

# **SACRAMENTO POLICE DEPARTMENT**

## **EMPLOYEE PERFORMANCE EVALUATION MANUAL**



**RM 257.03**



# SACRAMENTO POLICE DEPARTMENT REFERENCE MANUAL 257.03

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## 257.03 EMPLOYEE PERFORMANCE EVALUATION MANUAL 2-28-20

TO: ALL PERSONNEL

The Employee Performance Evaluation manual is designed to assist and guide employees on the appropriate use and completion of evaluations. The goals of this manual are to provide accurate and timely written assessments of employee performance on a bi-annual and consistent basis. Additionally, it is to ensure that managers/supervisors are mentoring and developing non-probationary employees.



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### A. DEFINITION

1. Employee Performance Evaluation Report (SPD 257) - a document that shall be used by supervisors and/or managers to evaluate the performance of their career non-probationary subordinate employees. The SPD 257 is comprised of seven core areas:
  - (a) Performance / Strengths - This section shall be used to document the employee's strengths related to their performance.
  - (b) Performance / Opportunities for Growth – This section shall be used to document where there are opportunities for growth related to the employee's performance.
  - (c) Future Development - This section shall be used to document the employee's development that may not fit in the previous sections. Examples might be areas where the employee is wanting to improve; areas the employee is working on in order to help fulfill a career goal, transfer, or promotion.
  - (d) Supervisory Leadership Qualities-This section shall be used to document leadership qualities demonstrated by Sergeants, and any opportunities for growth in that area.
  - (e) Body worn camera (BWC) Bi-annual review- Supervisors are required to complete a compliance review for each employee they supervise prior to the completion of the employee's mid-year and end-of-year performance evaluations.
  - (f) Specialized Assignment Retention Recommendation. - The employee's supervisor and manager shall make a determination as to the employee being retained in a specialized assignment. The date of entry into the specialized unit shall be documented, and the supervisor shall sign off on the approval of the retention.
  - (g) Employee Comments – Employees shall have the opportunity to provide any written comments regarding the evaluation.
2. Career/Non-probationary employees - Employees that have successfully completed probation and are represented by the SPOA.

### B. EVALUATION PROCEDURE

1. Managers/Supervisors shall have frequent check-ins with their subordinate employees throughout the year to ensure timely feedback is given to the employee regarding their performance. The checks-ins shall also include mentorship to the employee to assist them in identifying and achieving their short and long-term career goals.
2. At the mid-year date, the manager/supervisor shall complete the SPD 257 by:
  - (a) Evaluating the employee's performance.
  - (b) Providing a thorough and accurate narrative documentation regarding the employee's performance strengths, opportunities for improvement, and future development. All three sections shall be filled out, and areas thoroughly documented.
  - (c) When evaluating a Sergeant, the supervisory leadership qualities section shall be filled out, and thoroughly documented.
  - (d) Making a determination as to retention in a specialized assignment (if applicable).
3. Supervisors should periodically review the body worn camera policy (GO 525.07) to help determine if officers are utilizing their BWC in accordance with the policy.
  - (a) Supervisors shall:
    1. Randomly choose two BWC videos (two for mid-year, two for end-of-year) for each employee they supervise which:
      - i. Are at least ten minutes in duration.
      - ii. Have an associated RMS report.
    2. Compare the two videos mentioned above, along with ICC video, if captured, and the associated report, to ensure compliance with this policy.
    3. Generate a Blue Team entry for each BWC video they review.
      - i. If no BWC video is located, a Blue Team entry must be generated indicating that no video met criteria.
4. The SPD 257 shall be reviewed and approved by the Division Captain prior to being presented to the employee at both mid-year and end-of-year evaluations. Division Captains shall ensure that the evaluation is thorough, accurate, and complete. Division Captains shall also ensure that their



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- managers/supervisors are mentoring and developing their employees.
5. The approved SPD 257 shall be reviewed with the employee.
    - (a) If the employee disagrees with the content, he/she may submit written comments within 10 working days of the issuance of the evaluation. Comments shall be filed with the evaluation.
    - (b) Appeals regarding the employee's performance evaluation are not subject to the grievance procedure.
    - (c) Employees may informally appeal to the supervisor of the evaluator, and in no case higher than the Division Manager.
  6. The SPD 257 forms shall be maintained in the employee's watch file to be used for the usual and customary employment purposes including, but not limited to, transfers, promotions, and salary step increases.
  7. The SPD 257 shall not reference formal disciplinary dispositions, outcome documents or related investigations/allegations.
  8. The end-of-year evaluations shall be conducted the same as the mid-year evaluations.
  9. The end-of-year SPD 257 shall be forwarded to PSD for scanning into the employee's personnel file.

### C. TIMELINE

1. The following dates shall be the benchmarks for the completion of the employee's performance evaluation:
  - (a) Second week of January:
    1. The employee and supervisor shall discuss the evaluation process, the team/unit priorities, and the employee's development.
    2. The employee and supervisor shall review the employee's watch file.
    3. If the employee transfers into a new assignment or position, the meeting shall occur as soon as possible.
  - (b) Periodic Check-Ins:
    1. The employee and the manager/supervisor shall meet regularly to ensure timely performance feed-back, and discuss employee development.
  - (c) Second week of June:
    1. Supervisors shall complete the mid-year evaluation.
    2. The completed SPD 257 shall be submitted to the Division Captain for review and approval.
    3. The supervisor shall meet with the employee, discuss and review the evaluation, and have the employee initial and date the approved SPD 257.
    4. One copy of the mid-year SPD 257 shall be placed in the employee's watch file. The original shall be given to the employee.
  - (d) Second week of November:
    1. Supervisors shall re-evaluate their employees and complete the end-of-year evaluation. NOTE: The same procedures shall be followed as outlined in the mid-year evaluation section of the Employee Performance Evaluation Manual.
    2. The completed SPD 257 shall be submitted to the Division Captain for review and signature.
    3. The supervisor shall have the employee initial and date the approved SPD 257.
    4. Two copies of the SPD 257 shall be made. The first copy shall be placed in the employee's watch file, and the second copy shall be forwarded to PSD for scanning into the employee's personnel file. The original shall be given to the employee.

### D. PERFORMANCE REBUTTALS/COMMENTS

1. Employees shall have 10 working days from the date of acknowledgement to submit written comments/rebuttals.
2. All written comments will be routed through the chain of command and attached to the SPD 257 in the employee's watch file.
3. A copy of the written comments shall be forwarded to PSD. PSD will ensure that the comments are



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attached to the employee's SPD 257 and scanned into the employee's personnel file.

E. FILE STORAGE

1. The SPD 257 shall be maintained in the employee's watch file for a period of one year from the completion date.
2. PSD shall maintain permanent electronic copies of the employee's SPD 257.