

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "PERFORMANCE EVALUATIONS"		ORDER NUMBER: 22-1
				PAGE 1 OF 4
RE-ISSUE DATE: 01/06/2016	EFFECTIVE DATE: 01/06/2016	ANNUAL REVIEW DATE: JANUARY	RESCINDS: ALL PREVIOUS	AMENDS: NONE

1.0 POLICY

1.1 It is the policy of the Pittsburgh Bureau of Police to evaluate the performance of all personnel, on a regular basis, relative to the behaviors outlined within the Performance Evaluation Guidelines.

2.0 PURPOSE OF EVALUATIONS

2.1 The purpose of conducting Performance Evaluations for members of the Bureau of Police are:

- The Appraisal of Employee Performance
- A Foundation for Career Development
- Assessing Organizational Strengths and Areas Needing Improvement in Training, Selection and Leadership
- Identifying Individual Strengths and Areas Needing Improvement
- Assessing Organizational Goals Attainment and Adherence to Philosophy and Policy
- Evidence of Organizational Direction and Control
- The approval or denial of Secondary Employment

3.0 ELEMENTS OF THE PERFORMANCE EVALUATION PROCESS

3.1 The policy applies to Performance Evaluations of the following personnel:

- Probationary Officers
- Patrol Officers
- Detectives
- Sergeants
- Lieutenants

3.2 Performance Evaluations shall be conducted under the following circumstances:

- 3.2.1 Annually,
- 3.2.2 When the evaluated member has a change in rank,
- 3.2.3 When the evaluated person has a permanent change of assignment,
- 3.2.4 When there is a change in the evaluating supervisor, or
- 3.2.5 For Master Police Officer appointment review. This is for those officers who were not appointed as MPO in accordance with terms of the contract between the City and the FOP. Evaluations for these officers will be completed 6 months after they were turned down for appointment for MPO. Thereafter, they will join the regular cycle of performance evaluations.
- 3.2.6 Probationary officers will be evaluated upon completion of their Field Training Period and will then join in the regular cycle of performance evaluations.
- 3.2.7 The Performance Evaluation periods will be from January 1 to December 31 of each year. This takes into account the contractual pick of new assignments for each year for determining evaluation periods.

3.3 An officer will be evaluated by his/her immediate supervisor. In the case of a member having more than one supervisor, the evaluating supervisor will be named by the reviewing supervisor at the start of the evaluation period. The evaluating supervisor named will immediately inform all officers he/she evaluates, perform an initial PARS/OMS review, inspect the officer's Pennsylvania Driver's License and ensure that it is valid and up-to-date, and conduct a performance counseling session outlining performance goals, expectations, and duty requirements. Commanders will designate the Lieutenant that will be responsible for officers assigned to the split shift.

- 3.3.1 The evaluating supervisor should have supervised the officer for three months or more during the Performance Evaluation period.
- 3.3.2 In cases where the officer changes assignments or is promoted during the performance evaluation period, a Performance Evaluation Report will be completed by the chain of command that the member is leaving. The completed report will be distributed in accordance with paragraph 6.0 below. For members who have not been supervised by his/her evaluating supervisor for at least three months (outlined in paragraph 3.3.1 above), the evaluating supervisor submit a Special indicating the officer's name, rank, identification number, assignment, the start and end dates of the evaluation period and the statement "Evaluation Criteria Not Met IAW Paragraph 3.3.1 of Procedural Order 22-1." The Special will follow the same submission chain as an evaluation.
- 3.3.3 If an evaluating supervisor is transferred during the annual evaluation period, he/she will initiate and complete an evaluation on each of the officers that he/she supervises. For supervisors who have not supervised their officers at least three months in accordance with paragraph 3.3.1 above a Special will be submitted as outlined in paragraph 3.3.2 above.
- 3.3.4 The start date for individuals transferred during the evaluation year for their "new" evaluation chain of command will be the effective date of transfer. Supervisors transferred during the evaluation period will use their effective date of transfer as the start date of all evaluations they become responsible for at their new duty location.
- 3.4 It is the responsibility of the supervisor to gather the necessary information to appraise and evaluate each officer's performance accurately at the conclusion of the evaluation period. Supervisors will be responsible for gathering and maintaining the documentation necessary to substantiate the ratings given in the Performance Evaluation.

4.0 PERFORMANCE EVALUATION GUIDELINES

- 4.1 Supervisors will refer to the most recent version of the Performance Evaluation Guidelines for the current rating period when conducting the Performance Evaluation.
- 4.2 Each member will be evaluated pursuant to a series of categories identified and defined through official Performance Evaluation Guidelines.
- 4.3 Officer evaluations include 26 specific skills under 6 broad performance areas: Core Skills, Bureau Goals & Knowledge, Interpersonal Skills, Daily Performance, Tactical, and Professional Development. Supervisor evaluations include 28 specific skills under 5 broad performance areas: Core Skills, Bureau Goals & Objectives, Interpersonal Skills, Leadership, and Professional Development.
- 4.4 The supervisor will evaluate each officer in each category using the following standards:
 - 4.4.1 Exceeds Expectations – The evaluating supervisor will be required to substantiate this rating in the "Comments" section of the appropriate "Performance Evaluation Report Form." The evaluator will apply this rating when:
 - 4.4.1.1 The performance exhibited is exceptional and rarely equaled, or regularly exceeds basic requirements.
 - 4.4.1.2 The officer displays an advanced ability to apply skills and tactics to this task or responsibility.
 - 4.4.1.3 The officer makes a conscientious effort to perform this responsibility and to maintain adherence to set standards, while always exercising sound judgment.
 - 4.4.1.4 The officer displays a willingness to perform this task or responsibility, and is able to do the job with no instruction or directions.
 - 4.4.1.5 Performance is considered to be above average.
 - 4.4.2 Meets Expectations - The evaluating supervisor will apply this rating when:
 - 4.4.2.1 The performance exhibited is acceptable.
 - 4.4.2.2 The officer performs the basic requirements.
 - 4.4.2.3 The officer uses the effective application of skills and tactics to perform this responsibility, and exercises sound judgment.
 - 4.4.2.4 The officer has a willingness to do the job with minimal instructions and directions, and the performance is considered to be consistent, effective and efficient.
 - 4.4.3 Needs Improvement - The evaluating supervisor will be required to justify this rating in the "Comments" section of the appropriate "Performance Evaluation Report Form." The evaluator will apply this rating when:

- 4.4.3.1 The officer's performance falls below Bureau of Police expectations.
- 4.4.3.2 Critical performance objectives have not been met in this particular task or responsibility.
- 4.4.3.3 The officer is in need of retraining, monitoring or counseling to bring performance up to standards.
- 4.4.3.4 Any time a supervisor rates an employee as "Needs Improvement", the evaluating supervisor will include a special detailing what steps have been and/or will be taken to improve the employee. This special will be addressed to the rated officer's commanding officer and copies included with the distribution of the evaluation.

4.4.4 Not Applicable – The evaluating supervisor will apply this rating when:

- 4.4.4.1 To be used when that category absolutely does not apply to a particular job description/assignment. This is not to be used as a "default" when an evaluating supervisor does not meet the time requirements of paragraph 3.3.1 above. In these instances, refer to procedures outlined in paragraphs 3.3.2 above.

4.4.5 Skill performance evaluated as "Exceeds Expectations", "Needs Improvement" or "Not Applicable" must be supported by comments in the SUPPORTING COMMENTS section of Part IV of the Evaluation Report.

5.0 PERFORMANCE EVALUATION REPORT FORMS (PBP #51.1, 51.2 AND #51.3)

- 5.1 The Performance Evaluation Report Form will be used to record the ratings of personnel in the categories outlined in the most recent version of the Performance Evaluation Guidelines available for the current rating period. There are three forms that shall be used for this purpose.
 - 5.1.1 Performance Evaluation Report Form #51.1 shall be used for the evaluation of all personnel of the rank of police officer.
 - 5.1.2 Performance Evaluation Report Form #51.2 shall be used for all supervisory personnel of the rank of sergeant or lieutenant.
 - 5.1.3 Performance Evaluation Continuation Report Form #51.3 shall be used for the continuation of comments that may need to be recorded. The evaluated individual, evaluating supervisor, reviewing supervisor and reviewing commander will initial all attachments to the evaluation report.
- 5.2 Evaluating supervisors will review an officer's PARS/OMS file with the officer quarterly. The date of the review will be on the evaluation form and initialed by the evaluated officer. The officer's initials and date indicate that the officer was afforded the chance to review his/her PARS/OMS file.
- 5.3 The evaluating supervisor will review the evaluated officer's complaint history and take appropriate action in accordance with paragraph 21.a of the Consent Decree between the United States of America and the City of Pittsburgh dated February 26, 1997. Acknowledgement of this review and the proper action having taken place will be indicated on the performance evaluation form.
- 5.4 After referring to the standards set forth in the most recent version of the Performance Evaluation Guidelines available for the current rating period, the evaluating supervisor will enter the appropriate ratings in the corresponding blocks of the "Performance Evaluation Report Form."
- 5.5 Ratings of "Needs Improvement", "Exceeds Expectations" or "Not Applicable" in any individual skill area require a comment on that skill in the comment block.
- 5.6 The officer being evaluated also has the opportunity to make comments on the "Performance Evaluation Report Form" in the appropriate section regarding the ratings given by the supervisor. In reviewing the evaluation report, the evaluated officer has primary responsibility to ensure that the administrative data are correct. The officer shall then affix his/her signature in the space provided. The officer comment section will be used only to provide comments on the supervisor's evaluation of the officer, not for the officer to comment on the supervisor's general job performance.
- 5.7 Evaluating supervisors will review an officer's PARS/OMS file, complaint history, officer's performance, etc., and make a determination as to approval or denial of Secondary Employment.

6.0 DISTRIBUTION OF PERFORMANCE EVALUATION REPORT FORMS

- 6.1 The evaluating supervisor will complete his/her sections of the performance evaluation and review with the officer and obtain his/her signature on the form.

- 6.2 The evaluating supervisor will then forward the evaluation through the officer's chain-of-command for review and comment (as appropriate).
- 6.3 The original and any attachments will then be forwarded to the Reviewing Commander for final review. The Reviewing Commander will review the completed evaluation and initial and date any and all attachments. In cases in which a commander non-concurs with the report, the commander will explain his/her reasons for non-concurrence on a continuation form.
- 6.4 Upon review of any Performance Evaluation in which an officer has received a rating of "Needs Improvement" and further training is required, the Commander will forward a memo to the Commander of the Training Academy advising of the additional training needed to address or correct area needing improvement.
 - 6.4.1 The Commander of the Training Academy will review all requests for additional training to determine the future training needs for the Bureau of Police
- 6.5 The original report and any attachments shall then be forwarded through the officer's Assistant Chief to Personnel and Finance to be placed into the officer's Personnel jacket. Completed evaluation reports must be received at Personnel and Finance within 45 calendar days of the THRU DATE indicated on the report.
- 6.6 Copies of each completed "Performance Evaluation Report Form" and any attachments will be distributed to the:
 - 6.6.1 evaluated officer,
 - 6.6.2 officer's Personnel Jacket that is maintained at the officer's duty location along with the version of the Performance Evaluation Guidelines that were used to conduct the evaluation, and
 - 6.6.3 officer's Performance file that is maintained at the officer's duty location.

Approved By:



Cameron McLay
Chief of Police