



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Employee Performance Appraisals	Effective Date: March 5, 2014	Policy Number: 3.06
Accreditation Reference: 1.5.3, 1.5.6	Review Date: March 5, 2017	Supercedes: August 10, 2010
Attachments:	L. Shane Nelson, Sheriff	

I. PURPOSE

The purpose of this policy is to establish an evaluation system which serves both management and the individual member.

II. POLICY

It is the policy of this agency that the system of employee performance appraisals allow fair and impartial personnel decisions. The system should assist employees to maintain and improve performance, provide an established opportunity for personnel counseling, facilitate proper decisions regarding probationary employees, provide an objective and fair means of recognition of individual performance, and identify training needs.

III. PROCEDURES

A. Evaluation and Counseling

Each non-probationary employee shall be evaluated by his immediate supervisor annually on the employee's employment anniversary. Probationary employees will be evaluated according to the standards of the Sheriff's Office's Field Training and Evaluation Program or other applicable training standards, such as for Records employees.

The supervisor must be prepared to counsel and comment on the employee's performance during the rating period as well as the expected performance level and goals for the next rating period. Counseling should also include career counseling for the next rating period relative to areas such as advancement or promotions, specialization, and training needs.

Evaluation face pages and directions are available on the Sheriff's Server computerized files.

B. Scope

The annual evaluation of non-probationary employees shall cover a specific time period and include consideration of how the employee performed during that evaluation period and any performance improvements or regression from the last evaluation period. It is the supervisor's responsibility to advise the employee of any deficiencies and to provide recommendations for training needs. The supervisor must be prepared to document and substantiate low or high ratings and give specific reasons through a narrative comment.

C. Routing

1. After the supervisor completes the evaluation, the document shall be:
 - a) forwarded to the rater's supervisor for review and signature;

- b) then to the Sheriff through the successive levels of the chain of command for comment;
 - c) then to Human Resources for review;
 - d) then returned to the supervisor for presentation to the employee.
2. Evaluations shall then be reviewed by the employee and his immediate supervisor. The employee shall be given an opportunity to comment on the evaluation in writing. The Performance Evaluation Report shall be signed by the supervisor and the employee.
 3. Non-Harassment Certification: The employee will certify that he has read and fully understands Policy 3.60 Harassment/Discrimination in the Work Place, in the Sheriff's Office Policy Manual and Deschutes County HR-10 Non-Harassment and Non-Discrimination.
 4. Employees shall complete the Non-Harassment Certification Form which shall also be signed and dated by the supervisor and the employee during the employee's annual performance evaluation. The Non-Harassment Certification Form is included as part of the Employee Evaluation Form in the Evaluations folder on the S Drive.
 5. It is the policy of the Sheriff's Office to take prompt and appropriate action to determine if any alleged conduct may have violated County or Sheriff's Office policy.
 6. If a complaint is received, an immediate review will take place in the Sheriff's Office by Command Staff to determine the validity of the complaint and if further action is needed. The document, along with the evaluation, will be sent to County Personnel for its records.
 7. If an initial review by the Sheriff's Office indicates further action is needed, the complaint and supporting documents will be forwarded to Deschutes County Personnel.
 8. Upon request, all employees are to have their Deschutes County Sheriff's Office Policy Manual available for review by their supervisor at the time evaluations are reviewed to ensure they are in order and up to date.
 9. A copy of the evaluation shall be given to the employee and the original shall be retained in the employee's personnel file.

IV. EVALUATION REVIEW

The rater's supervisor shall review and sign the evaluations to ensure the fairness and impartiality of the rater's ratings and his counseling of employees. Ratings should be applied uniformly to all employees.

V. APPEALS

An employee may appeal the results of an evaluation by forwarding to the Sheriff, via the chain of command, a memorandum which identifies each rating or comment to which the employee takes exception. With respect to each, the employee shall state the rating which the employee believes is inaccurate and set forth the facts which support the employee's belief that the rating or remark in the evaluation is inaccurate.

The Sheriff, with administrative assistance as necessary, will review the appeal and notify the employee in writing of the final decision. Written rebuttals shall be attached to the performance evaluation and placed with it in the personnel file.