

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a specific standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: E-240-17	Issued: August 15, 2005	Revised: Dec 24 <sup>th</sup> , 2019
General Order Title: <b>EMPLOYEE EVALUATIONS</b>		

### I. POLICY

The Reno Police Department ensures that evaluations conducted on employees are reasonable, impartial and fair and are done to ensure that employees effectively demonstrate the department's Core Values and the employee's core competencies. The objective of evaluations include, but aren't limited to:

1. Maintaining or improving employee performance
2. Documenting performance
3. Providing a medium for personnel coaching and employee feedback
4. Confirming or terminating probationary employees
5. Identifying training needs
6. Providing a method for measurement and recognition of individual performance

### II. PROCEDURES

**1) Employee Performance Comment or Outcome form (EPCO)** – An EPCO is a form used by supervisors to document exceptional performance or to correct unsatisfactory performance. It is also used by a supervisor as a monthly evaluation for probationary employees and when an employee completes their probationary period.

An EPCO used to correct unsatisfactory performance, is intended to improve the employee, through the use of directive(s) that will enable the employee to make corrections, before use of the disciplinary process is necessary.

**A. Supervisor Responsibilities** – in the event a supervisor uses an EPCO to improve an employee's performance, the supervisor shall:

1. Issue the EPCO no later than 21 calendar days after the incident, unless approved by the Chief of Police.
2. Write the EPCO in conformance with the EPCO Training Bulletin.
3. Meet with the employee to discuss the EPCO and any directive(s).
4. Allow the employee a reasonable timeframe to complete any directive(s) and document the deadline on the form.
5. Update the EPCO, detailing that the directive(s) were completed and allow the employee to review and sign the EPCO any time it is updated. If the employee refuses to sign, the supervisor shall note so on the form.
6. File the EPCO in the employee's Master Personnel File.

7. Ensure the EPCO is removed from the employee's Master Personnel File during the next End-of-Rotation Evaluation, so long as the deadline for the directive(s) has elapsed.
  - a. If the deadline for the directive(s) has elapsed, the supervisor shall document in the employee's End-of-Rotation Evaluation that the employee received an EPCO, the cause for the EPCO and whether or not subsequent incidents have or have not occurred by the End-of-Rotation.
  - b. If the deadline for the directive(s) has not elapsed, the supervisor will ensure the EPCO remains in the employee's Master Personnel File until the following End-of-Rotation Evaluation, but no longer than one year from the date of occurrence.

**B. Employee's Responsibilities** – employees who have been issued an EPCO with directive(s):

1. Shall complete the directive(s). Failing to do so may result in subsequent discipline for insubordination for failing to comply with the directive(s).
2. Request an extension from the supervisor if the employee cannot complete the directive(s) by the listed deadline.
3. May respond in writing to the EPCO and have the written response attached to the EPCO in the personnel file, so long as the response is submitted to the patrol secretary within 30 days of receiving the EPCO.
4. May discuss or contest their EPCO with their supervisor and consecutively through their chain of command.

**2) End-of-Rotation Evaluations** – conducted bi-annually, on all departmental employees, to document the employees performance during the prior rotation.

**A. Supervisor Responsibilities** – supervisors shall conduct end of rotation evaluations on every non-probationary employee, unless the employee is on a pay-for-performance evaluation. To conduct End-of-Rotation Evaluations supervisors shall:

1. At the beginning of each rotation:
  - a. Review the personnel file of any employee who they did not supervise during the previous rotation.
  - b. Meet with every employee to discuss expectations and determine how they can assist the employee attain their goals.
2. At the end of each rotation:
  - a. Complete an evaluation for each employee on the approved form(s).
  - b. Evaluate each employee based on the Department's Core Values and the employee's Core Competencies.
  - c. Document on the evaluation whether the employee transferred assignments during the previous rotation and the date of the transfer.
  - d. If an employee received an EPCO to improve performance during the preceding 2 rotations and that EPCO has yet to removed from the personnel file, then the supervisor shall document on the evaluation that the employee received an EPCO, the reason why the employee received the EPCO and a notation indicating whether or not the employee's performance improved since the EPCO. The supervisor shall not

document on the evaluation, the details of any directive(s) listed in the EPCO. The supervisor authoring the evaluation shall make this notation, even if that supervisor did not author the EPCO.

- B. Employee's Responsibilities** – in anticipation of their End-of-Rotation Evaluation, employees may:
1. Assist their supervisor by providing them examples of their performance during the rating period.
  2. May respond in writing to the End-of-Rotation Evaluation and have the written response attached to the Evaluation in the personnel file, so long as the response is submitted to the patrol secretary within 30 days of receiving the Evaluation.
  3. May discuss or contest their Evaluation with their supervisor and consecutively through their chain of command.

**3) Pay-for-Performance Evaluations** – for certain confidential, management and mid-management employees, the City requires the use of “Pay for Performance” evaluations.

- A. Supervisor Responsibilities** – any supervisor assigned an employee on pay for performance evaluations shall:
1. Evaluate such employees annually, by July 1<sup>st</sup> of each year.
  2. Evaluate employees in accordance with Human Resources guidelines.

**4) Probationary Evaluations** – conducted exclusively with probationary employees, in accordance with City of Reno Civil Service Rules. Probationary evaluations are not subject to the 12 month removal requirements as are negative EPCO's.

- A. Supervisor Responsibilities** – any supervisor assigned a probationary employee shall:
1. Evaluate employees monthly during their probationary period.
  2. Use the Employee Performance Comment Sheet for the monthly evaluation.
  3. Provide a thorough explanation on the monthly evaluation when an employee needs improvement, including steps they can take to improve.
  4. For the final monthly evaluation, provide a comprehensive overview of the probationary employee's performance, to include a supervisor's recommendation for confirmation, reclassification, or separation from employment.