

Section 13 – Performance Evaluations

New York State Law Enforcement Accreditation Program

13.1 Performance Evaluation System - **CRITICAL STANDARD**

ADMINISTRATION

STANDARD 13.1 The agency has a written directive that establishes and describes an annual personnel performance evaluation system for all sworn members in the department*. The system will include:

- A. The period for which their performance will be evaluated;
- B. Who the rater(s) will be;
- C. The criteria by which they will be evaluated;
- D. The results of the evaluation;
- E. A review process for contested evaluation reports; and,
- F. Every rater involved with the personnel performance evaluation system must receive instruction in rating procedures and rater responsibilities as a precondition of such involvement.

Commentary: A performance evaluation system is used to evaluate the work performance of an employee. It should be viewed as a basic measurement instrument that serves both management and the individual employee. The type of system used by various agencies will vary considerably, but it remains the responsibility of the chief law enforcement officer to establish a system that meets the need of the agency. The practice of documenting personnel evaluations not only incorporates good management principles, but is supported by court decisions. Constant attention to the system and proper training of the raters will foster fair and impartial personnel decisions, maintain and improve performance and provide a fair and objective means of measuring performance in accordance with prescribed guidelines.

**This standard is intended to apply to every sworn member of the department except the chief law enforcement officer and executive staff as defined by the chief law enforcement officer.*

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. Examples of all reports, forms or logs used in this system are provided.
3. Completed evaluation forms are reviewed to verify that all aspects of the process are being implemented.
4. Interview(s) with supervisory and subordinate personnel to verify their understanding of and compliance with this standard.
5. Written documentation or lesson plans used to instruct raters are available for review by assessors.

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6. Records or training rosters documenting the raters' timely instruction are available for review.
7. Interview(s) with supervisors who have received rater training to verify their understanding of the rating procedures and responsibilities.