

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 35 PERFORMANCE EVALUATIONS CALEA Standard(s):	General Orders
Issue Date: 6-24-13	Review Date:	Revision Date:

35.1 Performance Evaluations

A. Employee performance evaluations shall be completed annually, as required by the City's Human Resources Department. Evaluations shall be completed when due. Performance evaluations are intended to provide an employee with useful information concerning the employee's performance, to enhance the relationship between supervisor and subordinate, to provide assistance to the employee in continuing professional development and to provide a record of an employee's performance.

B. An employee's performance evaluation shall include mention of discipline occurring or administered during the evaluation period. Corrective or counseling action would not generally be referenced in a performance review, although behavior underlying the action may be if it has performance implications.

C. During the process of drafting an evaluation the supervisor should review his/her performance notes regarding the employee, discipline and commendation records, criminal history, and DMV record. (Any unreported criminal conduct or driver license validation issues shall be referred to the Professional Standards Unit.). The supervisor shall then meet with his/her own supervisor to review the draft. No evaluation may be provided to a subordinate without this review.

D. Once approved by the reviewing supervisor, the supervisor shall then meet with the employee in a face-to-face meeting, to deliver and discuss the evaluation. The employee shall be provided with a copy of the completed evaluation; the supervisor shall forward the original evaluation for filing in the employee's personnel file.

35.2 EARLY INTERVENTION PROGRAM

A. The Department's early intervention program is intended to identify, before serious problems develop, employees who are struggling to be successful in their chosen profession. The program is not disciplinary in nature and is intended to be of assistance to the involved employee. The program is administered by the

Professional Standards Unit and that Unit shall provide an annual written evaluation of the program.

B. The program is intended to identify patterns of behavior or activities or trends in performance that may identify employees in need of assistance, and to provide that assistance. The following areas will be monitored:

1. All uses of force
2. Officer involved shootings
3. Bias complaints or investigations
4. Vehicle pursuits
5. Citizen complaints
6. Citizen commendations
7. Department commendations
8. Internal investigations
9. Civil claims and lawsuits
10. Arrest reports and citations
11. Motor vehicle and pedestrian stops (race, ethnicity, gender, age of those stopped)
12. Performance evaluations
13. Training history
14. Court appearances, including any missed]

C. When an officer is identified as one who might merit from additional supervisory assistance and direction, the officer's supervisor will be notified and asked to review the officer's performance. The supervisor may respond by indicating that the officer's performance is acceptable, or if not acceptable, the supervisor will discuss the appropriate action to be taken with the supervisor's chain of command and Professional Standards. Appropriate actions may include, but are not limited to, referral to outside resources, supervisory counseling and coaching, training, retraining or other appropriate means. The employee shall be

notified as appropriate and the action taken by the supervisor shall be reported to Professional Standards.

D. If information gathered, pursuant to 35.2.B suggests that a fitness-for-duty examination should be considered, the determination shall be made pursuant to 22.10.

35.3 PERSONNEL FILES: ACCESS

A. The Department shall maintain the following files related to an employee:

1. Applicant and Background file
2. Personnel file
3. Supervisor's desk file

All medical information concerning the employee shall be forwarded to and maintained by City HR.

B. All files are to be maintained in compliance with the Arizona and Department records retention standards and purged and destroyed as required by Department policy and Arizona law.

C. Public portions of any file may be subject to release in response to a proper public records request. See 82.3.

35.3.1 Applicant and Background file

A. This file shall contain an applicant's initial application, background investigation, polygraph information, medical examination and other material related to the application process.

B. If an applicant is hired, the pre-employment medical examinations should be transferred to the employee's medical file. The data and reports of an employee's hiring polygraph are to be destroyed within three years and 90 days after the date of the employee's appointment or employment.

C. Access to this file should be limited to those involved in the initial selection process. It should also be made available for review by staff from other law enforcement agencies who are completing background investigations on the employee. When relevant to an investigation, it may also be made available to Professional Standards investigators.

35.3.2 Personnel file

A. An employee's personnel file should contain the employee's performance evaluations, pay increases and decreases, suspension, promotions, transfers, discipline, commendations and awards and other documents related to an employee's performance.

B. Access to this file should be limited to the employee, those who are in the employee's direct chain of command and, when relevant to an investigation, to Professional Standards investigators. In addition, a properly redacted file, (redactions should be made as required by both the provisions of the Arizona public records law and A.R.S. §38-1109, regarding pending disciplinary actions) shall be made available when a public records request is made.

35.3.3 Medical File

This file should be maintained by the City's Human Resources Department. Upon hire, an employee's post-offer pre-employment medical examination shall be forwarded to City HR for placement in the file. All subsequent medical records of any kind provided by any physician or health care practitioner who has examined the employee and any documents that contain health care or medical information related to the employee, including medical reports regarding communicable disease or bodily fluid exposure, shall also be forwarded to City HR for placement in this file. Access to this file should be limited to City Human Resources staff; access to medical information contained in the file is limited to those with a need to know the information.

35.3.4 Supervisor's Desk File

This file should consist of notes made by the supervisor pertaining to an employee. They should be retained until incorporated into a periodic evaluation form and then destroyed/deleted. Access to this file should be limited to the supervisor and supervisor's chain of command.