

Evaluation of Employees

1002.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1002.2 POLICY

The Newark Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1002.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-sworn supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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1002.3.1 RESERVE OFFICER EVALUATIONS

Reserve officer evaluations are covered under the Reserve Officers Policy.

1002.4 FULL TIME PROBATIONARY PERSONNEL

Non-sworn personnel are on probation for either 6 or 12 months before being eligible for certification as permanent employees. Evaluations are completed according to the schedule in §1002.3 for all full-time non-sworn personnel during the probationary period.

Sworn personnel are on probation for 18 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly basis and formally according to the schedule in §1002.3.

1002.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to two types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

1002.6 EVALUATION REVIEW

When the supervisor finishes the evaluation, the signed performance evaluation will be forwarded to the rater's supervisor (Commander). The Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Commander shall evaluate the supervisor on the quality or ratings given, prior to forwarding to the Chief of Police. Once the Chief of Police or designee has reviewed the evaluation it will be returned to the rating supervisor. The supervisor will schedule a private meeting the employee to discuss the evaluation. The supervisor will provide the employee with a copy of the evaluation.

1002.7 EVALUATION INTERVIEW

When the evaluation is returned to the supervisor that completed the evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. If the employee has valid and reasonable protests of any of the ratings, they should be changed accordingly. The supervisor and employee will sign and date the evaluation. Permanent employees may seek an interview with superiors within his or her chain of command, up to and including the Chief of Police, to contest the performance evaluation by checking the appropriate box. Permanent employees may also write comments in the EMPLOYEE COMMENTS section of the performance evaluation report.

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1002.7.1 REVIEW OF CRITICAL POLICIES

Each evaluation may include the text or synopsis of selected critical Department or City policies. The reviewing supervisor may discuss policies with the employee being evaluated during the evaluation meeting and the employee will "sign-off" indicating an understanding of the policies at the time of the evaluation interview.

1002.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be forwarded to City Department of Human Resources. A copy will be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment. A copy will also be given to the employee.