



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1415
TOPIC: PERFORMANCE EVALUATION
ISSUED BY: TERESA EWINS, CHIEF OF POLICE
DATE: 1-1-2023
SUPERSEDES: G.O. 1415, 2022
REFERENCE:

I. POLICY

The Lincoln Police Department will maintain a system of employee performance evaluation in order to provide information to employees about their performance, to assist in personnel decisions, and as a means of improving work performance.

II. PROCEDURE (35.1.2)

A. Frequency of Evaluation (35.1.5)

1. All entry-level employees will have a written performance evaluation during their first year of employment.
2. All employees will be evaluated at least annually.
3. Evaluations will ordinarily be due on the employee's anniversary date of employment or grade change.
4. The rating period comprises the time from the previous evaluation until the present evaluation due-date.

B. Evaluation Forms and Task Descriptions (35.1.1, 35.1.4)

1. The department will utilize City HR forms for rating employee performance that reflect the content of the employee's job.
 - a. These forms include a basic job description of major responsibilities and tasks of the position, along with a priority point assignment for each major responsibility.
 - b. With approval of the appropriate assistant chief and notice to the employee at the beginning of a rating period, supervisors may change or customize the employee's evaluation job description of responsibilities and tasks, by means such as:
 - (1) Adding responsibilities or tasks which are unique to the individual employee;
 - (2) Deleting responsibilities or tasks which the employee does not perform;
 - (3) Changing the priority points for major responsibilities to more accurately reflect the supervisor's expectations.

C. Evaluator Requirements (35.1.1)

1. Evaluations will be conducted by the employee's immediate supervisor, unless the immediate supervisor has supervised the employee for less than four months, in which case the evaluation shall be completed by the person who supervised the employee for the longest time during the rating period.
2. All supervisors will receive training in the rating process as part of their required supervisory training.
3. The rater will seek and consider input from supervisors who are knowledgeable about the employee's performance, if any.
4. Special instructions are available and shall be followed when the employee has been supervised by more than one supervisor.
5. As part of their own evaluation, supervisors who evaluate employees will themselves be rated on the task of evaluating the performance of their employees. (35.1.8)

D. Evaluation Procedures

1. Each rating begins with a pre-rating period interview. This will ordinarily be conducted as part of the preceding rating interview.
2. During the pre-rating interview, supervisors shall:
 - a. Explain the evaluation job description to the employee;
 - b. Note any special expectations for performance during the upcoming rating period;(35.1.7)
 - c. Discuss or negotiate any changes in the evaluation job description or priority levels of major responsibilities.
3. Supervisors are expected to provide timely feedback to employees throughout the rating period. Exceptional performances should be documented with an Employee Incident Report. (35.1.5)
4. The supervisor will document unsatisfactory performance, and actions necessary for the employee to improve their performance. Written notification will be given to the employee in a timely manner and prior to the end of the rating period if their expected annual performance evaluation score would fall below a 71. (35.1.6)
5. Prior to the due date for the evaluation, the supervisor shall complete a proposed evaluation. In addition to numerical rating, supervisors should document exceptional performance through narrative comments on the evaluation forms. Additional comments may be submitted on a supplementary memorandum.
6. Upon being notified of a pending evaluation, the employee will complete and submit the EEO form online. Once the form is submitted, the employee will receive an email confirmation of its completion. The employee shall then print the confirmation and provide the form to their supervisor.
7. Rating Interview
 - a. The rating supervisor should schedule a time and date for an evaluation interview with the employee in advance.
 - b. At the evaluation interview, the supervisor shall present the rating to the employee for review, explain the evaluation, and discuss noteworthy areas of performance. (35.1.7)
 - c. The supervisor will complete the lower section of the EEO Report Confirmation which is to be included as part of the final performance evaluation.
 - d. The supervisor shall also counsel the employee on career goals. (35.1.7)
 - e. Supervisors shall take into consideration any information presented by the employee and may make changes in the rating if both the supervisor and employee agree.
 - f. The employee may note any comments in the space provided, or in a memorandum, and shall sign the evaluation. (35.1.5)
8. Employees may contest an evaluation by presenting their views to their commanding officer or unit manager within 10 days of the evaluation interview. If the disagreement cannot be resolved in this fashion, the matter must be presented to that division's assistant chief within 10 days of the commanding officer or unit manager's response, and if still unresolved, to the chief of police within 10 days of the assistant chief's response. (35.1.5)
9. All evaluations will be reviewed and signed by the employee's supervisor, the division's assistant chief, and the chief of police, any of whom may add narrative comments. (35.1.5)
10. A copy of the completed performance evaluation and any attachments will be returned to the employee, and a copy retained in the employee's personnel file. (35.1.5)

E. Release of Personnel Information

1. Employees responsible for the administration of personnel records may release limited information to confirm dates of employment and salary history of current employees.
2. All other outside requests for employment or performance information concerning current or former employees shall be referred to the manager of the Records Unit. No other employee shall release any such information, including any information about the circumstances under which a former employee left the department, without approval from the chief of police or designee following consultation with the police legal advisor or as otherwise allowed by General Orders.
3. If an outside request is accompanied by a waiver from the employee or former employee, the department will release any or all written material from the personnel file. A copy of the waiver and notation of the release will be retained in the personnel file.
4. This General Order does not prohibit any employee from providing general information about the character and qualities of an employee or former employee as a personal reference.