


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> 171
	<b>PERFORMANCE EVALUATIONS</b>	<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 1

## I. PURPOSE

This agency evaluates officers annually based on proven performance and abilities related to their assigned tasks.

## II. PROCEDURES

**A.** There will be an annual performance evaluation of every officer assigned to this agency.

### 1. PERIOD COVERED

- a. PROBATIONARY OFFICERS** - Each probationary officer shall be evaluated at the end of each month during their probationary period.
- b. REGULAR OFFICERS** - Each regular employee shall have an annual performance evaluation. Reports will be prepared and submitted to the Chief of Police no later than January 31<sup>st</sup> of each year.

### 2. RATINGS

- a.** Ratings will be based on officer performance during the rating period covered.
- b.** Officers will be rated on dimensions as specifically applicable to their assignment during the rating period.
- c.** Officers will be rated honestly and fairly by their supervisor.

**B.** The performance evaluation shall be placed in the officer's personnel file and will be used as a factor in assignments and promotions.

**C.** Evaluations should be done on the proper forms for the job assignment of the employee.

- 1. Officer - PBPD F343
- 2. Supervisor - PBPD F344
- 3. Investigator - PBPD F345