

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 270	Rescinds: 07/01/2013,03/20/15
Subject: Development and Performance Evaluation	NYS Accreditation: 2.9, 13.1
Effective Date: 06/26/2019 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedures for use of the Performance Evaluation Form.

II. POLICY

- A.** Performance Evaluations will be used to provide employees with opportunities for professional growth and development, improve job performance and satisfaction, and promote vertical and lateral movement in a fair and impartial manner.
- B.** Performance Evaluations may also serve as the basis for progressive discipline as outlined in G.O. 301.

III. OBJECTIVES

The Seneca Falls Police Department employee performance evaluation and career development system is designed to:

- A.** Clarify performance expectations and provide guidance concerning duties and responsibilities;
- B.** Set individual employee standards of performance;
- C.** Establish a means of measuring the extent to which these standards have been attained;
- D.** Identify individual employee career development needs and assist in the formulation and achievement of career goals and objectives;
- E.** Identify training needs.

IV. PROCEDURES

A. General Guidelines

- 1. Performance Evaluations will be based only on behavior observed or identified during the period of evaluation.
- 2. Raters will utilize the criteria established on the Performance Evaluation Form.
- 3. The performance of all sworn employees will be evaluated annually with the date of completion set by the Chief of Police.
The period of assessment being evaluated will consist of the previous twelve (12) months, typically the previous calendar year.
- 4. Supervisors who perform performance evaluations must receive instruction in rating procedures and rater responsibilities as a precondition of such involvement.
- 5. In cases where the rater has been unable to observe a subordinate in one or more of the standards, that standard will be rated as Not Rated, "N.R"., in the application box.

6. An employee will not be rated by a supervisor until the supervisor has observed the employee at least two months prior to the assessment.
7. Raters will be evaluated by their immediate supervisors reinforcing the accuracy, fairness, and impartiality of the performance appraisal as well as the uniformity of ratings.
8. Employees having less than a satisfactory rating will be evaluated in that category again within a six- month period.
9. Repeated instances of sub-standard performance may serve as the basis for progressive discipline as outlined in G.O. 301.

B. The Chief will:

1. Retain the original completed evaluation forms in the employees personnel file;
2. Annually review the Seneca Falls Police Department's performance evaluation system;
3. Assure that raters are trained in definitions of dimensions, methods of avoiding rater error, career counseling, and other system-specific areas.

C. Evaluating supervisors will:

1. Utilize established job descriptions and classifications, applicable General Orders and other directives to discuss job expectations with the employee. They will ensure that each employee being evaluated is aware of:
 - a. His/her required duties and tasks;
 - b. The standards of equality and productivity he/she is expected to meet;
 - c. Criteria by which he/she will be evaluated.
2. Submit the explanatory comments whenever performance ratings are "Unsatisfactory" or "Above Standard";
3. Discuss the following with each employee they have rated:
 - a. The performance evaluation;
 - b. Issues of career development;
 - c. The employee's in-service training record;
 - d. Methods of attaining desired career objectives.
4. Allow the employee to make verbal and written comments regarding the evaluation;
5. Keep notes throughout the year on positive and negative performance by the officer, utilizing the Performance Support Form or a method of the supervisor's choice, as long as it is specific and equitable in nature. In the instances where a comment recorded on a performance support form is negative in nature, the supervisor will notify the employee as soon as possible of his conduct and note what was said.
6. Submit a copy of the pre-evaluation form to the Chief of Police to assist with identifying training interests.

D. Employees being rated will read and sign their evaluations (indicating that they **Agree or **Disagree** with the report as written), and **must** make a written response in the "Employees Comments" on the rating form. A copy of the completed document will be provided to the employee upon request.**

E. Performance Evaluations for patrol officers will be reviewed and signed by the Supervisor, Lieutenant and the Chief of Police. Performance Evaluations for those rated by the Chief of Police will be reviewed and signed by the Chief of Police.

1. Performance Evaluations will be conducted by the employee's immediate supervisor.

V. REVIEW PROCESS FOR CONTESTED EVALUATION REPORTS

Patrol officers who are dissatisfied or disagree with their performance evaluation may seek a review of their ratings. The protesting employee will submit his/her intention on a Seneca Falls Police Department letter head within seven (7) calendar days of the receipt of the evaluation, to the Supervisor who did the review. The employee will state as specifically as possible the reason(s) for disagreement or dissatisfaction with his/her evaluation. The decision of the Chief of Police will be final. An explanation of the decision will be attached to the signed performance evaluation form and made available to the employee. The foregoing procedure will be followed by Investigators and personnel of the rank of Sergeant and Lieutenant and above except that submissions will be to the Chief of Police, whose decision will be final.

VI. RETENTION OF EVALUATION FORMS

All employee performance evaluation reports and forms will be maintained by the Chief of Police pursuant to the guidelines established under the NYS Education Law MU-1 Schedule for Municipalities.

VII. CAREER DEVELOPMENT RESPONSIBILITIES

The Seneca Falls Police Department shall strive to achieve the goals of the career development program by:

- A.** Offering a voluntary annual review with each sworn- member of the training and promotional opportunities available.
- B.** Providing encouragement to personnel in the continuance of their education.
- C.** Act as a liaison with external institutions with regard to career development involving the following:
 - 1. Degree programs at local colleges and universities.
 - 2. In-service training programs offered by the agency.
 - 3. Training offered by other agencies, groups and associations (e.g. New York State Department of Criminal Justice Services, FBI, DEA, etc.).
 - 4. Appropriate training courses offered by private vendors.
 - 5. Online Training

Whenever possible, informational brochures, announcements, course descriptions, tuition costs and applications should either be posted in a conspicuous place or made available upon request.