


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Performance Evaluations	<u>SOP Number</u> 3.1.100
Approval Signature 	
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Performance Evaluations

- I. **Purpose:** The purpose of this policy is to provide direction to Division supervisors in completing effective performance evaluations and reviews.
- II. **Policy:** It is the policy of the Cincinnati Police Division (UCPD) to ensure that the performance of all personnel is evaluated in a consistent and timely manner. Performance evaluations and reviews shall be based on standards for specific duties that correspond to the employee's current assignment. Performance evaluations will be completed following any applicable corresponding collective bargaining agreements. The evaluation system shall reflect the Vision, Mission, and Core Principles of the Division.

III. Definitions:

Central Tendency Error: The tendency to evaluate every person as average, regardless of differences in performance.

Halo Effect: The tendency to make inappropriate generalizations from one aspect of a person's job performance. This is due to being influenced by one or more outstanding characteristics, either positive or negative.

IV. Procedure:

- A. It is the duty of supervisors to directly monitor and evaluate the performance and behavior of personnel under their charge daily and to document both positive and negative aspects of employee performance.
 1. Supervisors shall make regular and consistent entries regarding their subordinates' performance in the Division's Performance Management software – "Guardian tracking" (GT). GT automatically notifies the employee when an entry is made related to their performance.
 2. Performance evaluation and review training shall be an element of all Division supervisors' initial training and orientation program. The training will include at a minimum:
 - a. Employee motivation and goal setting
 - b. Documenting positive and negative aspects of employee performance
 - c. Providing feedback, coaching, and having challenging conversations
 - d. Common rater bias and errors such as the Central Tendency Error and the Halo Effect
 - e. Instruction on completing Performance Evaluation and Review Forms
- B. Quarterly Performance Reviews
 1. All police employees at the rank of officer will have a quarterly review in January (October-December), April (January-March), July (April-June), and October (July-September) of their performance completed by their immediate supervisor

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in GT.

2. The officers' performance, including all GT entries for the prior three (3) months, will be reviewed by their supervisor.
3. Supervisors will also review any pertinent activity for the previous three (3) months, including the officer's activity in the Public Safety Portal (PSP), contact cards, traffic stops, suspicious person contacts, field interviews, arrests, as well as any required reviews of Body-Worn Camera or In-car video recordings.
4. Ratings for all quarterly performance reviews will fall into one of the following measurement definitions:
 - a. **Needs Improvement** - Does not consistently meet performance standards; often requires special guidance or direction.
 - b. **Meets Standards** - Consistently meets performance standards.
5. Officers will have the ability to provide and document any feedback regarding their quarterly review.

C. The appeal of a quarterly review

1. If an officer wishes to appeal a quarterly review, the officer shall speak to the supervisor who completed the review. After that discussion, if the officer is not satisfied with the explanation and clarifications provided, the officer may appeal to the employee's Bureau Commander. The Bureau Commander's decision regarding the appeal shall be final.

D. Probationary and Midpoint Performance Evaluations

1. Probationary employee performance and midpoint evaluations will be completed following UC Human Resource [Policy 18.01, Performance Evaluation and Probation-Classified Unrepresented Employees](#).

E. Annual Performance Evaluation

1. By June 30th of each year, all non-probationary UCPD employees will have an annual evaluation of their performance completed and presented in person by their immediate supervisor. Evaluations for hourly FOP employees must be completed and submitted by April 30 of each year. If their immediate supervisor has been in place for less than three months, the supervisor will obtain evaluation input from the employee's previous supervisor.
2. The evaluation will include a specific period of the evaluation.
3. The performance measurements for the evaluation will be specific to the employee's job requirements.
4. The employee's performance, including all GT entries for the period of the evaluation, will be reviewed by their supervisor as part of the evaluation

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process.

5. Ratings for all performance evaluations will fall into one of the following measurement definitions:
 - 1 - Unsatisfactory** - Seldom meets performance standards; regularly requires special guidance or direction.
 - 2 - Needs improvement** - Does not consistently meet performance standards; often requires special guidance or direction.
 - 3 - Satisfactory** - Consistently meets performance standards.
 - 4 – Exceeds expectations** - Consistently meets and often exceeds performance standards.
 - 5 - Outstanding** - Consistently exceeds performance standards.
6. Supervisors are encouraged to provide comments that support their ratings and are required to provide explanatory statements when performance ratings are unsatisfactory or outstanding.
7. The employee will have the opportunity to provide both verbal and written feedback and to sign the evaluation.
8. All annual performance evaluations will be reviewed and signed by the rater's supervisor.

F. Appeals of annual performance evaluation

1. If an employee wishes to appeal their annual performance evaluation, the employee shall speak to the supervisor who completed the evaluation. After that discussion, if the employee is not satisfied with the explanation and clarifications provided, the employee may appeal to the rater's supervisor.
2. If that does not satisfy the appeal, the evaluation is then forwarded to the Chief, who reviews and initials/signs the form, and a copy is returned to the employee.
3. If the Chief is the reviewer, the employee may still place comments on the form, which will be reviewed by the Chief and returned to the employee.
4. Each employee may request a meeting with the Chief to discuss their evaluation. If the employee proves a section(s) is/are inaccurate, the Chief will correct the score.
5. After the Chief reviews the evaluation, it is sent to Human Resources.

G. Annual audit

1. The Support Services Bureau Commander will ensure an annual audit of employee performance evaluations is completed. The purpose of the audit is to

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determine if all performance reviews and annual performance evaluations are being conducted following this policy.

2. The audit will be completed by July 31st of each year.

3. The results of the audit will be documented on an Internal Correspondence Memo, Form-5, and forwarded to the Police Chief through the chain of command.

References

UC Human Resources Policy 18.01 Performance Evaluation and Probation – Classified Unrepresented Employees

[Officer Evaluation Form 25](#)

[Supervisor Evaluation Form 26](#)