

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 V /s/		
General Order No: E-240-17	Issued: August 15, 2005	Revised: April 06, 2017
General Order Title EMPLOYEE EVALUATIONS		

POLICY

The Reno Police Department conducts reviews of employees at the end of each shift rotation, by their supervisors, to ensure the Department's Core Values, and the employee's Core Competencies are demonstrated in every day action by its employees with the objective of:

- Fostering fair and impartial personnel decisions
- Maintaining or improving performance
- Formally documenting exemplary performance
- Providing a medium for personnel coaching and employee feedback
- Confirming or terminating probationary employees
- Identifying training needs
- Providing a method for measurement and recognition of individual performance

RATER

Supervisors will use the Reno Police Department Employee Evaluation form. The Division Head must approve any variations from the time line requirements listed in the policy.

At the beginning of each rotation, The supervisor will:

- Review the personnel file of all employees whom they have not supervised within the previous rotation.
- Have an initial meeting with each employee they supervise within the first two weeks of the rotation.
- Supervisors are expected to facilitate an open conversation with the employee. The intent of this meeting is to identify what each employee would like to accomplish (long or short term) and how the supervisor can assist in achieving these goals. Supervisors should also discuss the performance criteria and their expectations of the employee.

At the end of each rotation, the supervisor will:

- Complete an evaluation, for each employee.
- Evaluate each employee based on the Department's Core Values and the employee's Core Competencies.
- Attach all Employee Performance Comment Sheets (EPCO, see below) the employee received during the rating period, to the evaluation.
- Document on the evaluation, if the employee transferred assignments during the rating period.

PAY FOR PERFORMANCE EVALUATIONS

The City has adopted a "pay for performance" compensation and evaluation system for management, mid-management, confidential and, if applicable, participating bargaining groups.

1. Confirmed employees who are under the pay for performance system will be evaluated on a yearly basis.
2. Employees will be evaluated in accordance with guidelines established by the City of Reno Human Resources Department. Pay for Performance employees will be evaluated by July 1st of each calendar year.

SPECIAL EVALUATIONS

1. Employees whose performance is deemed unsatisfactory may be placed on special evaluation by their immediate supervisor. In addition to counseling, the employee will be notified in writing of the special evaluation. The notification will contain:
 - Area(s) of needed improvement
 - Performance outcomes to bring about the improvement
 - A specified date for review
2. When the substandard performance area is corrected, the special evaluation period may be ended.
3. The supervisor may elect to extend the special evaluation period if the substandard area does not improve within the given time frame.

PROBATIONARY EVALUATION

1. The probationary employee will be evaluated by their current supervisor or their designee each month during their probation period
2. Monthly evaluations will be documented on an Employee Performance Comment Sheet. The monthly evaluation will consist of identifying strengths, weaknesses, and performance outcomes.
3. If an employee "does not meet standards" in any rating criteria, documentation is required by the rater to explain the deficient performance.

4. Performance Outcomes will be provided to assist the employee with making required improvement(s).
5. The final monthly evaluation will be a comprehensive overview of the probationary employee's performance, to include a supervisor's recommendation for confirmation, reclassification, or separation from employment.

EMPLOYEE PERFORMANCE COMMENT SHEET (EPCO)

The Employee Performance Comment Sheet is a form to be used by supervisors to document exceptional or unsatisfactory performance. It is also used by a supervisor as a monthly evaluation for probationary employees and when an employee completes their probationary period. Whenever an EPCO is appropriate, the Supervisor must meet with the employee and discuss the EPCO and any performance outcomes when necessary.

If performance outcomes are necessary, the supervisor will allow the employee a reasonable timeframe to complete them and document the deadline on the form. Once completed, the supervisor will update the EPCO, detailing that the performance outcomes were completed. The supervisor will allow the employee to review and sign any updates to the EPCO, including when outcomes are completed.

EPCO's may be signed by the receiving employee. If an employee refuses to sign the EPCO, the Supervisor must note that on the form. The EPCO will be permanently retained in the Employee's personnel file.

An employee who has received an EPCO may respond in writing to the EPCO and have that response permanently attached to the EPCO in the personnel file, so long as the written response is submitted within 30 days of the employee receiving the EPCO.

EMPLOYEE

Employees may discuss or contest their evaluation or EPCO, in a professional manner, at the following levels – consecutively:

- 1) Rater
- 2) Rater's immediate supervisor
- 3) Division Commander
- 4) Chief of Police

The employee may attach a separate written addendum which will become a permanent part of the evaluation. The employee may add their written addendum to the evaluation at any point during the below listed routing steps, up to and including, after their copy is given to them.