



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: PERFORMANCE EVALUATIONS	GENERAL ORDER NUMBER: 303
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The Columbia Heights Police Department shall establish a fair and consistent process for providing all employees with performance evaluations.

303:1 Administration

303:11 Development

The police chief, in accordance with Human Resources guidelines, shall administer the development of a performance evaluation system for the Department.

303:11 Schedule

Performance evaluations shall be conducted for all employees by the following schedule:

- Licensed personnel every twelve months;
- Newly hired Civilian personnel at six months and 12 months and then every twelve months;
- Sworn new hires at the completion of field training, six months, and just prior to completion of the probationary period; and
- Newly promoted personnel at three months, and again just prior to completion of the probationary period.

303:13 Criteria

Performance evaluation criteria shall be specific to the job classification and assignment of the employee during the rating period covered.

303:14 Notification of Unsatisfactory Performance

Where it is known by a supervisor that an employee's performance is deemed to be unsatisfactory, that supervisor shall advise the employee in writing of such deficient performance, even if prior to the end of the rating period.

303:2 The Performance Evaluation

303:21 Performance Evaluation Form

The performance evaluation shall contain written documentation or comments whenever an employee receives a rating of either outstanding or unsatisfactory.

303:211

Performance evaluation forms shall be signed by the evaluator, employee, and the Chief.

303:212

Each employee shall be given the opportunity to sign and make written comments to supplement the completed performance evaluation report.

303:213

Each employee shall receive a copy of the completed performance evaluation report.

303:214

Performance evaluations shall become a permanent part of the employee record.

303:3 Counseling

303:31 End of Rating Period

Each employee shall be counseled at the end of each rating period, or as soon thereafter as possible, to include the following areas:

- Results of the performance evaluation just completed;
- Level of performance expected, rating criteria, or goals for the new reporting period; and
- Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

BY ORDER OF:

Scott Nadeau, Chief of Police

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