


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 171
	PERFORMANCE EVALUATIONS	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 1

I. PURPOSE

This agency evaluates officers annually based on proven performance and abilities related to their assigned tasks.

II. PROCEDURES

A. There will be an annual performance evaluation of every officer assigned to this agency.

1. PERIOD COVERED

- a. PROBATIONARY OFFICERS** - Each probationary officer shall be evaluated at the end of each month during their probationary period.
- b. REGULAR OFFICERS** - Each regular employee shall have an annual performance evaluation. Reports will be prepared and submitted to the Chief of Police no later than January 31st of each year.

2. RATINGS

- a.** Ratings will be based on officer performance during the rating period covered.
- b.** Officers will be rated on dimensions as specifically applicable to their assignment during the rating period.
- c.** Officers will be rated honestly and fairly by their supervisor.

B. The performance evaluation shall be placed in the officer's personnel file and will be used as a factor in assignments and promotions.

C. Evaluations should be done on the proper forms for the job assignment of the employee.

- 1. Officer - PBPD F343
- 2. Supervisor - PBPD F344
- 3. Investigator - PBPD F345