

# MONTPELIER POLICE DEPARTMENT

<b>Performance Evaluation System</b>	Related Policies:  Bi-Annual Performance Evaluations
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Analogous Vermont Statutes:	
CALEA Standard:	
Date Implemented: December 1, 2023	Review Date:

## 1. Performance Evaluations – Purpose:

- A. The purpose of the evaluation system is to improve an employee's performance and therefore the efficiency and effectiveness of the Department. Performance evaluations are a supervisor's measurement of the employee's work performance. Each Department employee's work performance will be evaluated twice annually on the basis of an established evaluation system. The evaluations will be conducted in June and December of each year.
- B. Performance evaluation reports constitute a source of personnel information for employees as well as management. Employees should use performance evaluation reports to improve their individual work performance and set goals for training. As a managerial resource, the evaluation reports serve to address training needs, areas of individual strengths and areas requiring more individual attention. Further, written evaluations supply a resource for the administration to utilize when addressing an individual's suitability for promotion, assignment of additional responsibilities or the suitability of the individual for their present assignment.

## 2. Performance Evaluations – Responsibilities:

- A. Montpelier Police Department's Chief, Deputy Chief, Sergeants, and Dispatch Supervisor will conduct and review evaluations and ensure sufficient documentation is presented for the rating of the employee. This review will also determine whether any rating error may be present. The Supervisors will meet directly with the employee and conduct the evaluation together incorporating policy review, video review, use of force incidents and areas of strength and improvement needs.

### 3. Performance Evaluations – Definitions:

- A. Measurement Definitions: Employees are evaluated in areas that directly affect their assigned duties. Evaluation scales are defined on the Department evaluation forms and as listed below:
  - 1) **Below Expectations:** This rating should be given if the performance of the majority of the various aspects of the element of the job has been unsatisfactory for the major portion of the rating period.
  - 2) **Meeting Expectations:** This rating should be given if the performance of the majority of the various aspects of the element of the job has been satisfactory for a major portion of the rating period.
  - 3) **Exceeding Expectations:** This rating should be given if the performance of the majority of the various aspects of the element of the job has been more than satisfactory for a major portion of the rating period.
- B. Hire Date: The date on which an employee is initially hired.
- C. Merit Date: The date an employee is hired, promoted, changes grade or classification, or a date designated by the Chief of Police.
- D. Self-Evaluation: An opportunity for the employee to self- evaluate in writing and include the document with the supervisor's evaluation. A self- evaluation is voluntary.

### 4. Performance Evaluations – Administration:

- A. Procedures for use of Evaluation Forms:
  - 1. Evaluations will be written, using standardized Department forms.
  - 2. The evaluation is based on observed or documented behavior over the rating period. Data from the records management system shall be included along with policy review, use of force video review and traffic stop video review.
  - 3. Comments are desired for each element and required for each individual element that is rated "Below" or "Exceeding" Expectations. Comments should include the reason/methodology for the rating indicated.
  - 4. In fairness to the employee and to aid supervisors in the evaluation process, preceding evaluations should be reviewed prior to completion of an annual evaluation. Periodic evaluation forms should be analyzed for trends that show the employee's abilities, effort, and overall work ethic. It is very important not to weigh any one evaluation period too much, but to identify and expound upon trends throughout the year.
  - 5. The supervisor will note the employee's rating in each category. Supervisors who have worked with the rated employee for less than six months are encouraged to solicit input on the evaluation from the employee's prior supervisor(s).
  - 6. Space will be provided on the form to note the employee's overall rating and to describe the employee's major strengths and weaknesses.

7. Evaluations of Command Staff and selected Supervisory personnel will also reflect work-related goals for the next evaluation period.
8. Supervisors may include future goals in an evaluation for any employee.
9. The evaluation should be representative of the employee's total performance and contribution for an entire evaluation period. Evaluations require well-planned, accurate and detailed information. Raters should recognize the importance of the evaluation process and put forth the appropriate effort to ensure a worthwhile, pertinent, and fair document.
10. Following completion of the performance evaluation form the rater will meet with the employee and discuss the performance evaluation in an evaluation interview. During the presentation and discussion of the evaluation the rated employee will be given an opportunity to enter comments.
11. Rater Training: All raters shall be trained to use the Department's evaluation forms. The rater's immediate supervisor is responsible for training the rater in the proper techniques of performance evaluation, preparation of the evaluation forms, and methods to conduct the evaluation interview session.