



Tulsa Police Department

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Policy # 306

Effective Date 05/09/2024

Policy Name Performance Evaluations

Approved Date 05/07/2024

Approved by *Wendell Franklin, Chief of Police*

Previous Date 06/11/2019

PURPOSE OF CHANGE:

Revising the evaluation procedures in response to the City of Tulsa's performance evaluation policy change.

POLICY:

The policy of the City of Tulsa and Tulsa Police Department is to provide training and development opportunities to employees to meet organizational goals while providing them with the skills and knowledge necessary for career growth. Supervisors should mentor employees and demonstrate the Department's commitment to providing opportunities for professional growth. Supervisors will assist employees in developing technical and administrative competency and help them develop work expertise to reach their maximum potential.

Supervisors must develop and clearly communicate their goals and expectations to their employees regarding performance. Supervisors will provide each employee with a clearly defined outline of performance goals and expectations for their assignment. The goals and expectations provided by the supervisor shall serve as rating criteria for performance evaluations.

Supervisors shall also conduct a documented mid-rating period meeting with each of their employees to reinforce the performance objectives and goals for the individual and of the Department. These meetings will focus on desired behaviors to achieve excellent work performance. Supervisors shall perform an annual evaluation of each of their employees prior to the end of the rating period.

APPLIES TO: All police personnel.

SUMMARY: Procedures for evaluating police personnel.

DEFINITIONS:

CITY PERFORMANCE IMPROVEMENT PLAN (CPIP) – an action plan and tool given to a non-sworn employee whose performance is not meeting standards set by the supervisor to provide opportunities to correct deficiencies. (See City of Tulsa PPPM 703 – *Performance Evaluation*)

RATINGS:

1. **Exemplary:** extraordinarily surpasses all standards of acceptable performance and invariably demonstrates superior behavior - unequaled by peers and consistently demonstrates exemplary performance. Overall, consistently, and significantly exceeds performance expectations.
2. **Commendable:** surpasses all the standards of effective performance. Excels in most aspects and performs better than most peers. Overall, consistently exceeds performance expectations in most areas and effectively performs in others.
3. **Effective:** Overall, consistently meets acceptable performance and perhaps exceeds some expectations. While there is always room for improvement, remedial work or training is not required.
4. **Marginal:** performs acceptably in most aspects but needs significant improvement in at least one or more critical

areas of performance, behavior, skill, or knowledge.

5. **Unsatisfactory:** seldom performs effectively; consistently fails to meet acceptable performance expectations, goals, or objectives.

RATING PERIOD – Annual time frame specific to each employee's position. (i.e. sworn officer's shift change year)

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION – the form used to document the evaluation of the employees' job performance.

PROCEDURES:

1. Supervisors will present each employee with a clearly defined outline of expectations for the employee's work performance at the beginning of their rating period.
2. Supervisors will meet with each employee midway through that employee's rating period to discuss and document the employee's successes and opportunities for improvement.
 - a. Supervisors believing an employee needs to significantly improve work performance will discuss specific areas for improvement with the employee.
 - b. For non-sworn employees initiate the City of Tulsa's CPIP.
 - c. The supervisor will forward an Interoffice Correspondence documenting the date and content of these meetings to their division commander.
3. The annual evaluation process for all employees will be completed prior to the end of the employee's rating period. The evaluations will be forwarded to the Division Commander and placed in the employee's divisional file.
 - a. Supervisors will utilize the *Tulsa Police Department Performance Evaluation* form.
 - b. Performance evaluations will be based solely on work performed during the rating period, with beginning and ending dates clearly specified.
 - c. Supervisors will provide explanation in the "Comments Section" of the evaluation form when an employee's performance ratings are "Unsatisfactory," "Marginal" or "Exemplary."
 - d. Supervisors will review completed evaluations with each of their employees and sign each completed evaluation.
 - e. All completed evaluations will be reviewed by the rater's supervisor whose signature indicates final approval. This review by the rater's supervisor is to ensure fairness, impartiality, and the uniform application of ratings.
 - f. Supervisors will document the employee's successes and opportunities for improvement.
 - g. Supervisors will be evaluated on the quality of ratings given to employees.
4. Non-sworn employees presented with a CPIP shall acknowledge receipt by signing and dating the CPIP form. Signature does not necessarily imply agreement with the content of the CPIP but does acknowledge the supervisor reviewed the CPIP form with the employee. The employee may provide a written response to be retained with the CPIP by management. The employee must return the signed and dated CPIP form and any employee comments to their supervisor within five (5) days of receipt.
5. Evaluations for employees rated as "Unsatisfactory" will be forwarded to the Chief of Police for review.
6. Employees will be advised in writing whenever their performance is deemed to be "Unsatisfactory", and that written notification be provided to the employee in a timely manner.
7. Entry-level probationary employees, temporary employees, and early hire Apprentice Police Officers will be evaluated at least quarterly.
8. Public Safety Communications employees will be evaluated according to their internal policy.

9. TPR officers will be evaluated annually in accordance with the TPR manual.

10. Evaluation Requirements:

- a. Each employee will be informed of the level of performance expected, and rating criteria or goals for the new rating period.
- b. Each employee and reserve officer will be mentored by their supervisor regarding such topics as advancement, specialization, and training appropriate for the employee's position.
- c. Employees may concur or not concur with their evaluation and add written comments during the evaluation review session to supplement the completed performance evaluation. All employees will sign their evaluation to acknowledge receipt.
- d. Employees have the right to contest evaluations through their chain of command and when appropriate, through appeals processes in the City of Tulsa's discrimination policy and/or Collective Bargaining Agreements. Prior to making an appeal, with agreement of the employee, a meeting may be scheduled with the employee, the rater, and the rater's supervisor to seek resolution. The employee may bring a representative of their choice to the meeting.
- e. Employees shall receive a copy of all evaluation forms with results immediately following the evaluation process.
- f. Evaluations will be forwarded to the employee's Division Commander and a copy placed in the employee's divisional personnel file, to be retained for four (4) years. TPR evaluations will be forwarded to the TPR Program Coordinator for placement in their personnel file.

11. Employee Consultation:

- a. Employees will be consulted about the results of their performance evaluation when completed.
- b. Employees will be consulted on what level of performance is expected, and goals for the employee's next rating period.
- c. Supervisors will provide career counseling appropriate to the employee's position.

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION FORM PROCEDURES

1. There are two parts to performance evaluations:

- a. The Self-Evaluation
- b. The Supervisor-Evaluation

2. Read the explanations of each category to better understand the ratings and more precisely evaluate the aspects of performance. Each aspect listed may not apply to every assignment. Therefore, consider aspects that specifically relate to assigned duties and tasks during the evaluation period.
3. The person being evaluated should complete the self-evaluation by rating their own performance indicating their level on the self-evaluation sections of the form. The completed self-evaluation should be submitted to the supervisor responsible for the supervisor-evaluation.
4. The supervisor should independently complete the supervisor-evaluation. The supervisor should provide performance ratings in the supervisor-evaluation sections of the form. Afterward, the supervisor should review the self-evaluation and confirm that it has thoroughly been completed.
5. After completing the supervisor-evaluation, both the person being evaluated, and the supervisor should meet and discuss the self-evaluation and the supervisor-evaluation. Supervisors must provide counsel about all performance aspects, including reinforcing excellent work, suggesting ways to improve, and if necessary, document ways to remedy specific concerns on the evaluation form. Supervisors must also realize that performance evaluations are a key component of career development. Supervisors are responsible for considering the goals of each person being

evaluated and should guide and encourage performance to successfully accomplish their career goals. The expected performance, criteria, and goals for the next evaluation period must be defined and discussed as well. Further, supervisors must provide counsel regarding appropriate advancement, specialization, and training.

6. The person being evaluated, and their supervisor(s) must sign the evaluation form. Of course, the person being evaluated can agree or disagree with the performance ratings they received from the supervisor. If there is disagreement, the person being evaluated must briefly comment as to why they do not agree. Afterward, the evaluation should be forwarded through the appropriate chain of command.

REGULATIONS:

1. All employee performance evaluations will cover a specific rating period.
2. Supervisors responsible for completing evaluations must complete a training course in evaluation rating of employees and training in career development activities.
3. Performance evaluation criteria must be specific to the employee's assignment during the rating period.
4. Raters will provide documentation in the "Comments Section" of the evaluation form when an employee's performance ratings "Unsatisfactory," "Marginal" or "Exemplary."
5. All employees will sign their evaluations to acknowledge receipt.
6. All performance evaluations will be reviewed and signed by the rater's supervisor.

REFERENCES:

Collective Bargaining Agreement
City of Tulsa Personnel Policies & Procedures 104, 416, 703
TPR Unit Manual