

ANNUAL PERFORMANCE ASSESSMENT PROCEDURES

GREAT BARRINGTON POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.09	EFFECTIVE DATE: <u>01/30/2007</u>
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 35.1.1, 1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,.10, .11,.12,.13,.14	REVISION DATE: <u>03/02/2011</u>
	REVIEW DATE: <u>10/11/2020</u>

I. GENERAL CONSIDERATIONS AND GUIDELINES

Employee performance assessments are a standard used to measure and record the capabilities of department members. By evaluating personnel comparatively, the department's administration acquires an accurate and unbiased source of every member's proficiency and which is used to maintain high standards of performance.

By providing feedback to all employees on their level of performance, members know that the department recognizes good or outstanding performance, a member can work to improve deficient performance and all employees know that documentation of actual performance will occur.

II. POLICY

It is the policy of the Great Barrington Police Department to conduct an annual employee performance assessment on all department members on a yearly basis to assist in the growth and career development of each employee. The exception to this will be for probationary members who will be evaluated in the same fashion but quarterly during their probationary period.

The Great Barrington Police Department employee performance assessment is designed to:

- Clarify performance expectations and provide guidance concerning duties and responsibilities;
- Set individual employee standards of performance;
- Establish a means of measuring the extent to which these standards have been attained;
- Identify individual employee career development needs and assist in the formulation and achievement of career goals and objectives;
- Identify training needs.

III. PROCEDURES

A. Self Assessment

1. As a means to identify strengths and weaknesses, the annual performance assessment will include a self-assessment using the assessment form. This form will be completed by each employee who will assess themselves as to how they think they have performed during the assessment period. This completed form will be used during the counseling and review session between the employee and the rater.

B. Assessment Principles

1. Performing assessments will be based only on performance observed or identified during the period of the assessment.
2. The performance of all employees will be evaluated annually in the month of February. **[35.1.2]**

Regular officers shall be evaluated by the officer's immediate supervisor of greater rank, or in his absence, the Chief of Police.

Reserve officers shall be evaluated by the Sergeants.

Civilian employees shall be evaluated by the Chief of Police.

3. The performance of probationary employees will be evaluated quarterly during their probation period. **[35.1.3]**
4. Each employee will complete the self-assessment form evaluating how they have performed during the assessment period.
5. Raters will be evaluated by the Chief of Police and/or Town Manager regarding the accuracy, fairness and impartiality of the performance evaluation as well as the uniformity of the ratings. **[35.1.14]**
6. The evaluation shall not be used to determine pay increases.

C. Evaluating Supervisors Will

1. Utilize established job descriptions and classifications, applicable Rules and Regulations and Policy and Procedures and other directives to discuss job expectations with the employee. They will ensure that each employee being evaluated is aware of:
 - a. his/her required duties;
 - b. the standards of quality and productivity he/she is expected to meet;
 - c. criteria by which he will be evaluated;

(1) This discussion will be repeated at the beginning of each evaluation period.
2. Follow the pertinent established performance evaluation standards and guidelines, completing performance evaluations summaries and forms which will include the dates of the evaluation period; **[35.1.4] [35.1.5]**
3. Submit explanatory comments whenever performance ratings are unsatisfactory or distinguished. **[35.1.7]**

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4. Discuss the following with each employee they have rated:
 - a) the performance appraisal;
 - b) the employees self-assessment form;
 - c) issues of career development;
 - d) the employee's in-service training record;
 - e) methods of attaining desired career objectives.
 5. Allow the member to make verbal and written comments regarding the evaluation and refer to their self-assessment evaluation forms. **[35.1.10]**
 6. Meet with an employee when an unsatisfactory pattern of performance is identified. This meeting should take place at least thirty (30) days prior to the end of the rating period when possible. This will be documented in writing with a copy given to the subject member. **[35.1.6]**
 7. Keep notes throughout the year on positive and negative performances by the employee. In the instances where a comment is negative in nature, the supervisor will notify the employee as soon as possible of his/her conduct and note what was said. **[35.1.9]**
 8. Employees being rated will read and sign their evaluations and make written comments during the performance assessment conference. A copy of the completed document will be provided to the employee upon request. **[35.1.10, 35.1.11]**
 9. Each performance evaluation will be reviewed, evaluated and signed by the Chief of Police or Town Manager in accordance with paragraph E below. During this review, the Chief of Police/Town Manager will review the quality of the ratings given. This review will include the rater's fairness, impartiality, and ability in carrying out the rater's role in the performance assessment system. **[35.1.14]**

D. Review Process For Contested Evaluation Reports

1. Members who are dissatisfied or disagree with their assessment evaluation may seek a review of their ratings. The protesting employee will check the “I wish to appeal this assessment” box on the evaluation form. Evaluation Reports conducted by the Sergeants will then be forwarded to the Chief of Police for review. Evaluations Reports conducted by the Chief of Police will be forwarded to the Town Manager for review.

[35.1.12]

E. Rater Evaluation

1. At the end of each evaluation period, every rater will be evaluated on the quality of the ratings given by the Chief of Police/Town Manager. This shall include all employees. These rater evaluations shall key in on the rater’s role in the performance evaluation system. The Rater Evaluation Critique form shall be utilized. Where a sergeant is the rater, the Chief of Police will do the evaluation. Where the Chief of Police is the rater, the Town Manager will do the evaluation. **[35.1.14]**

IV. RETENTION OF FORMS

1. Completed assessment reports and forms will be retained permanently by the department. **[35.1.13]**

ANNUAL PERFORMANCE ASSESSMENT FLOW CHART

Employee	Raters	Reviewers
Police Officers	Shift 1: Sergeant Shift 2: Chief Shift 3: Sergeant	Chief of Police Town Manager Chief of Police
Sergeants	Chief of Police	Town Manager
ACO	Chief of Police	Town Manager
Parking Enforcement	Chief of Police	Town Manager
Administrative Assistant	Chief of Police	Town Manager
Reserve Officers	Sergeants	Chief of Police

RATER EVALUATION PROCESS CRITIQUE

After Being Evaluated:

Employee Completing This Rater Evaluation:

Date of Original Review: _____

Today's Date: _____

- 1. Was your evaluator prepared for your evaluation?
- 2. Did your evaluator have pertinent documentation?
- 3. Was your assessment fair and impartial?
- 4. Did your evaluator provide guidance and were recommendations provided?
- 5. How would you rate the overall quality of your assessment?

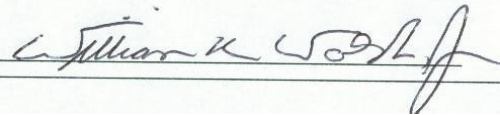
Comments:

Signature: _____ **Date:** _____

Chief's / Town Manager's Comments:

ISSUING AUTHORITY:

Chief William R. Walsh Jr.:

A handwritten signature in black ink, appearing to read "William R. Walsh Jr.", written over a horizontal line within a rectangular box.