### PERFORMANCE EVALUATIONS FOR COMMISSIONED PEACE OFFICERS

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Revision Date</th>
<th>Reevaluation Date</th>
<th>Number of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 4, 2014</td>
<td>December 16, 2021</td>
<td>Annually</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Reference Standards
- TPCA: 4.08.1
- CALEA: 35.1.1, 35.1.2
- IACLEA: 3.1.1, 3.1.2

<table>
<thead>
<tr>
<th>Rescinds or Amends Policy Number</th>
<th>B-12</th>
</tr>
</thead>
</table>

#### I. PURPOSE:
To provide a system to measure employee performance against job requirements; to ensure the necessary knowledge, skills and abilities are being developed and demonstrated; to correct deficient performance; to prepare for professional growth and develop potential.

#### II. POLICY:

**A.** The Performance Evaluation Report Form, DP 33 (copy attached), or an approved institutional evaluation form will be completed in its entirety by each commissioned officer’s immediate supervisor and forwarded to the Chief of Police through the chain of command. In addition to an evaluation of the officer’s performance, evaluations should document any disciplinary action imposed on the officer during the evaluation period.

**B.** Upon completion of the initial six-month probationary period following graduation from the Police Academy or employment by lateral entry, an evaluation will be completed on each commissioned officer. Thereafter, an evaluation will be completed annually.

**C.** Copies of the performance evaluation shall be maintained at the institution police department where the officer is employed, for a period of time that is compliant with state law on records retention and the institution’s policies and practices.

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Michael J. Heidingsfield
Director of Police
Changes/Ammendments since last publications:

C. Paragraph C- Changed to reflect performance evaluations shall be maintained at the institution police department where the officer is employed for a period of time that is compliant with state law on records retention and the institution’s policies and practices institutions HR department.