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| <p>MESA POLICE</p> <p>Department Policy Manual</p> | <p>Performance Appraisals</p> | <p>DPM 1.2.35 Effective Date 01/10/2013 Revised 02/01/2022</p> |
| <p>Approved by: Chief of Police</p> | <p>Chapter: Personnel Functions</p> | <p>Page: 1 of 3</p> |

1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines relating to member performance appraisals.

2. GENERAL

2.1 Performance Appraisal Process

- A. Complete all step pay, annual and probationary performance appraisals on authorized City of Mesa (COM) Performance Appraisal Forms (PAF).
[ALEAP 16.2]
- B. Document exceptionally good behavior as directed by COM Personnel Rules.
[ALEAP 16.2]
- C. Supervisors follow guidelines specified within COM Management Policy #300 pertaining to circumstances under which PAFs should be completed and methodology to be utilized. [ALEAP 16.1] [ALEAP 16.2]
 1. Forms, instructions, and core value information are available on the COM Intranet.
- D. When evaluating a member's work for the review period, time spent on transitional duty or no-work status should be excluded, unless the member is performing duties normally associated with the member's job classification.
- E. If the time spent on transitional duty or no-work status is for such a length of time that the rater feels there is not enough information available to conduct an accurate appraisal, then the performance appraisal should be deferred based on the deferral guidelines. Refer to COM Management Policy #300.
 1. Exceptions to this requirement may be authorized by the Chief of Police or designee.
- F. PAF review for members on Original City Probation or Disciplinary Probation, and reviews that may have been deferred (due to special circumstances) must be administered and submitted by the scheduled date.

2.2 Probationary PAFs

- A. Complete probationary appraisals per COM policy until the conclusion of the probationary period and file in the member's workstation file.
 1. Disciplinary probation reviews are required at the midpoint and end of the probationary period. The COM Personnel Office establishes review dates for the required reviews.
 2. In addition to the reviews required by the COM Personnel Office, the Mesa Police Department (MPD) requires quarterly reviews on disciplinary probation period of one year (quarterly). The member's supervisor is

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- required to track the additional two review dates since they are not reviews required or tracked by COM Personnel Office. [ALEAP 16.4]
3. During the probationary period, documentation in the member's workstation file should reflect the member's performance as compared to the job responsibilities set forth in the assigned position. [ALEAP 16.4]
 4. A rater's immediate supervisor reviews any contested probationary member PAF and then conducts an interview with the probationary member. [ALEAP 16.4]
 5. The probationary member uses the comments section of the PAF to record the reasons for disagreement with the rating. [ALEAP 16.4]
 6. If a member receives a performance appraisal that results in the denial of a step pay increase, the member may submit a grievance as provided for in COM Personnel Section 530 G. [ALEAP 16.4] [ALEAP 16.10]
 7. The above contested PAF procedure does not apply if the Chief of Police is the rater or the rater's immediate supervisor. [ALEAP 16.4]

2.3 Rating Newly Transferred Member

- A. If you have a member under your command for less than 30 days, do not complete the appraisal until conferring with the member's previous supervisor(s) for the grading period.
- B. Previous supervisors comply with any request for assistance in completing the PAF.

2.4 Performance Improvement Required

- A. Advise the member, in writing, if member's general or specific performance is "performance improvement required" and the unsatisfactory performance (a single act or omission or a series of events) may result in the member receiving the overall rating "Performance Improvement Required."
 1. Give the notification to the member at least 90 days prior to the end of the scheduled performance rating period if the unsatisfactory performance is prior to that time.
 2. This policy does not preclude the rating supervisor from giving the subordinate a "performance improvement required" rating if written notification was not given at least 90 days prior to the end of the scheduled performance rating period.
 3. Written notification may take the form of a counseling memo or documentation in the workstation file.
 4. The member receiving notification must acknowledge receipt of the notice.

2.5 Training [ALEAP 16.2]

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- A. All newly appointed supervisors are trained in the preparation, application, and use of performance appraisals in accordance with COM Management Policy #300, as soon as practical after promotion.
 - 1. This does not prohibit training for supervisory candidates prior to date of promotion if such training can be scheduled.
- B. All department supervisors are provided with required performance appraisal update training to familiarize them with changes in COM or department policy.

2.6 Retention [ALEAP 16.11]

- A. PAF Creator automatically loads PAFs electronically to FileNet for retention in the employee's official personnel file.
 - 1. Per [COM Personnel Rules](#), an employee shall have access to his/her official personnel file during normal City business hours.
- B. Members can view their previous PAF online via PAF Creator. [ALEAP 16.12]
- C. A copy of the PAF is placed in each member's workstation file, and supervisors will provide a copy to the member upon request. [ALEAP 16.12]
- D. PAFs are retained in accordance with the Arizona State Library Retention Schedule for law enforcement records.