WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Performance Evaluations		Policy # 1.9.1
Accreditation 1.9.1		
Effective Date: April 9, 2024	Revised Date: September 6, 2024	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

1.9.1 Performance Evaluations

A. PURPOSE

The purpose of this policy is to establish guidelines for evaluating the quality of work performed by police personnel; to provide feedback to personnel about how they perform their duties as police officers; to determine the strengths and weaknesses in departmental training, deployment, and utilization of resources, supervision and policies and procedures; and to improve the overall efficiency and productivity of the West Norriton Township Police Department.

B. POLICY

It shall be the policy of this Police Department to conduct annual performance evaluations on all police officers. The evaluation shall be conducted using established guidelines and rating factors based on job descriptions and actual duties and responsibilities of police personnel. It shall also be the policy of the Department to systematically record the results of all performance evaluations at specific intervals or periods, and to recommend methods of improving the officer's performance.

C. DEFINITIONS

RATING PERIOD: The rating period for evaluations will be January 1 through December 31 of each year.

EVALUATOR: An officer's immediate supervisor who directly monitors the officer's performance during the rating period and conducts the evaluation.

REVIEWER: The evaluator's supervisor (Chief of Police).

RATING FACTORS: Specific areas closely related to actual job duties and responsibilities of personnel that will be evaluated, such as documents, patrol/arrest tactics and investigative skills.

RATING CATEGORY: Final evaluation results indicating the employees ranking; i.e., PASS, and FAIL.

RATING SCORES: Specific indicators used to determine the degree of performance in rating categories: i.e., PASS & FAIL.

PERFORMANCE STANDARD: A statement which specifies the condition that will exist when a duty is performed satisfactorily.

D. PROCEDURE

1. Officer's Responsibilities

   a. Since the evaluator will have completed the actual evaluation form prior to the evaluation conference, officers should submit any documentation received during the rating period and related to specific conduct or performance of which the evaluator may not be aware as soon as possible after being notified of their pending evaluation. Officers may also submit this documentation to the evaluator throughout the rating period.
   b. The officer may, whenever a conflict arises with respect to the final evaluation results or a particular rating on the evaluation, submit documentation to the reviewer to dispute the results or rating. The documentation shall be attached to the evaluation form.

2. Evaluator's Responsibilities

   a. The evaluator shall be required to monitor the day-to-day performance of police officers during the rating period.
   b. The evaluator shall be required to schedule and conduct performance evaluations on an annual basis, within forty-five (45) days of the end of the rating period.
   c. Within ten (10) days of conducting an evaluation, the evaluator shall submit the original copy of the evaluation to the reviewer.
   d. Upon completion of the evaluation, the evaluator shall recommend to the evaluated police officer and the reviewer goals, objectives, and courses of action, when necessary to improve the overall performance of the officer in the next rating period.
   e. The evaluation shall, if documentable cause exists, recommend additional evaluations of police officers at times other than the regularly scheduled evaluation conference.
   f. The evaluator shall be required to provide specific written recommendations for improving an officer's performance when a Fail rating is given for any area evaluated. Remedial training may be included as part of those recommendations.
   g. The evaluator shall keep abreast of current trends and techniques in conducting performance evaluations, and he shall attend such training approved by the Chief of Police to enhance those skills necessary to effectively, accurately, and productively evaluate subordinate personnel.
   h. An assessment of adherence to agency policies.

i. For supervisors, an assessment of their effectiveness in ensuring compliance with agency policy, legal requirements, and accreditation standards.

3. Reviewer's (Chief of Police's) Responsibilities

   a. The reviewer shall be responsible for ensuring that evaluations are conducted within the prescribed time periods.
   b. The reviewer may serve, in part, as the evaluator when the reviewer regularly monitors certain aspects of the performance of police officers during the rating period.
   c. The reviewer can review the day-to-day activities of police officers, when applicable, for the purposes of assisting the evaluator in conducting the performance evaluation.
   d. The reviewer may, at his sole discretion and upon sufficient justification to do so, change the results of an evaluation submitted by the evaluator. If the reviewer does change the results of an evaluation, documentation as to why it was changed shall be required.
   e. The reviewer shall review all evaluations and may make written recommendations to the police officer on improving his overall performance. These recommendations shall be attached to the evaluation forms.

E. MISCELLANEOUS PROCEDURES

1. The results of a performance evaluation shall not be used for disciplinary action; however, documentable disciplinary actions may be taken into consideration for the purpose of evaluating police personnel.

2. Ratings shall not be based on one superior or one unacceptable performance. They shall be based on overall performance or numerous performances leading to a particular score. *Example: An officer loses a hearing because he has failed to notify witnesses and to have the proper documentation for court. This action alone would not constitute an overall Fail rating category in Section I, Adherence to Policies and Procedures.*

3. Non-uniformed and supervisory personnel will be given performance evaluations suited to their specific job descriptions and actual duties and responsibilities.

4. Completed evaluations will become a record in the Sergeant's file and shall be kept for three years.

5. The Chief of Police may change, modify, or amend this policy at any time to suit the actual duties and responsibilities of police personnel.

6. These evaluations as well as regular performance review and communication between supervisors and command staff will enable supervisors to identify patterns of problematic conduct and exercise appropriate and timely interventions. (PLEAC 1.9.3)

OFFICER EVALUATIONS

Officer_____ Date_____

1. Adherence to Policies Pass_____ Fail_____
2. Dress and Appearance Pass_____ Fail_____
3. Time Management Pass_____ Fail_____
4. Use of Force/Civilian Complaints Pass_____ Fail_____
5. Safe Driving Pass_____ Fail_____

Comments_____

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Officer Supervisor

SUPERVISOR EVALUATIONS

Supervisor_____ Date_____

1. Effectiveness in ensuring compliance with agency policy, legal requirements, and accreditation standards.
   Pass_____ Fail_____
2. Dress and Appearance Pass_____ Fail_____
3. Time Management Pass_____ Fail_____
4. Use of Force/Civilian Complaints Pass_____ Fail_____
5. Safe Driving Pass_____ Fail_____

Comments_____

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Evaluator Supervisor Evaluated