

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PERFORMANCE EVALUATION
SUBJECT

DATE: March 1, 2005

NO: I-7

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Performance Evaluation
Employee Evaluations

I. POLICY

Employees of the Stockton Police Department will be rated on the current City of Stockton Employee Evaluation Forms.

II. PROCEDURE

A. Sworn Employees

1. The Division, Section or Unit Commander will ensure the Performance Evaluation is completed within the prescribed time period as stated below.
 - a. All sworn police officers shall have their performance evaluated after each successive month of employment until the completion of the appropriate term of probation is achieved and annually thereafter on the date of step raise anniversary.
 - b. The evaluation of sworn officers for permanent status or a step raise will be completed by their immediate supervisor five weeks prior to the rating period.
 - c. If no step raise or final probationary evaluation is involved, evaluations will be completed no later than ten days past the rating period.
2. Probationary or permanent employees may be evaluated any time the supervisor deems it necessary.
3. Sworn officer evaluations will be completed in compliance with the Stockton Police Department Evaluation Handbook.

- a. Copies of this handbook may be obtained from the Personnel and Training Section.

B. Miscellaneous employees

1. The Division, Section, or Unit Commander will ensure the Performance Evaluation is completed within the prescribed time period as stated below:
 - a. All probationary miscellaneous employees will be evaluated at two months of service, five month of services (which includes the 1st step raise to be effective at six months of service) and annually thereafter on the date of step raise anniversary.

- b. Special evaluations may be given at any time deemed necessary by the supervisor.
 - c. Miscellaneous employee evaluations will be completed using the "Rater's Guide to Employee Performance Evaluation" which is supplied by the Human Resources Department.
 - d. All miscellaneous probationary exempt and Management "B" and "C" employees shall have their job performance evaluated at two months of service and at the end of the first five months of service.
- C. Final Evaluation
- 1. All police employees (except the Chief of Police) who have attained the top step salary of his/her job classification shall have a final evaluation on the 1st anniversary date of said pay increase.
 - a. Performance will be rated biennially after the final evaluation (1st anniversary date.)
- D. Probationary employees and permanent employees may be evaluated at any time the supervisor deems it necessary.
- E. The evaluation of permanent employees will be completed by their immediate supervisor five weeks prior to their step raise anniversary date.
- 1. If no step raise is involved, the evaluation may be done in the date of step raise anniversary.

III. PROCEDURE - MISCELLANEOUS EMPLOYEES

- A. The Division, Section, or Unit Commander will ensure that the Performance Evaluation is completed within 10 days preceding the due date.
- B. All probationary miscellaneous employees will be evaluated at two months of service, five months of service (for step raise) and annually thereafter on the date of step raise anniversary.
- C. Special Evaluations may be given at any time when deemed necessary by the supervisor.
- D. Miscellaneous employee evaluations will be completed using the Rater's Guide to Employee Performance Evaluation as supplied by the Human Resources.