

Performance Evaluation

1055.1 PURPOSE AND SCOPE

This policy defines the performance evaluation process and establishes guidelines for conducting the formal written performance evaluation and discussion.

1055.2 POLICY

Performance evaluation is an ongoing process of communication between a supervisor and an employee that occurs throughout the year. The communication process includes setting objectives, identifying goals, providing feedback and evaluating results. The process also includes a written performance evaluation and a discussion about the written evaluation that is completed at established times during the year.

1055.3 DEFINITIONS

Divisional File: Any file which is separately maintained internally by an employee's supervisor within an assigned division for the purpose of completing performance evaluations. Medical information is not included.

Personnel File: That file which is maintained in Human Resources and/or the Office of the Chief as a permanent record of employment history with the City. Medical information is not included.

1055.4 WRITTEN PERFORMANCE EVALUATION

The written performance evaluation provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards. The objective is to:

1. Review and record work performance,
2. Give recognition for good work,
3. Provide a guide for improvement where needed,
4. Identify opportunities for professional development, and
5. Outline action steps necessary to meet professional development and work performance related goals.

Each evaluation covers a specified period and is based on performance during that period.

The employee performance evaluation is used for making personnel decisions relating to promotion, job assignment, corrective action, disciplinary action, demotion and termination from employment.

1055.4.1 EVALUATION FREQUENCY AND RATING PERIOD (SWORN PERSONNEL)

The evaluation rating period for VPD employees is January through December. The Department requires the following performance evaluations during the rating period:

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1. At the beginning of the rating period, supervisors review the tasks of an employee's job assignment, discuss expectations for performance and the evaluation rating criteria and establish individual goals with each employee.
2. At the end of the rating period, supervisors complete the written performance evaluation.
3. For employees in a new hire probationary status, the evaluation should be completed prior to the end of the probationary period to advise the employee of satisfactory performance; actions that should be taken to improve in areas of weakness; and recommendations relating to successful completion of probation.

The authorized Department evaluation forms for sworn personnel are listed in SharePoint. Follow this file directory: **SharePoint~Departments~Police Department~VPDNET~Forms~Service Area:Evaluations** to obtain a copy of the appropriate forms.

1055.4.2 EVALUATION FREQUENCY AND RATING PERIOD (CIVILIAN PERSONNEL)

The evaluation rating period for VPD employees is January through December. The Department requires the following performance evaluations during the rating period:

1. For employees in a new hire probationary status, the evaluation should be completed prior to the end of the probationary period to advise the employee of satisfactory performance; actions that should be taken to improve in areas of weakness; and recommendations relating to successful completion of probation.
2. At the end of the rating period, supervisors complete the written performance evaluation.

The authorized Department evaluation forms for civilian personnel are listed in SharePoint. Follow this file directory: **SharePoint~Departments~Police Department~VPDNET~Forms~Service Area:Evaluations** to obtain a copy of the appropriate forms.

1055.5 PERFORMANCE IMPROVEMENT PLAN

A performance improvement plan may be completed any time a supervisor deems it is appropriate. Generally, a performance improvement plan is a tool used to demonstrate those areas of performance deemed less than standard and to establish a work-plan for improving performance in those areas.

1055.6 SUPERVISOR RESPONSIBILITIES AND EVALUATION PROCESS

The supervisor's responsibilities during the evaluation include:

1. At the beginning of the performance evaluation period, reviewing the employee's job responsibilities and establishing individual performance standards and goals.
2. Assessing employee's performance and progress toward goals midway through the evaluation period.
3. Soliciting input from the employee and gathering information in preparation for the formal written performance evaluation.

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4. Completing the written performance evaluation form to include:

a. Any corrective counseling, verbal reprimands, disciplinary action, performance improvement plans and other areas where an employee could improve work performance. Supervisors should also include steps taken to improve the performance or conduct issue. After the corrective counseling is incorporated into the performance evaluation, it shall be destroyed.

b. Any major accomplishments, commendations, awards and other examples of good work performance.

(In the event a Vancouver Police Officers Guild (VPOG) member is involved in either of the above listed events, refer to VPOG Collective Bargaining Agreement.)

[See attachment: 1056 VPOG Sworn Employees Procedures for Performance Evaluations.pdf](#)

5. Providing follow-up and assistance as indicated in the performance evaluation, providing timely feedback to employees on performance and monitoring and documenting employee performance.

1055.7 EVALUATION MEETING

The supervisor will meet with each employee to have a collaborative discussion about their performance evaluation. The meeting should include:

1. A discussion of the employee's work performance during the rating period.
2. Creation of goals for reaching the expected level of performance in areas where improvement is needed.
3. Seeking the employee's input and clarifying any questions the employee may have.
4. A discussion of career interests and expectations and goals for the upcoming year.

1055.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file. A copy will be given to the employee and a copy may be retained in the employee's Divisional File.

1055.9 EVALUATION FOLLOW-UP

An employee's supervisor shall monitor performance and provide follow-up feedback throughout the year by:

1. Maintaining documentation of performance in a divisional file throughout the evaluation period, to include positive and negative behavior.
2. Keeping communication open and providing timely feedback to employees regarding performance.
3. Providing follow-up and assistance as indicated in the performance expectations.
4. Leading employees toward accomplishing their goals.