


COLCHESTER POLICE DEPARTMENT

SUBJECT: Performance Evaluations	
EFFECTIVE DATE: December4, 2020	NUMBER: General Order # 3
SPECIAL INSTRUCTIONS: Rescinds G.O. #3 issued 11/30/2016	
REEVALUATION DATE: as needed	APPROVED:  NO. PAGES: 2 plus attachments

POLICY: The Colchester Police Department will maintain a performance evaluation system for all full-time employees. All aspects of the evaluation process will be job-related and non-discriminatory.

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I. PURPOSE

- A. The primary purpose of the performance evaluation system is to provide employees with the opportunity to self-reflect on their goals, achievements and necessary improvements to their job performance and to have supervisory input into same. It is the department's intention to maximize employee development and to ensure that employee behaviors are consistent with organizational goals.
- B. Performance evaluations will be used to identify areas of employee excellence as well as areas of deficiency. Evaluations will be one of several resources to be utilized during awards considerations.
- C. Performance evaluations will be used to identify personnel development needs, training or remedial training issues and/or policy modifications.
- D. Performance evaluations are not to be used as a sole source for disciplinary action.

II. FREQUENCY

- A. Each employee will be evaluated comprehensively once a year. This evaluation will include written narratives, individual goal setting and discussion of the employee's career plan. This annual evaluation will be completed at the end of the calendar year.
- B. Each employee will meet with their supervisor mid-year for a review of their goals and any advancement or impediments toward that goal will be documented

III. RATER TRAINING & INPUT FROM OTHER SUPERVISORS

- A. Each person tasked with completing performance evaluations shall receive orientation training. The purpose of the training will be to ensure rater consistency in both use of forms and process.
- B. If a supervisor is assigned to evaluate a person with whom they do not work regularly, that supervisor shall consult with other supervisors to gather information on the employee's behaviors, knowledge, and performance. It is acceptable for more than one supervisor to collaborate on authoring a performance evaluation so long as one supervisor is responsible for reviewing the evaluation with the employee.
- C. Once the evaluation instrument is completed, the supervisor shall meet with the employee to review the evaluation.
- D. When an employee is transferred to a temporary position or unit for a period of the year (i.e. Marine Unit, temporary assignment to BCI, etc.) a periodic evaluation should be completed by the unit supervisor at the conclusion of the assignment with emphasis on the employee's performance in that particular assignment.

IV. APPEAL PROCESS

- A. The evaluation instrument contains a section for the supervisor to write his/her comments.
- B. If the employee does not agree with all or portions of the evaluation, he/she should request that the rater reconsider. This request should be supported by specific information. The rater should consider this request and then has the choice of amending the evaluation or letting it stand.
- C. If the employee is aggrieved by the evaluation to the degree that he/she 12wishes to appeal it, he/she shall submit a request for reconsideration to the rater's direct supervisor within ten business days of the performance review. The request for reconsideration must specifically indicate which portions of the evaluation are in dispute. The appellant should include any supporting documentation or other sources to support his/her request for reconsideration. The supervisor receiving the appeal shall respond within ten business days with either a denial of the appeal or by returning it to the rater for revisions.
- D. The Chief of Police shall be the final avenue for appeal for all employees except Deputy Chief and Lieutenants. Command staff may appeal their evaluation to the Town Manager who shall follow the process described in section IV. C above and shall have the final appeal authority.



**COLCHESTER POLICE DEPARTMENT
PERFORMANCE EVALUATION**

EMPLOYEE:

EVALUATION PERIOD:

SUPERVISOR:



MISSION STATEMENT

The Colchester Police Department is dedicated and committed to improving the quality of life for citizens and visitors in the Town of Colchester, Vermont.

Values

These values set forth the guiding principles established by and for the members of the Colchester Police Department in accomplishing the goals and meeting our mission.

- *Open Communication*: Colchester Police Department will maintain regular, open, lines of communication internally using all available methods and shall create and foster a sharing, open, forthright, and informative approach with the community making the department as transparent as possible.
 - *Service Orientation*: The members of the Colchester Police Department shall provide supportive, professional service to the community and each other by promoting human rights, mutual respect, courtesy, and support.
 - *Accountability and Integrity*: Each member shall promote the highest level of integrity and responsibility in their respective assigned tasks.
 - *Empowerment, Creativity, and Problem Solving*: The department functions at its best when all members are encouraged to make decisions. All members shall be allowed and encouraged to promote community involvement in identification and solution of issues using problem-solving methods to reduce the incidence and fear of crime and community concerns to improve the quality of life.
 - *Partnerships and Collaborations*: Members shall work together with community groups, town and state government resources, and other concerned parties in delivering services to the community and meeting our stated goal.
 - *Continuous Improvement*: Each member has a duty and obligation to play an active role in improving internal operations and delivery of services to the community.
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Six Pillars from 2015 Final Report of the President's Task Force on 21st Century Policing

In addition to the CPD Mission Statement and Department Values, the following six pillars form a framework of consideration that we use while formulating and constructing policies. More detailed information about each pillar may be found here:

<https://cops.usdoj.gov/RIC/Publications/cops-p311-pub.pdf>

1. Building Trust and Legitimacy
2. Policy and Oversight
3. Technology and Social Media
4. Community Policing and Crime Reduction
5. Training and Education
6. Officer Safety and Wellness

Directions

Please respond to the following questions as honestly and openly as possible about your performance as it relates to the mission statement and core values of the department as listed on Page 2 above. Send this document to your immediate supervisor for his/her comments and suggestions. A meeting between you and your supervisor is required to go over this document and its contents. If, at the end of your meeting you disagree or wish to dispute any of the contents of this document, you may appeal to the next highest level in the chain of command.

1. Please describe your successes, achievements, and/or accomplishments regarding your employment here at CPD during this evaluation period.

Supervisor comments:

2. Please describe any areas of your work that you wish to improve or any impediments to your success that you want to change.

Supervisor comments:

3. What personal goals do you want to achieve in the next 12 months? In the next five years?

Supervisor comments:

- 3a. (6 month) – What progress/setbacks have you faced in your goal achievement?

Supervisor comments:

4. What departmental changes (procedures, equipment, etc.) would you like to see implemented at CPD to help us meet our mission?

I have reviewed this document with my supervisor.

Employee signature

Date

Supervisor signature

Date