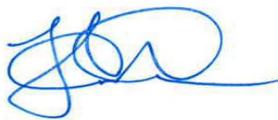




# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Performance Appraisals</b>	Effective Date: April 1, 2022	Policy Number: <b>3.06</b>
Accreditation Reference: 1.5.3, 1.5.6	Review Date: April 1, 2025	Supercedes: March 5, 2014
Attachments: <a href="#">Bi-Annual Performance Evaluation Form</a> <a href="#">Probationary Performance Evaluation Form</a>	 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 member performance appraisals allow fair and impartial personnel decisions. The system should assist members to maintain and improve performance, provide an established opportunity for personnel counseling, facilitate proper decisions regarding probationary members, provide an objective and fair means of recognition of individual performance, and identify training needs.

## III. PROCEDURES

### A. Evaluation and Counseling

Each non-probationary member shall be evaluated by their immediate supervisor biannually. Rating periods are now set January to June, and July to December. Probationary members will be evaluated according to the standards of the Sheriff's Office's Police Training Officer (PTO) or other applicable training standards required for their unit.

Supervisors may use a working file for each member to record events during the evaluation period. Supervisors are encouraged to check in regularly with assigned members to discuss both positive and negative occurrences and plans for any necessary improvement.

The supervisor must review the prior evaluation, and determine whether the member has made improvements in recommended areas, has met any career development goals, and whether the member still has performance issues that were raised in the prior evaluation. Supervisors should be prepared to counsel and comment on the member'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. A performance evaluation that has no valuable information to assist the member will be returned to the supervisor for further completion.

#### **B. Scope**

The biannual evaluation of non-probationary members shall cover a specific time period and include consideration of how the member 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 member of any deficiencies and to provide recommendations for training needs. Ratings should be applied uniformly to all members.

If a member changes supervisors during the year, the supervisor before the change must provide a summary of what member is doing well, what the member needs to work on, and what progress the member has made in training or career development goals during the period that the member was assigned to the supervisor (in the areas of successes, development, feedback and core competencies). The summary should be included in the member's working file when that working file is given to the new supervisor.

#### **C. Routing**

After the evaluating supervisor completes the form, it should be discussed with their immediate supervisor (Lieutenant/Captain). The evaluating supervisor will meet with the member to discuss one on one. The member shall be given an opportunity to comment on the evaluation in writing. The evaluation is then signed by the member and supervisor. Once this is completed the biannual evaluation form goes to the Division Captain and SOHR for processing. A copy of the evaluation will be given to the member and the original shall be retained in the member's personnel file.

Division Captains shall prepare a summary report of the evaluation process within 30 days of rating period closure. This report shall be forwarded to the Sheriff and shall include: number of evaluations completed, reasons for any missed evaluations, any significant performance issues identified and trends in training needs as reflected in evaluations.

### **IV. APPEALS**

A member may appeal the results of an evaluation by forwarding to the Captain, via chain of command, a memorandum which identifies each issue or comment to which the member takes exception. With respect to each, the member shall state the information which they believe is inaccurate and set forth the facts which support the member's belief that the remark in the evaluation is inaccurate. The Captain, with administrative assistance as necessary, will review the appeal and notify the member in writing of the final decision. The member's written rebuttal to the evaluation shall be attached to the evaluation and placed with it in the member's personnel file.