



# TOWN OF MACEDON POLICE DEPARTMENT

<b>General Order:</b> 235	<b>Effective Date:</b> December 18, 2019
<b>Subject:</b> Performance Evaluations and Employee Development Plan	
<b>Reference Standards:</b> 12.8, 13.1	
<b>Rescinds:</b>	
Page 1 of 5	<b>Attachments:</b> 1- Probationary Officer Evaluation form, 2-MPD Police Performance Evaluation form, 3-Supervisors Reference Manual, 4-Employee Development Plan form

## I. Purpose

- A. The purpose of the Macedon Police Department's Progressive Performance Evaluation System (PPES) is to inform sworn personnel of the quality of their work so that they may improve their performance. To this end, each supervisor will be provided with the opportunity to review the annual performance of sworn members assigned to his/her command in order to highlight areas of accomplishment, comment on areas where adequate levels of effort have led to acceptable performance, to define areas of unacceptable achievement, if any, and to outline methods to upgrade and improve any or all areas of performance.
- B. The PPES will also be utilized to evaluate probationary officers during their probationary period. The Patrol Sergeant or his/her designee will evaluate the performance of a Probationary Police Officer a minimum of three (3) times during the officer's probationary period, starting upon the officer's successful completion of field training. This will provide continued guidance and feedback to the probationary officer in an effort to enhance his/her performance after completion of field training.
- C. The Employee Development Program (EDP) will serve to improve the performance of the employee in his/her current position, and will additionally attempt to help the employee develop plans to master additional responsibilities. It will also serve to create a plan for career objectives. This will be accomplished through coaching, mentoring, and guidance on the part of the command officer.

## II. Objectives

- A. The Macedon Police Department's PPES and EDP are designed to accomplish the following:

1. Establish employee standards of performance
  2. Institute a method of measuring the extent to which these standards have been attained
  3. Clarify performance expectations and provide guidance concerning duties and responsibilities
  4. Identify training needs
  5. Motivate employees by recognizing effort
  6. Maximize each employee's potential and contributions
  7. Evaluate the progress of probationary officers
  8. Develop an annual plan for career development objectives that balance the employee's needs with that of the Macedon Police Department
- B. There are six (3) positions to be evaluated in the Progressive Performance Evaluation System. They are as follows:
1. Probationary Police Officer
  2. Police Officer
  3. Sergeant

### **III. Procedure**

- A. The Macedon Police Department Progressive Performance Evaluation System Supervisor's Reference Manual will be used by the evaluator as a guide to the evaluation process and procedure.
- B. Upon promotion to the rank of Sergeant every evaluator will be trained in the proper use of the Macedon Police Department Progressive Performance Evaluation System. The Chief of Police or his/her designee will conduct this training.

- C. The performance of a Probationary Police Officer will be evaluated at least three times during the officer's probationary period and documented on the Macedon Police Department Probationary Officer Evaluation form. Probationary Officer Evaluations will be monitored by the FTO Coordinator(s).
- D. The performance of all employees will be evaluated annually and will correspond to their date of appointment. The evaluator will complete his/her part of the evaluation process within twenty (20) days prior to or after the anniversary date of the employee involved.
- E. The employee's immediate supervisor(s) will evaluate the employee. In the event of a shift change, change of assignment (not a promotion), change of immediate supervisor, etc. during the evaluation period, the evaluator who was the employee's immediate supervisor for the majority of the rating period will be the primary evaluator. In such case, a consultation between the former and current immediate supervisor is required to properly complete the evaluation.
- F. All Performance Evaluations will be based only upon behavior observed or identified during the evaluation period.
- G. Each Probationary Officer Evaluation form and Progressive Performance Evaluation form will be reviewed and signed by the evaluator's immediate supervisor or the Chief of Police.
- H. The Probationary Officer Evaluation form or Progressive Performance Evaluation form will be reviewed and signed by the employee, indicating that he/she has read and received the form. The employee may make written responses that will be attached to the original evaluation form.
- I. Prior to the completion of the evaluation, employees will demonstrate their ability to access the Macedon Police Department's General Orders electronically on the computers in the Public Safety Building. The employee's ability to demonstrate access to the MPD General Orders will be noted on the Progressive Performance Evaluation Form.
- J. Once the Progressive Performance Evaluation Form has been reviewed and signed by the employee and his/her immediate supervisor, the employee's immediate supervisor will complete an Employee Development Program Form collectively with the employee.
- K. The supervisor and employee will together identify developmental objectives and corresponding action plans, keeping in mind that the objectives must balance the employee's needs with the needs of the unit/shift to which the employee is currently assigned.
- L. Once the identified developmental objectives and corresponding action plans have been agreed upon by both the supervisor and the employee, the employee will then read and sign the form.

- M. A continual review of each employee's EDP will be conducted by the employee's supervisor to gauge progress towards EDP goals.
- N. Evaluators will be evaluated by the Chief of Police regarding the accuracy, fairness, and impartiality of the evaluations, as well as the uniformity of ratings.

#### **IV. Review process for contested Progressive Performance Evaluations**

##### **A. Probationary Police Officer and Police Officer**

1. A Probationary Police Officer or Police Officer who is dissatisfied or disagrees with his/her evaluation may seek a review of their ratings. The protesting employee must submit his/her intention in writing within five (5) days of the evaluation to the Chief of Police.
  - a) The Chief of Police will conduct the review and will obtain the employee's performance support file from the supervisor completing the contested evaluation and complete the review within thirty (30) days of the receipt of the request for same. An explanation for the resulting decision will be attached to the original evaluation form.
  - b) The decision of the Chief of Police will be final.

##### **B. Patrol Sergeant**

1. A Patrol Sergeant who is dissatisfied or disagrees with his/her PPE may seek a review of their ratings. The protesting employee must submit his/her intention in writing within five (5) days of the evaluation to the Town of Macedon Personnel Department.
  - a) The Personnel Department will obtain the employee's performance support file from the Chief of Police completing the contested evaluation and complete the review within thirty (30) days of the receipt of the request for same. An explanation for the resulting decision will be attached to the original evaluation form.
  - b) The decision of the Town of Macedon Personnel Department will be final.

NOTE: This process is an internal departmental review procedure. It does not affect any rights, duties or obligations specified in any Contract between the Town of Macedon and the Macedon Police Association, Inc. or Counsel 82.

#### **V. Distribution and retention of forms**

- A. Completed Probationary Officer Evaluation forms, Progressive Performance Evaluation forms, Employee Development Program Forms, and reports will be forwarded through the chain of command and retained by the department. The original, and all attachments if any, will be kept in the employee's personnel file, and copies given to the employee and his/her immediate supervisor.

By Order of the Chief of Police

*John P Colella*  
John P Colella (Dec 17, 2019)

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John P. Colella  
Chief of Police  
Dated this 18 day of December 2019