



## ***INTEROFFICE CORRESPONDENCE***

**TO:** All Police Personnel

**FROM:** Chief David D. Been, CHF

**DATE:** August 17, 2005

**SUBJECT:** Departmental Order 2005-04, *Performance Evaluation Training*

All employees of the Tulsa Police Department receive annual performance evaluations. The performance evaluation process for police personnel is detailed in Tulsa Police Policy and Procedure 31-306, *Performance Evaluations* and in the City of Tulsa Personnel Policy and Procedure 703, *Performance Planning and Review*.

Bureau Deputy Chiefs shall be responsible for ensuring that newly promoted or newly hired non-sworn supervisors are trained in the performance evaluation process.

DDB:wd