance through consistent feedback from supervisors via annual performance assessments.
  - 2.2.4 Allow employees to receive on-going information about how effectively they are performing relative to expectations.
  - 2.2.5 Document and address employee performance that does not meet expectations.
  - 2.2.6 Ensure management applies performance ratings and merit increases in a fair and consistent manner.

- 2.3 A documented performance appraisal is required for all full-time employees and for all permanent part-time employees averaging as least 1040 hours or more per year. These appraisals will be completed at the end of an employee's first year of employment and annually each year thereafter. Documented appraisals are submitted to the Human Resources department through the designated application and will become a part of the employee's official personnel file.
- 2.4 Supervisors, or anyone completing performance evaluations, will receive training in the use of the evaluation forms and understand the responsibilities as raters.
- 2.5 Evaluations will be based only on the documented performance for the period identified on the evaluation form. Performance outside of the specified time period will not be considered when conducting the evaluation.
- 2.6 Performance evaluation will be based upon identified performance and job expectations of the position and assigned City/department goals as set forth by the department and Human Resources.
- 2.7 The rater's supervisor will review each evaluation for fairness and impartiality of ratings. Evaluations needing additional attention will be sent back to the rater. Once the review is complete, the rater's supervisor will sign each performance evaluation report and forward them up through the chain of command for review and approval at each level. This will be done prior to reviewing the appraisal with the employee.
- 2.8 Once the evaluation has been approved by the employee's chain of command, the rater will send the evaluation to the employee for their review and signature through the designated application.
- 2.9 To ensure a fully executed performance evaluation, each employee is required to sign their performance evaluation to document they have had the opportunity to read and comment on their evaluation.
- 2.10 The employee's evaluation will be available to them in the designated application.
- 3.0 **MANAGEMENT**
- 3.1 Employees will be rated by their immediate supervisor. If an employee is transferred to another division during the evaluation year, the former and current supervisor will work together on the current year's evaluation.



- 3.2 Each rater will be evaluated by their supervisor regarding their ability to effectively complete performance evaluations in a consistent manner.
- 3.3 The performance evaluation will serve to document how well the employee has met the performance requirements of their position. It will also assist in identifying training needs, the employee's ability to assume more responsibilities, and effectiveness in the assigned position.
- 3.4 Individual performance appraisals are not subject to appeal (HR 5.2 Disciplinary Actions and the Appeal Process). Performance evaluation issues should be discussed through the employee's chain-of-command up through the Chief of Police and/or with Human Resources if an allegation of gross injustice or inequity is made in an effort to resolve the complaint. Employees may, as a right, include written objections regarding such matters in their personnel files.
- 3.5 Evaluations are maintained electronically for a minimum of three years. Evaluations are available to employees, their direct supervisor, and Human Resources.

#### 4.0 UTILIZATION

- 4.1 Documentation of all probationary employees receiving on-the-job training will be completed as the employee advances through the respective training programs for the duration of the training program. For sworn employees, the year starts on their swear-in date.
  - 4.1.1 The principal objective of this documentation is to determine if probationary employees are performing job related functions satisfactorily as they progress through the training process.
  - 4.1.2 Recruits and communication employees will also receive weekly evaluations as they progress through the required training programs.
- 4.2 Each probationary employee of the Greenville Police Department will meet with their immediate supervisor at the conclusion of the rating period. Topics of the session will include:
  - 4.2.1 Results of the evaluation just completed.
  - 4.2.2 Level of performance expected, rating criteria or goals for the new reporting period.



4.2.3 Career counseling relative to such topics as advancement, specialization, or training that would be appropriate for the employee's position.

4.3 Whenever an employee's performance is deemed unsatisfactory ("Below Expectations" overall), the employee will be advised in writing. Any Below Expectations or Unsatisfactory ratings must be accompanied by an explanation and corrective action plan in the narrative section of the measure on the appraisal form.

4.4 All ratings must have explanatory comments that support the rating given.

4.5 Upon conclusion of the evaluation cycle and completion of the evaluation form to include approval by the rater's chain of command, each evaluator will meet with the employee for a review of the completed evaluation report. This meeting will provide for:

4.5.1 An interview between rater and employee.

4.5.2 Written comments by the employee

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*J. H. Thompson*

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J.H. Thompson, Chief of Police

6/5/2024

Date

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