

 Kinston Police Department	<u>POLICY: Annual Performance Evaluations</u>						<u>POLICY #:</u> 100-18
	<u>NCLEA Standards: 3.07</u>						
	<u>CALEA Standards: 35.1.2</u>						
	<u>NCLM Standards:</u>						<u>Effective Date:</u>
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Revision Dates:	01/07/25					02-14-2022
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines Kinston Police Department personnel for managing and participating in the City of Kinston Performance Evaluation process.

II. POLICY

The Kinston Police Department shall use a performance evaluation of the City of Kinston to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

III. RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds Expectations - Employee frequently performs at a level above what is routinely expected for the rating criteria

Meets Expectations - Employee consistently performs as expected for the rating criteria.

Satisfactory - Employee performs at the minimum acceptable level for the rating criteria.

Below Expectations - Employee frequently performs at a level below what is routinely expected for the rating criteria.

Unsatisfactory - Employee routinely performs below expectations for this rating criteria.
Corrective action required.

Supervisor comments will be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Supervisors will provide explanatory comments on any area where a job result is noted as exceeding expectations or needing improvement.

Supervisors will advise employees in writing whenever their performance is identified as unsatisfactory.

The written notification will be given to employees in a timely manner so the employee can work to improve their performance. The Employee Evaluation Form will be used document performance activities for both positive and deficient performance actions.

IV. EVALUATION PROCESS

Supervisory personnel are required to have a thorough knowledge and understanding of the performance evaluation system. Supervisory personnel will receive performance rater training prior to or soon after promotion through participation in the Kinston Police Department Supervisors Course. This course is set to premiere in September 2022. When a course is not available the respective Major will be responsible for conducting and documenting this training.

It is not the supervisor's responsibility to "Exceed" an employee on an employee's Annual Evaluation. It is the responsibility of each employee to maintain documentation on their own performance so they can provide their supervisor with the documentation the supervisor needs to complete an honest and fair evaluation based upon the job results established and what has been accomplished.

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance, and the evaluation criteria with each employee. Additionally, goals will be set for the employee to strive to achieve during the evaluation period. These goals should be reasonable and set by the supervisor to the employee which will further develop the employee. The measure of how the employee reached their assigned goals will be part of their evaluation.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Supervisors completing a performance evaluation on an employee who has not worked for them during the entire performance cycle will solicit feedback from the previous supervisor(s). The performance evaluation will be completed by the supervisor who observed the employee's performance for the longest period of time during the evaluation cycle, taking into consideration feedback from the other supervisor(s).

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

V. EVALUATION FREQUENCY (NCLEA 3.07) (CALEA 35.1.2)

Performance evaluations will be conducted annually for all full time and part time employees in accordance with the schedule set by the Human Resource Department.

VI. PERFORMANCE MANAGEMENT DISCUSSION

The supervisor will discuss the evaluation with the employee and provide the employee with an opportunity to make written comments pertinent to the evaluation. The employee will sign the report indicating that the evaluation has been read by the employee and explained by the supervisor. The supervisor will provide the employee with a copy of the completed performance evaluation report. **(NCLEA 3.07)**

Employees wishing to appeal their performance evaluation may do so in accordance with the City of Kinston Performance Management System Policies and Procedures appeal's process.

If an employee's performance evaluation grade doesn't score in the Meets Expectations category, the Chief of Police will contact the Human Resources Director for guidance on an employee action plan for improvement. Disciplinary action may result.

During the performance evaluation review meeting, the employee will be given the opportunity to sign and make written comments to supplement the completed performance evaluation report.

VII. CHAIN OF REVIEW

The supervisor completing the performance evaluation is responsible for signing the evaluation and forwarding the evaluation through the chain of command to their respective Division Head (Major) prior to meeting with the employee to go over the evaluation. Each level of the review process will sign and date the evaluation form. **(NCLEA 3.07)**

Once the appropriate Major has signed off on the employee performance evaluation, the employee performance evaluation will be sent to the Chief of Police Office for review. After the employee performance evaluation has been reviewed and signed by the Chief of Police, the employee performance evaluation will be returned to the appropriate supervisor (who completed the employee performance evaluation).

The original supervisor who completed the employee performance evaluation will review the employee performance evaluation with the employee and collect his or her signature from the employee. Once the employee has signed the employee performance evaluation, it will be turned into the Chief's Administrative Assistant.

The Chief's Administrative Assistant will forward the signed employee performance evaluation to the Human Resources Division for final submission.

IX. RETENTION AND DISTRIBUTION

All completed evaluation forms will be accounted for and a copy of each signed employee performance evaluation will be placed in each employee's personnel file located in the locked file cabinet; the locked file cabinet is located in the Chief's Administrative Assistant's office.

X. CAREER DEVELOPMENT PAY INCENTIVE

Performance evaluations are a part of the career development pay incentive. Refer to Kinston Police Department Policy 100-12 Career Development for guidelines on pay incentive requirements.