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**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued: January 15, 1997**

**Revision Date: April 1, 2009**

**Subject: Performance Evaluations**

**Reference: CACP STD.70.1**

**TO: ALL OFFICERS**

**I. POLICY**

All Craig Police Department employees shall receive a performance evaluation at least annually, or as specified in the City Personnel Manual. More than one supervisor may have supervised employees during a particular evaluation period. In this case, the evaluating supervisor must confer with other supervisors. It is the evaluating supervisor however, who will be held accountable for evaluation content.

**II. PURPOSE**

Performance evaluation are to be done in a spirit of mutual understanding, conversation that includes open and honest two-way communication and documentation that accurately and fairly measures employee performance. The purpose of performance evaluations are to:

1. Standardize the nature of the personnel decision making process;
2. Assure the public that the agency's personnel are qualified to carry out their assigned duties;
3. Provide employees with necessary behavior modification information to allow them to maintain behaviors that meet department expectations and to eliminate inappropriate behaviors.
4. To provide employees the means and assistance necessary for the employee to succeed.

It is each employee's responsibility to work diligently towards the agency's mission, goals and objectives utilizing the resources, training and knowledge acquired through experience on the job.

**III. PROCEDURE**

Supervisors completing evaluations will be held accountable for content and must be able and ready to supply supporting documentation if required. Employees are required to sign the evaluation form even if they do not agree with its content. An employee who disagrees with the evaluation shall have the opportunity to provide written communication in the employee comment section and have the evaluation further reviewed by the next higher level of authority up to and including the Chief of Police. If review is made and correction or modification is required or deemed necessary the employee and original evaluating supervisor shall be personally notified in a joint counseling session. In any case of disagreement the Chief of Police shall make the final determination.

**Approved by:**



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**Walter K. Vanatta**  
**Chief of Police**