



Lincoln Police Department

Standard Operating Procedures

Integrity, Competency, Fairness



Subject:	Performance Evaluations	Policy #	A-6
Effective Date:	June 9, 2025	Review Cycle:	2 Years
Distribution:	All Sworn Personnel	# of pages:	3
MLEAP:	4.08, 4.09		
<i>Rescinds All Previous Policies - Related To This Current Policy</i>			
Issuing Authority:	Chief Lee Miller		

I. POLICY:

The Lincoln Police Department is committed to employing, retaining, and developing the highest quality personnel. To support this objective, the department has established a formalized performance evaluation system. This system is designed to ensure fair and consistent personnel decisions, provide feedback and career guidance, improve job performance, and identify training and development needs. Evaluations will be conducted regularly and documented in a structured and transparent manner.

II. PURPOSE:

This policy outlines the procedures, responsibilities, and expectations for evaluating the performance of all department personnel—both sworn and non-sworn. The performance evaluation system aims to:

1. Promote fair and impartial personnel decisions.
2. Maintain and improve employee performance.
3. Provide a constructive medium for counseling and feedback.
4. Guide decisions regarding probationary status and assignments.
5. Offer objective standards for recognition, retention, and promotion.
6. Identify training and development needs.
7. Reinforce professional conduct aligned with departmental goals and community standards.

III. DEFINITIONS

- **Performance Evaluation:** The formal review and documentation of an employee’s performance, typically conducted annually or as determined by assignment or probation status.
- **Probationary Employee:** An employee still within their initial review period—either six months from hire or one year post-academy graduation.
- **Standardized Evaluation Guidelines:** A uniform 1–4 rating scale with defined criteria to ensure consistency.

- **Rating Officer:** The immediate supervisor responsible for evaluating the employee.
- **Non-Sworn Personnel:** Civilian staff without arrest authority, including dispatchers and administrative support.
- **Performance Categories:** Core competencies and tasks evaluated based on the employee's specific job description.

IV. PROCEDURES:

A. General

1. All law enforcement officers employed by the Lincoln Police Department shall be evaluated using the form located in *Power Ready Program*.
2. Individuals conducting performance evaluations will be properly trained prior to them conducting performance evaluations to ensure they are done properly and fairly. **MLEAP 4.09**
3. Evaluations reflect observations and perceptions by rating personnel and are, therefore, inherently subjective. Nevertheless, personnel shall be rated according to their not meeting, meeting, or exceeding expectations. Specific guidelines for rating behavior are found in *Power Ready Program*.
4. At the discretion of the Chief of Police, each employee may be evaluated either every six months or annually, and on an "as needed" basis based on performance. **MLEAP 4.08**
5. All evaluations shall be placed in employee personnel files.
6. Employees promoted or transferred to new assignments shall receive evaluations at least every three months for the first six months of assignment or promotion, or more often at the discretion of the Chief of Police.
7. Performance evaluation assignments.
 - A. Patrol Officer shall be formally evaluated by a Sergeant.
 - B. Detective shall be formally evaluated by the Chief of Police
 - C. Sergeant shall be formally evaluated by the Chief of Police
 - D. Deputy Chief shall be formally evaluated by the Chief of Police
 - E. Civilians shall be formally evaluated by their direct supervisor.
8. An employee who receives an unsatisfactory mark that they perceive as unjust may grieve it through the next level of the Chain of Command. The employee concerned must rebut the comments or marks in writing and submit it through the chain of command to the Chief of Police. In any case, the final appeal extends to the Chief of Police unless dictated by a collective bargaining agreement.

B. Scale Value Application

1. The most difficult task facing the rater is applying the numerical scale which accompanies categories of behavior. Two raters might not apply the same numerical values to the person under evaluation. To reduce such differences, *Power Ready Program* clearly defines what constitutes not meeting, meeting, or exceeding expected behavior.
2. The philosophy of the evaluation form focuses on observations of demonstrated proficiency in behavior relevant to the job. Proficiency may be demonstrated in a variety of ways:
 - A. Performing the behavior in the field.
 - B. Performing the behavior in a role play, accompanied by written or oral testing.
 - C. Written or oral testing (for subjects not amenable to field demonstration).
3. Any numerical 2 or below must be documented. Deficiencies in behavior must receive precise documentation. For example, an officer might receive a "1" (Does Not Meet Expectations under category three), officer safety. In the comments section, the rater would write, "Officer

consistently presents his gun to traffic violators and approaches stopped vehicles with objects in both hands."

4. The categories of behavior represent key areas of police behavior. The categories are aligned in four subjects: critical performance tasks, knowledge (to include adherence to agency policies), attitude/relations, and appearance. **MLEAP 4.08**

C. Evaluation of Supervisory Staff and Civilian Employees

1. Civilian employees shall be evaluated on a civilian evaluation form.
2. The Supervisory and Detective staff can be evaluated using the same form as that for officers. They both will also have a separate section that will relate to their job functions.
3. Supervisory staff evaluations will include, but not limited to, the ability to address misconduct and reprimand, counsel, praise, or otherwise discipline their officers. **MLEAP 4.08**

D. Principle Strengths/Weaknesses Observed During Rating Period

1. Evaluators shall articulate the employee's principal strengths during the evaluation period in *Power Ready Program*.
2. Evaluators shall articulate the employee's principal weaknesses during the evaluation period in *Power Ready Program*.

E. Departmental/Employee Goals for Upcoming Rating Period

1. Employees and evaluators shall jointly agree to individual employee goals for the upcoming period and articulate them in *Power Ready Program*.
2. Employees and evaluators shall jointly agree to departmental goals for the upcoming period and articulate them in *Power Ready Program*.

Evaluations will be completed through Power Ready