


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "PERFORMANCE ASSESSMENT AND REVIEW SYSTEM AND THE OFFICER MANAGEMENT SYSTEM"		ORDER NUMBER: 22-2
		CALEA STANDARD: NONE		PAGE 1 OF 3
ISSUE DATE: 01/06/16	EFFECTIVE DATE: 01//06/16	ANNUAL REVIEW DATE: JANUARY	RESCINDS: ALL PREVIOUS	AMENDS: NONE

1.0 POLICY OR PURPOSE

- 1.1 The purpose of this policy is to provide Pittsburgh Bureau of Police Supervisors and Senior Supervisors with guidelines regarding the utilization of the automated Officer Management System (OMS) and the Performance Assessment and Review System (PARS) as tools for monitoring the performance of members of the Bureau of Police.
- 1.2 The goal of implementing the Officer Management System and the Performance Assessment and Review System is to provide a more technologically advanced, more efficient system to aid Pittsburgh Bureau of Police supervisors in making informed, consistent decisions regarding the performance of police officers under their command.

2.0 SYSTEM CAPABILITIES

- 2.1 The Officer Management System (OMS) is a computerized "personnel file" that readily makes available numerous personnel related records about an officer such as Training information, Awards, Citizens Complaints, Officer-Involved Accidents, etc.
- 2.2 The Performance Assessment and Review System (PARS) is an advanced, automated statistical tool that operates in conjunction with the Officer Management System.
- 2.3 It has been designed to provide Bureau of Police supervisors with the ability to review statistics pertaining to those under their command and to conduct an informed analysis of such statistics using the Bureau supervisor's unique knowledge and expertise by analyzing this statistical data within the context of such subjective criteria as: available data pertaining to an officer's peer group; the nature of the officer's assignment; level of activity of a given assignment, etc. By automating the task of compiling and sorting relevant, objective statistical data through a single computerized personnel management system, supervisors can make decisions with more information readily available to them through the information obtained through the OMS and PARS systems.
- 2.4 The Performance Assessment and Review System is, by itself, a set of objective statistical data that is virtually meaningless absent thorough analysis and interpretation by knowledgeable staff having necessary expertise that allows them to perform the corresponding substantive analysis of this information.
- 2.5 The information contained within the OMS and PARS systems relating to personnel shall be considered as confidential as any hard-copy file containing personnel related information and shall be subject to the confidentiality requirements set forth within Section 3.0 of this policy.

3.0 CONFIDENTIALITY OF THE SYSTEM

- 3.1 As stated in Section 2.1 above, the OMS and PARS systems have been officially designated as confidential, personnel management systems. Therefore, all information contained in or derived from OMS or PARS shall be deemed "confidential" and shall not be disclosed to any member of the public and/or to any employee, agent, servant or elected or appointed official of the City of Pittsburgh unless they produce express, prior and written authorization from the Chief of Police.
- 3.2 Access by authorized personnel shall be subject to any and all privileges and limitations set forth within this policy as well as within General Order #68-1, "Electronic Communication Policy."

- 3.3 In addition to the limitations described above, disclosure in any manner, verbal or otherwise, of confidential OMS/PARS information to any unauthorized individual or party is absolutely prohibited.
- 3.4 Once entered into OMS/PARS, data, including any depiction thereof, shall not be reproduced, downloaded or subject to any print function for any reason. Access shall be limited to onscreen view by authorized users only.
- 3.5 Any breach of these confidentiality guidelines or of General Order #68-1, "Electronic Communication Policy" shall constitute a violation of Bureau of Police policy, and shall result in immediate disciplinary action up to and including termination.

4.0 ACCESS TO THE OMS/PARS SYSTEMS

- 4.1 Information contained within both the OMS and the PARS systems can be viewed by authorized supervisors for the purpose of monitoring and reviewing the performance of officers under their command. Information within each system can be read, but shall not be modified without the express consent of the Chief of Police.
- 4.2 There are different levels of user privileges that will allow the performance of different functions within the Officer Management and Performance Assessment and Review System based on a supervisor's access rights or permissions. Accessibility parameters for OMS/PARS are as follows:
 - 4.2.1 The Chief of Police and Deputy Chief of Police shall have unlimited access to information contained within the OMS/PARS systems.
 - 4.2.2 Each Assistant Chief of Police shall have *limited* access only to OMS/PARS data that pertains to those officers who are assigned to that Assistant Chief's command and his/her assigned Branch.
 - 4.2.3 Each Commander shall have *limited* access only to OMS/PARS data that pertains to those officers who are assigned to that Commander's command and his/her assigned duty location.
 - 4.2.4 Each Sergeant and Lieutenant shall have *limited* access only to that OMS/PARS data which pertains to officers who are assigned under his/her command. Under no circumstances shall an "acting sergeant" have access to any data other than that data to which an acting sergeant has access in his/her capacity as a police officer.
 - 4.2.5 Those members of the Training Academy who are specifically authorized by the Chief of Police shall have *limited* access to Training records, Subject Resistance Reports, OMI data and lawsuits in connection with the quarterly review of use of force data.
 - 4.2.6 The Office of Professional Standards shall have *limited* access to OMS/PARS data to assist them in their capacity to investigate Complaints.
 - 4.2.7 The OMI Manager and OMI Civilian Investigators shall have *limited* access to OMS/PARS data to assist them in their capacity to investigate Citizen's Complaints.
 - 4.2.8 No supervisor will be able to view data pertaining to his/her own performance and as contained within the system.
 - 4.2.9 Access to all other data is absolutely prohibited and is subject to Section 3.0 above.
- 4.3 Supervisors shall be responsible for notifying the Chief's Office of any inaccuracies discovered within either the Officer Management System or the Performance Assessment and Review System or any deviations from the above accessibility parameters so that they may be researched and corrected. This notification can be done either by submitting a memo through the chain of command to the Chief of Staff or via e-mail to the Chief of Staff in the Office of the Chief of Police.

5.0 ENTERING OF INFORMATION INTO THE OFFICER MANAGEMENT SYSTEM

- 5.1 All data entry relating to the Officer Management System shall be performed exclusively by personnel expressly designated by the Chief of Police as set forth in the Data Entry Protocols maintained in the Office of the Chief of Police.
- 5.2 As discussed in Section 2.5 above, all of the information contained in the Performance Assessment and Review System is downloaded from other databases available to the Pittsburgh Bureau of Police. Following is a table that depicts the original source of all information that is fed into the Officer Management and Performance Assessment and Review Systems:

DATA TYPE	ENTRY SOURCE
Citizen Complaints	OMI Database
Civil Claims	Office of the Chief
Civil/Administrative Claims	Office of the Chief
Criminal Investigations	Office of the Chief
Disciplinary Action Reports	Office of the Chief
Disciplinary Grievances	Office of the Chief
Discretionary Arrest	Record Management System
Lawsuits	Office of the Chief
Mandatory Counseling	Office of the Chief or Deputy Chief
Missed Court Dates	Office of the Chief or Deputy Chief
Officer Involved Accidents	Office of the Chief or Deputy Chief
Office of Professional Standards	Office of the Chief
Sick Leave	Payroll System Database
Subject Resistance reports	Record Management System
Traffic Stop Reports	Record Management System
Warrantless Search & Seizures	Record Management System
Weapon Discharges	Office of the Chief or Deputy Chief
X,Y, or Z days	Payroll System Database

6.0 USE OF THE PERFORMANCE ASSESSMENT AND REVIEW SYSTEM

6.1 OMS and PARS shall be used by all Bureau supervisors and senior supervisors as a tool to perform the following tasks:

- Review daily "Alerts" and "Notifications" of activity generated within the system.
- Respond to actions passed down through the chain of command on the "Determine Action List Blotter" that may pertain to any officer in a supervisor's chain of command.
- To conduct Performance Evaluations of individual officers and groups of officers under their command.
- To conduct each quarterly trend analysis of all officers under their command.

6.2 Supervisors and senior supervisors shall use the system on a daily basis to review all Alerts and Notifications and to review and respond to any "Determine Action List Blotter" items.

6.3 Supervisors shall use the Officer Management System and the Performance Assessment and Review System at least daily and as necessary to monitor officer performance and to conduct Performance Evaluations for officers under their command.

6.4 As part of the Performance Evaluation process, supervisors shall use each system as a tool to positively guide officer performance by allowing officers to view the data that is contained within each of the systems and to insure that all inaccuracies are immediately reported as outlined in Section 4.3 above.

6.5 Senior supervisors will be expected to use the data contained in the Performance Assessment and Review System to perform a Quarterly Trend Analysis, and will present the findings of the Analysis at the quarterly COMPSTAR meeting.

Approved By:



Cameron McLay
Chief of Police