

***Please Note: This is a working draft of Directive 215.00, previously titled *Sworn Represented Member Performance Evaluations*. This is proposed language and the Bureau has not implemented any changes at this time.**

215.00, Member Performance Evaluations

2nd Universal Review: 09/01/17-09/21/17 (clean view) (*This date has been extended from 09/15/17)*

Refer:

- DIR 315.30 Satisfactory Performance
- DIR 345.00, Employee Information System (EIS)
- DIR 1501.00, Field Training Program
- Performance Evaluation Forms (Intranet)
- BHR Administrative Rule 9.02, Performance Management

Definitions:

- Performance Evaluation: A formal assessment conducted between a supervisor and their direct report employee on an annual basis.

Policy:

1. The Portland Police Bureau recognizes the importance of open, meaningful dialogue between members and their supervisor regarding work performance and career development. The performance evaluation is designed to be a professional development tool used by supervisors to identify a member's areas of strengths and areas in need of improvement for a particular period of time.

Procedure:

1. Non-sworn and non-represented sworn members (i.e., those at the rank of Captain and above) shall have yearly performance evaluations conducted by their supervisor in accordance with Bureau of Human Resources Administrative Rule 9.02, Performance Management.
2. Members at the rank of officer in a probationary status during their first 18 months of employment shall have their performance evaluated in accordance with Directive 1501.00, Field Training Program.
 - 2.1. After completing probation, officers shall have yearly performance evaluations conducted as described below, beginning with the anniversary month of their date of hire.
3. Members in a probationary status following promotion shall have evaluations conducted by their supervisors on a bi-monthly basis.
 - 3.1. Supervisory probation evaluation forms shall be provided by the Personnel Division and shall be completed and returned to the Personnel Division in a timely fashion.
4. Non-Probationary Sworn Member Evaluations.
 - 4.1. Supervisor Responsibilities.
 - 4.1.1. Schedule an annual performance evaluation with each sworn member under their direct supervision.
 - 4.1.2. Complete a Performance Evaluation Form (located on the Intranet) for each scheduled review using the rating factors described within the form.
 - 4.1.3. Forward the completed form to a second supervisor for review, comment, and signature (if the evaluated employee works in a unit with more than one supervisor).

- 4.1.4. Conduct the formal evaluation with the member. The formal evaluation should include the supervisor's observations and should include a discussion of each category of the performance evaluation. Topics for discussion during the review may include:
 - Recognizing and commending the member's performance strengths;
 - Identifying areas needing improvement;
 - Providing guidance on correcting areas of concern; and
 - Acknowledging individual accomplishments during the review period.
- 4.1.4.1. The member being evaluated may provide comments in the designated sections of the evaluation form or attach a written response with additional comments as a supplemental document.
- 4.1.4.2. If a member transfers to another division in the middle of a review period, the new supervisor will consult with the member's previous supervisor for information regarding work performance.
- 4.1.5. Send the original evaluation form with any written response submitted by the member through channels to the Responsibility Unit (RU) Manager or their designee following the evaluation meeting with the member.
 - 4.1.5.1. The supervisor will also forward an electronic copy of the completed performance evaluation and any written response submitted by the member to the Personnel Division in a non-editable format, e.g., PDF, for inclusion in the employee's personnel file (201 file) and the Bureau of Human Resources employee file.
- 4.1.6. Complete each performance evaluation by the last day of the month in which a member's annual anniversary occurs.

5. RU Manager or Designee Responsibilities.

- 5.1. Retain one printed copy in the member's Field 201 file at the RU.

6. Authorized and restricted uses of non-probationary member performance evaluations.

- 6.1. Performance evaluations are not a disciplinary tool and shall not serve as the basis for discipline, discharge, or demotion.
- 6.2. For PPA and PPCOA members, these evaluations will not impact a member's contractual pay increases. For non-represented sworn members and non-sworn members, these evaluations will be considered in determining an annual merit pay increase in accordance with Bureau of Human Resources Administrative Rule 9.02, Performance Management.
- 6.3. For PPA members, performance evaluations may be used as a basis to promote where all other promotional criteria between multiple candidates are basically equal.
- 6.4. For PPCOA members, performance evaluations may be used as part of a full evaluation of a member's work history for purposes of promotion or specialty assignment.

7. Public Records Requests.

- 7.1. The Bureau considers performance evaluations generally to be exempt from public disclosure. The Bureau will not release performance evaluations unless required to do so by law.

PROVIDE FEEDBACK: [Use this Form](#)

215.00, ~~Sworn-Represented~~ Member Performance Evaluations 2nd Universal Review:
09/01/17-09/21/17* (redline markup view) (*This date has been extended from 09/15/17)

Refer:

- DIR 315.30 Satisfactory Performance
- ~~DIR~~Directive 345.00, Employee Information System (EIS)
- DIR 1501.00, Field Training Program
- Performance Evaluation Forms (Intranet)~~Form~~
- BHR Administrative Rule 9.02, Performance Management

Definitions:

- Performance Evaluation: A formal assessment conducted between a supervisor and their direct report employee on an annual basis.
- ~~Semi-Annual Performance Evaluation: A formal performance evaluation to be conducted by a supervisor on an employee's yearly work anniversary and every six (6) months thereafter (e.g., a sworn represented employee with a hire date in March would be evaluated in March and September of every year). Evaluations are due the last day of the month in which the anniversary occurs. Each evaluation will cover the previous six (6) months of employee performance. Semi-Annual evaluations are for sworn represented employees who have completed their initial eighteen (18) month probation period.~~

Policy:

1. The Portland Police Bureau recognizes the importance of open, meaningful dialogue between members and their supervisor regarding on the topic of work performance and career development. ~~The~~Supervisors will conduct semi-annual performance evaluations with each sworn represented employee under their direct supervision according to the rating factors set out in the performance evaluation is designed to be a professional development tool used by supervisors to identify a member's areas of strengths. Other employees, including sworn non-represented employees, are evaluated in accordance with other City and areas in need of improvement for a particular period of time. Bureau policies and not this Directive.
1. ~~Performance evaluations are not a disciplinary tool and will not impact an employee's contractual pay increase(s). Performance evaluations will not be used in the promotional process unless there is a tie in score(s) among the ranked list of eligible candidates for promotion. Evaluations are meant as a professional development tool. Evaluations should be used to identify areas of strengths and areas needing improvement for a particular period of time and may include:~~
 - 1.1. ~~Recognizing and commending member's performance strengths,~~
 - 1.2. ~~Drawing attention to areas of concern,~~
 - 1.3. ~~Providing guidance on correcting areas of concern,~~
 - ~~Acknowledging individual accomplishments during the review period.~~

Procedure:

1. Non-sworn and non-represented sworn members (i.e., those at the rank of Captain and above) shall have yearly performance evaluations conducted by their supervisor in accordance with Bureau of Human Resources Administrative Rule 9.02, Performance Management.
- ~~2.~~ Members at the rank of officer in a probationary status during their first 18 months of employment shall have their performance evaluated in accordance with Directive 1501.00, Field Training Program.
 - 2.1. After completing probation, officers shall have yearly performance evaluations conducted as described below, beginning with the anniversary month of their date of hire.
3. Members in a probationary status following promotion shall have evaluations conducted by their supervisors on a bi-monthly basis.
 - 3.1. Supervisory probation evaluation forms shall be provided by the Personnel Division and shall be completed and returned to the Personnel Division in a timely fashion.
4. Non-Probationary Sworn Member Evaluations.
 - 4.1.4.1. Supervisor Responsibilities.
 - ~~4.1.1.4.1.1. Schedule an a semi-annual performance evaluation with each sworn member under their direct supervision. represented employee who reports directly to that supervisor.~~
 - ~~4.1.1.4.1.1. A performance evaluation cycle begins and ends with the employee's hire month anniversary date and every six (6) months thereafter.~~
 - ~~4.1.1.4.1.2. Performance evaluations will be completed by the last day of the month in which the semi-annual anniversary occurs.~~
 - ~~4.1.3.4.1.2. Complete a Performance Evaluation Form (located on the Intranet) for each scheduled review using the rating factors as described within in the form performance evaluations.~~
 - ~~4.1.4. The Performance Evaluation Form is located under "Forms and Reference" on the Intranet.~~
 - ~~4.1.5.4.1.3. Forward the completed form to a second supervisor for review, comment, and signature (if the evaluated employee works in a unit with more than one supervisor/sergeant works in the same unit).~~
 - ~~4.1.6.4.1.4. Conduct thea formal review of the evaluation with the member. employee. The formal performance evaluation review should include the supervisor's observations and should include a discussion of each category of the performance evaluation. Topics for discussion during the review may include:~~
 - ~~• Recognizing and commending the member's performance strengths;~~
 - ~~• Identifying areas needing improvement;~~
 - ~~• Providing guidance on correcting areas of concern; and~~
 - ~~• Acknowledging individual accomplishments during the review period.~~
 - ~~4.1.6.1.4.1.4.1. The Bureau member being evaluated may providemay prepare a written rebuttal and or add comments only in the designated sections of the evaluation form or area provided or they may attach a written response with additionaltheir rebuttal and comments as a supplemental document. -~~

~~4.1.6.2.4.1.4.2.~~ If a member transfers to another division in the middle of a review period, the new supervisor will consult with the member's employee's previous supervisor for information regarding work performance. -

~~4.1.5.~~ Send meeting with the employee, send the original evaluation form with any written response submitted by the member through channels to the Responsibility Unit (RU) Manager or their ~~approved~~ designee following the evaluation meeting with the member.

~~4.1.5.1.~~ The supervisor will also forward an electronic copy of the- ~~The~~ completed performance evaluation and any written response submitted by the member ~~rebuttal will then be electronically forwarded~~ to the Personnel Division in a non-editable format, e.g., PDF, for inclusion in the employee's personnel file (201 file) and the Bureau of Human Resources employee file.

~~4.1.6.~~ Complete each performance evaluation by the last day of the month in which a member's annual anniversary occurs.

5. RU Manager or Designee Responsibilities.

~~4.2.5.1.~~ Retain one printed copy ~~should remain~~ in the member's employee's Field 201 file at the RU.

6. Authorized and restricted uses of non-probationary member performance evaluations.

6.1. Performance evaluations are not a disciplinary tool and shall not serve as the basis for discipline, discharge, or demotion.

6.2. For PPA and PPCOA members, these evaluations will not impact a member's contractual pay increases. For non-represented sworn members and non-sworn members, these evaluations will be considered in determining an annual merit pay increase in accordance with Bureau of Human Resources Administrative Rule 9.02, Performance Management.

6.3. For PPA members, performance evaluations may be used as a basis to promote where all other promotional criteria between multiple candidates are basically equal.

6.4. For PPCOA members, performance evaluations may be used as part of a full evaluation of a member's work history for purposes of promotion or specialty assignment.

2.7. Public Records Requests.

~~2.1.7.1.~~ The Bureau considers performance evaluations generally to be exempt from public disclosure. The Bureau will not release performance evaluations unless required to do so by law.