
	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Performance Evaluation</b>	Order Number  <b>35.1</b>
		Date  <b>10-17-19</b>

### **35.1 Performance Evaluations**

- A. Employee performance evaluations shall be completed at least annually, as required by the Town's Human Resources Department. Evaluations shall be completed when due. Performance evaluations are for a specific time period and are intended to provide an employee with useful information concerning the employee's performance, to enhance the relationship between supervisor and subordinate, to provide assistance to the employee in continuing professional development and to provide a record of an employee's performance. Performance evaluations shall be maintained in accordance with the applicable Arizona retention schedule. When possible, supervisors should attempt to communicate performance expectations and progress on a regular basis.
- B. Human Resources shall provide measurement definitions, procedures for use of the forms, rater responsibilities, and training for those who are to complete the evaluation forms.
- C. The criteria for performance shall be specific to the employee's assignment during the rating period. At the beginning of the rating period, the employee being evaluated shall be made aware of the rating criteria and performance expectations. This can be done at the same time as the annual review for employees after the first review period.
- D. An employee's performance evaluation shall include mention of discipline occurring or administered during the evaluation period. Corrective action would not generally be referenced in a performance review, although behavior underlying the action may be if it has performance implications. Any rating that is either unsatisfactory or outstanding shall include an explanatory comment.
- E. During the process of drafting an evaluation the employee's supervisor should review his/her performance notes regarding the employee, discipline and commendation records, the supervisor shall then meet with his/her own supervisor to review the draft. No evaluation may be provided to a subordinate without this review.
- F. Once approved by the reviewing supervisor, the supervisor shall then meet with the employee in a face-to-face meeting, to deliver and discuss the evaluation. The employee shall be provided with a copy of the completed evaluation and may, if desired, complete a written comment to supplement the evaluation.

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During a follow-up meeting, the supervisor shall advise the employee of expectations for the upcoming year and may discuss the employee's career goals or recommended training.

The employee shall be given the opportunity to sign the evaluation. The supervisor shall sign the evaluation and forward the original evaluation and the employee's written comments, if any, through the chain of command to the Chief. At the conclusion of signatures, the appraisal will be forwarded for electronic filing.

- G. If an employee's performance falls below standard, a supervisor shall issue a Performance Improvement Plan (PIP) in a timely manner that documents the unsatisfactory performance and defines actions that the employee must take to improve. Delivery of a PIP may be delayed to avoid compromising any on-going investigation.
- H. Any employee who prepares an employee evaluation shall be evaluated by their supervisor regarding the quality of employee performance evaluations they have prepared.
- I. Responses to or appeals of a contested evaluation will be reviewed by that division's commander. The commander may review the supervisor's documentation and any response by the employee. This review should be final and non-appealable.