



Sheridan Police Department
Policies and Procedures
9.2
Chapter 9 – Department Oversight
Section 2 – Evaluation Process

Date: January 1, 2013
Updated: 11/08/2021

Signature:

The department has a responsibility to the public and its own personnel to hire and retain the best qualified employees. Regular performance appraisals are an important step in that process.

9.2.1 General

- A. All employees will be evaluated on a formal basis as established by the City of Sheridan Employee Handbook. The purpose of the evaluation process is to:
 - 1. Document the employee's work performance;
 - 2. Note accomplishments and improve performance;
 - 3. Foster fair and impartial personnel decisions;
 - 4. Assist in the decision making process about the tenure of employees;
 - 5. Identify training needs; and
 - 6. Provide a positive forum for focused interaction between employees and supervisors.
- B. All employees shall be evaluated on a timely basis.
 - 1. All employees will be evaluated on an annual basis.
 - 2. Anytime employees receive competitive promotions or a significant change in duties, they may be evaluated at the completion of their 6-months in their new position.
 - 3. Non-sworn employees may be evaluated at 6 months depending on their hire date; it is at the discretion of the HR department.
 - 4. Sworn probationary employees will be evaluated monthly during their field training period and at 12 months.
 - 5. More frequent evaluations may be conducted when in the judgment of the employee, supervisor, or a commanding officer, they would be beneficial.
- C. Evaluations reflect observations and perceptions made by the evaluator as well as documentation of factual events that have occurred. As such, subjectivity in the process is inherent. However, each evaluator will make every effort to maintain evenness, fairness and impartiality in the evaluation process by using standardized evaluation guidelines.
- D. All supervisors with employee evaluation responsibilities will be trained in the process.

9.2.2 Evaluation Procedures

- A. Evaluation Format
 - 1. All evaluations will be completed on the employee performance appraisal system designated by the City of Sheridan.

2. When the appraisal is complete, the supervisor will route the appraisal through the approval chain. Each person in the chain will review and approve the appraisal, or note comments or suggestions for change.
3. When the appraisal has been approved, the rating supervisor will discuss the appraisal with the employee being evaluated.
4. The completed form must be signed and dated by the rater and employee and turned in. In the case of annual evaluations where salary increases are to be received, no change of status form will be submitted until the evaluation is completed. Once completed, back pay will be given when owed.

B. Evaluation Methods

1. The employee's immediate supervisor shall conduct evaluations. All ratings will be based only on performance specific to the employee's position during the evaluation period. The rater should not be influenced by performance during an earlier evaluation period. The rater should not be overly influenced by performance that occurs while the evaluation is being prepared.
2. The supervisor will ensure that all evaluations are conducted in a private setting and will maintain an open dialogue with employees, discussing the job performance in a frank and customer friendly manner. The supervisor will counsel the employee in the following areas:
 - a. The results of the completed performance evaluation;
 - b. The level of performance expected;
 - c. Explanation of the rating criteria used during the performance evaluation, to include an explanation of the dimensions and the meaning of the scores assigned;
 - d. Goals for the upcoming evaluation period; and
 - e. Career counseling relative to topics such as advancement, specialization, or training appropriate for the employee's current position.
3. A copy of the completed evaluation report will be provided to the employee.
4. The employee will have the opportunity to provide a self evaluation and to submit a written response to the evaluation for attachment to the evaluation.

C. Evaluation Material

1. Generally, material used in the evaluation process will include all relevant job related information gained by the supervisor during the period for which the evaluation is being completed. This information may be obtained from:
 - a. Firsthand observations of the employee's behavior, temperament, job skills, interpersonal skills and other job dimensions noted on the appraisal report;
 - b. Observations and perceptions made by training officers, corporals, other ranking officers, and other employees in the department who interact with the employee;
 - c. Reports and other documents completed by the employee;
 - d. Outside sources including courts, prosecutors, citizens, and other law enforcement agencies.
2. The supervisor will make every effort to document the performance of employees on an ongoing basis and this documentation will serve as a basis for the evaluation report. Supervisors will discuss the employee's performance throughout the evaluation period, with the formal evaluation session a cumulative end to those sessions.

3. No information will be placed on an evaluation form that has not been discussed or reviewed with an employee.
4. Notations and appropriate ratings will be given under the proper job dimension for any disciplinary or corrective actions received by an employee during the period. Additionally, incidents that have occurred that resulted in counseling sessions will be noted on the form, in particular those involving high risk or critical liability areas.

D. Resolving Conflict

1. It is the expectation of the department administration that employees accept responsibility for job performance and that supervisors conduct employee relations in a fair and consistent manner.
2. In the event that conflict arises over the content of the evaluation or the scoring of the form, the supervisor will make reasonable attempts to resolve the conflict. In the event that the conflict is not resolved, the employee should follow steps outlined in the City of Sheridan Employee Handbook.

E. Review

1. Performance appraisals may have multiple layers of review.
2. Each commanding officer who has supervisors completing evaluations will review the evaluation to ensure that:
 - a. The form is completed properly;
 - b. That ratings have been given adequate justification;
 - c. That the evaluation reasonably reflects the employee's job performance, to the degree known by the reviewing officer;
 - d. That, to the best information known to the reviewing officer, the process has been completed in a fair and impartial manner.
3. Supervisors shall conduct a review of subordinate raters regarding their fairness and impartiality of ratings they have given, their participation in counseling employees, and their ability to carry out their role in the performance evaluation process as a component of the subordinate's annual evaluation.

F. Meetings with Employees

1. Supervisors shall conduct regular meetings with employees to review the employee's overall performance. The bureau commander will direct the frequency of these meetings. Areas to be discussed should include any significant incidents that have occurred, a review of any assigned goals, tasks or objectives, and other related areas and concerns.
2. These meetings will be documented and available for review by the Command Staff.

G. Annual performance evaluations shall be retained as part of the personnel file until 4 years after the date of separation per the Wyoming Record Retention Act, Wyoming Statutes 9-2-405 through 9-2-413.