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## Evaluation of Employees

### 1018.1 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.

### 1018.2 POLICY

The Alsip Police Department utilizes an on going performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, training, discipline, demotion, and termination. The evaluation 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 actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

### 1018.3 EVALUATION PROCESS

Evaluation reports will be given to each employee at least three times throughout the fiscal year. The evaluation should be conducted during the month of May to establish performance and identification of two goals that the employee wishes to reach during the upcoming fiscal year. In the month of November the Supervisor should complete a review of the goals and performance. At the end of the fiscal year in April this evaluation should be an overview of the performance and goal attainment of the employee for the entire fiscal year and must be completed prior to the end of the fiscal year.

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 civilian 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.

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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.

Employees evaluation reports should be completed by their Supervisors using the Guardian Tracking Software. This performance tool also functions as an early warning system for employee issues. See [Alsip Police Department Policy Manual: 1032 Early Warning System](#) for further.

### 1018.3.1 OTHER OFFICER EVALUATIONS

Part-time and auxiliary officer evaluations are covered in the Part-Time Officers and Auxiliary Officers policies.

### 1018.4 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for Depends on Job Title before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian 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 during the probationary period.

### 1018.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed once each quarter by the employee's immediate supervisor except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of last promotion.

**Transfer** - If an employee is transferred from one assignment to another during an evaluation period and less than six months have transpired since the transfer at the time the evaluation is due, then the evaluation shall be completed by the current supervisor with input from the previous 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

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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.

### 1018.5.1 EVALUATION OF DEPARTMENT AND PROFESSIONAL GOALS

A. Employees will define two clear goals for the upcoming fiscal year using the SMART goals criteria. Supervisors will conduct performance evaluations based on the performance of Department Goals and the employee's goals according to the schedule outlined in Section 1018.3

B. The Department's primary goals are:

1. To promote and preserve civil order and protect constitutional guarantees.
2. To detect criminal activity, apprehend criminal offenders and protect safeguard property.
3. To provide assistance to those who cannot care for themselves or who are in danger of physical harm.
4. To facilitate the movement of people and vehicles.
5. To resolve day to day conflicts and create and maintain a climate of security in the community.
6. To assist in the judicial process by participating in court proceedings.

### 1018.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable objections to any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

### 1018.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the entry in Guardian will be forwarded to the (Lieutenant). The Lieutenant shall review the evaluation for fairness, impartiality, uniformity, and consistency and place any comments needed on each entry. The entry will then be forwarded to the Chief of Police for final review and approval. The Lieutenant shall make entries for all supervisors on the quality of the entries given and the supervision of their subordinates.. The Chief of Police has the final authority to modify any rating deemed not in compliance with Department standards and guidelines.

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#### **1018.8 EVALUATION DISTRIBUTION**

The entries from each employee shall be maintained inside the employee's personnel file inside of Guardian. If punitive discipline is given copies of same will be kept in the office of the Chief of Police for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to Village Department of Human Resources.