	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 13.1 Performance Evaluations	
	ISSUED: June 12, 2011	EFFECTIVE: June 12, 2011
	REVISED: January 5, 2017	RESCINDED:
<i>N.Y.S. Accreditation Ref: A13.1</i>	<i>Page 1 of 4</i>	<i>Authority: Chief Joseph A Snyder</i>

Performance Evaluations

PURPOSE

The New Paltz Police Department has a written directive to provide an evaluation mechanism within the department and to guide personnel who prepare the standardized performance evaluations. It is the purpose of this policy to improve the skills, knowledge and abilities of all sworn personnel in order to successfully meet departmental tasks and objectives.

POLICY


The Department's standard is the efficient operation of its functions. A person is hired with the expectation that they will perform properly and efficiently. The manner and level at which an individual conducts themselves while in the process of performing their required job functions affect efficiency.

PROCEDURE

The following will guide and assist the raters with the standardized performance evaluation process.

Raters Responsibility:

1. Rate each individual's performance in relation to the results of their job functions based upon the performance statement standards noted for each category of evaluation.
2. Rate each individual fairly and objectively on performance for the entire rating period using the performance statement standards.
3. Utilize all administrative tools (reports, times, books, letter of commendation, counseling memorandums, administrative notes, etc) available as references when reviewing performance.
4. The rater may choose to schedule an appointment with the individual to be evaluated, prior to completing the evaluation form. This allows both individuals to discuss the guidelines and affords the rater the opportunity to provide counseling and/or suggestions to the individual.
5. The rater must view each category of the evaluation separately and compare the performance to the standardized guide.

	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 13.1 Performance Evaluations	
	ISSUED: June 12, 2011	EFFECTIVE: June 12, 2011
	REVISED: January 5, 2017	RESCINDED:
<i>N.Y.S. Accreditation Ref: A13.1</i>	<i>Page 2 of 4</i>	<i>Authority: Chief Joseph A Snyder</i>


6. Evaluations must be completed on an annual basis. An evaluation of performance will be completed for any temporary and/or specialized assignment.
7. In the event an employee's rating exceeds standards or fails to meet standards, the rater must provide explanatory comments in the appropriate section(s).
8. Raters will be provided with a copy of the department's Performance Evaluation manual prior to the evaluation so that they can become familiar with the instruction on how to rate an employee. (See Policy and Procedure 12.8-Probation.)

Rating Categories

1. Raters must be aware that:
 - a. They must compare the performance of the individual to the performance statement in each category of the evaluation
 - b. A comment for each category should be noted in the comment section

Performance Appraisals

1. All employees will be evaluated a minimum of one time per calendar year. The evaluation will contain the time frame the employee is being evaluated for and the name(s) of the evaluators.
 - a. Probationary police officers will receive at a minimum three evaluations during their first year of probationary service. Thereafter, they are evaluated on an annual basis receiving a minimum of one evaluation per calendar year.
2. Supervisors shall inform subordinates of the upcoming evaluation.
3. Employees are encouraged and have the right to request an evaluation in order to satisfy themselves so that they are fully aware of their supervisor's assessment of their performance. However, a reasonable period of at least three (3) months must have passed since the last performance evaluation.
4. There must be valid documentation to support the rating criteria for the evaluation. For example, written summaries of previous counseling sessions between the supervisor and the employee are required,

	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 13.1 Performance Evaluations	
	ISSUED: June 12, 2011	EFFECTIVE: June 12, 2011
	REVISED: January 5, 2017	RESCINDED:
<i>N.Y.S. Accreditation Ref: A13.1</i>	<i>Page 3 of 4</i>	<i>Authority: Chief Joseph A Snyder</i>


except for unusual circumstances. The evaluation must reflect negative disciplinary action within the time period covered. The most recent monthly activity report may be included and reviewed during the performance evaluation if applicable.

5. Employees must see all comments made on the evaluation documents and permitted to respond. The employee must sign and receive a copy of the completed evaluation.
6. Employees are encouraged to make comments on their evaluation.
7. If an employee feels that their evaluation warrants consideration for further review, they may request a review with the chief of police or designee. Such request must be made within a thirty (30) day period of the evaluation.
8. Due to concerns regarding confidential treatment of each individual's evaluation, The New Paltz Police Department will carefully review the distribution of the document to prevent inappropriate disclosure of the document to other members.

Evaluation Review

1. Once an evaluation has been reviewed by the lieutenant, the rater and employee will review the evaluation together.
2. The employee signature is required on the evaluation. The member signature indicates that they have reviewed the evaluation with the rater.
3. If the employee and rater disagree on any area of the evaluation, the employee may comment on such and a copy of the evaluation will be provided by the rater. Appeals are outlined in section 5 of this policy.
4. Upon completion, the evaluation form will be forwarded to the lieutenant for review. The Lieutenant will then forward all completed evaluation to the Chief of Police.

Appeal Process

	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 13.1 Performance Evaluations	
	ISSUED: June 12, 2011	EFFECTIVE: June 12, 2011
	REVISED: January 5, 2017	RESCINDED:
<i>N.Y.S. Accreditation Ref: A13.1</i>	<i>Page 4 of 4</i>	<i>Authority: Chief Joseph A Snyder</i>

1. A member can appeal an evaluation by submitting a memorandum with a copy of the evaluation in a sealed envelope and forwarded in the following manner:
 - a. Officer and Sergeants appeal initially to the Lieutenant.
2. The reviewing officer may request a conference with any or all parties in determining a resolution. The review will be conducted in a timely manner. All parties requesting a review/appeal have the option of bringing it to the Chief of Police only after following the steps listed above.
3. The reviewing officer will forward a memo with the results of his determination to the employee requesting the appeal. Copies of this memorandum will be forwarded to the Chief of Police, the original rater, and to the employee's personnel file.