
	MESQUITE POLICE DEPARTMENT
	245.00 PERFORMANCE EVALUATIONS-SWORN PERSONNEL
	Effective Date: March, 2013
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>

I. Policy Statement

Effective leadership and communication is vital to the successful operation of the Department. Part of the leadership process requires supervisors to provide subordinates with positive feedback and, when necessary, constructive criticism. To facilitate this requirement, every sworn member from the rank of assistant chief of police and below will receive annual performance evaluations from their direct supervisor. Performance evaluations create an opportunity for supervisors to gain a deeper understanding of an employee's attitudes and strengths. This facilitates growth in both the supervisor and member.

II. Procedure

A. Each sworn member from the rank of assistant chief of police and below will receive an annual performance evaluation from their direct supervisor on or before the member's anniversary date. The Staff Support Bureau Captain will administer the performance evaluation process.

1. In the event an employee, due to transfer or promotion, has worked in two or more assignments during the term to be evaluated, the evaluation will be conducted by the direct supervisor over the position held for the longest period of time, with cooperation from the other supervisor(s) the member has worked for.
2. The evaluation will then be forwarded through the chain of command to the Chief of Police. All supervisors in the member's chain of command will have the opportunity to comment on the employee's performance.
3. Once the evaluation has been reviewed and signed off by all levels of the chain of command the evaluation will be returned to the employee's direct supervisor.
4. Upon receipt of the completed form, the direct supervisor shall complete an evaluation review with the member. The member shall sign the form and will mark the original copy of the evaluation as "agree" or "disagree." The member will then have the option of attaching any written comments to be included as a permanent part of their evaluation. Signature and comments must be attached within ten working days.

B. Staff Guidelines

1. It is the responsibility of the evaluator to conduct a complete, fair and impartial evaluation of the knowledge, abilities and skills of employees under his/her supervision in a timely manner, and in accordance with established policy.
2. The evaluator will fully document all appropriate criteria in each category for the employee in accordance with currently approved departmental training, or will document why the criteria did not apply to the evaluation.
3. The employee's direct supervisor will be responsible for completing the evaluation form in a timely manner so that all levels of the chain of command have ample opportunity to review the evaluation prior to the employee's anniversary date.
4. The original signed copy will then be returned to the Staff Support Office Coordinator who will file it in the member's permanent personnel file. The Office Coordinator will also forward a copy of the signed evaluation to the member for his/her records. Evaluations completed on assistant chiefs of police will be filed directly by the Chief of Police.

- III. Performance Evaluation Form
 - A. The form will be provided to the evaluators as a digital copy for completion.
 - B. The supervisor is expected to provide comments on the performance of the employee being evaluated.
 - C. Each supervisor in the employees' chain of command who reviews the evaluation will either "agree" or "disagree" with the rating and comments. If they agree, further comments are strongly encouraged. If they disagree, they must justify the reason(s) for non-agreement.
- IV. The following categories will be evaluated on all employees. The criteria used in each will vary according to rank and work assignment.
 - A. Attendance/Appearance
 - B. Motivation & Work Ethic
 - C. Care for City Property
 - D. Employee Development
 - E. Relations with Peers, Supervisors and/or Subordinates, & Citizens

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