

**Burleson Police Department  
Administrative Policy and Procedures**

Number: 03-001

Document Title: Performance Evaluation

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CALEA Standards Referenced: 34.1.6; 35.1.2; 35.1.4; 35.1.5a-g; 35.1.6; 35.1.8;  
35.1.9a-g

ISSUING AUTHORITY: \_\_\_\_\_

Billy J. Cordell, Chief of Police

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- I. All agency employees shall receive evaluations as a means of measuring performance. Evaluations are specific to the assignment of the employee. [35.1.4]
  - A. Evaluations During Field Training
    1. The trainee will be evaluated in accordance with the FTO Program outlined in that procedure.
    2. Daily Observation Reports will be made by FTO's and continued by the assigned supervisor on a quarterly basis for one year.
  - B. End of Probation Evaluation
    1. All new sworn and communications personnel will be placed on a six (6) month probation period following completion of field training orientation. Other civilian employees will complete a six-month probation period as stated in the City of Burleson personnel manual. All probationary employees will be evaluated quarterly by their immediate supervisor. [35.1.3a]
    2. All employees who are promoted will be placed on six (6) months probation. [34.1.6]
    3. Probation may be extended (not to exceed an additional six (6) month) at the request of the supervisor with approval from the Deputy Chief and the Chief of Police.
    4. At the end of probation, the employee will be evaluated by the following people: [35.1.5a]
      - a. Immediate Supervisor(s)
      - b. FTO (where appropriate)
      - c. Bureau Captain
      - d. Deputy Chief
      - e. Chief of Police
  - C. Annual Evaluations [35.1.2]
    1. All non-probationary employees will be evaluated annually. [35.1.2]
    2. The employee will be evaluated by the following people:
      - a. Immediate Supervisor(s)
      - b. Bureau Captain
      - c. Deputy Chief
      - d. Chief of Police
    3. The employee will be given the opportunity to sign the completed performance evaluation report. The signature indicates that the employee has read and received a copy of the report. [35.1.5d/e]
    4. The evaluating Supervisor, as well as the rater's supervisor, shall sign the performance report to indicate they have read and agree to the contents of the report. [35.1.5c]

5. The evaluation shall be based only upon the employee's performance since the last evaluation. Information used to construct the prior evaluation shall not be used to construct the new evaluation. [35.1.5a]
6. All evaluation reports shall be placed into the employee's personnel file and retained for a period of not less than three (3) years. [35.1.5g]
7. The City of Burleson Human Resources Department shall review on an annual basis the evaluation reporting system. The purpose of the review will be to see how well the system is working and if any alteration is needed to upgrade the procedure.
8. Supervisor will provide explanatory comments when an employee's performance ratings are determined to be exceeding expectations, below expectations or needs improvement. [35.1.5b]
9. If at anytime a non-probationary employee's performance is deemed unsatisfactory, they shall be notified in writing, at least 90 days prior to the end of the reporting period. If the unsatisfactory performance begins within the 90 days prior to the reporting period the employee will be notified in writing as soon as the behavior is noted. If unsatisfactory performance continues, it should be documented in the evaluation at the end of that period. [35.1.5b / 35.1.6]
10. All supervisors will be evaluated on their ability to supervise and rate their subordinates. [35.1.8]

#### D. Appeal Process

The employee will be given the opportunity to contest an evaluation in the comments section of the evaluation form. At this time, an employee may request reconsideration of the contents of the evaluation by their supervisor and up the chain of command to the Chief of Police. [35.1.5d/f]

#### II. Early Warning System

The Early Warning System shall be used as a means to identify and assess employee intervention and training needs, based upon a review of individual internal incident history. [35.1.9b] The department should not be faced with investigating a case of serious employee misconduct, only to find there was an escalating pattern of less serious incidents leading up to the event.

- A. The Early Warning System is designed to assist supervisory and management personnel in monitoring employee performance. It should not be considered a form of discipline or punishment. Utilization of the Early Warning System does not alter the critical role of supervisors in directly monitoring the performance and behavior of personnel under their command.
- B. Proactive early interventions from all levels of supervision are crucial elements to the success of the Department's Personnel Early Warning System. It is a method to serve the Department's employees in a proactive manner rather than reactive, assisting them in maintaining a high level of behavior and performance. Actions taken by supervision are intended to be a positive effort toward this goal. The following steps will be taken by supervisors in relation to those under their supervision:
  1. First-line supervisors will monitor their employee's work performance to determine if there are any patterns of inappropriate behavior developing such as abuse of sick time, tardiness, attitude problems, or family problems affecting work with the purpose of early intervention to correct the problem.

Sources of review include but are not limited to citizen's complaints, use of force incidents, workmen's compensation claims and accidents. [35.1.9a/b/c/f]

2. Documentation of employee behavior shall be in accordance with Department guidelines. [35.1.9d]
3. If a first line supervisor notes a pattern of behavior that needs to be addressed, they shall forward a report detailing the pattern of behavior, along with suggestions for correcting the problem. [35.1.9f] The report shall be directed to the Bureau Captain. [35.1.9d] The Bureau Captain along with the first line supervisor will review the behavior in order to determine a course of action for improvement or correction of the problem. [35.1.9c] A copy of the final plan of action for improvement shall be forwarded to the Chief of Police. Serious problems should allow for feedback from the Chief of Police prior to implementation. [35.1.9g]
  - a. When a course of action has been determined, the Bureau Captain and first line supervisor will address the problem and the recommendations for improvement with the employee. [35.1.9g]
  - b. The first line supervisor and the Bureau Captain should be open to alternatives for improvement that may be proposed by the employee.
4. Remedial actions shall be instituted for correcting the pattern of behavior. Remedial actions will be in accordance with established departmental and city policies. They may include training, counseling, medical interventions, monitoring, and discipline up to and including termination. [35.1.9g]
  - a. Where it is deemed appropriate, the employee will be advised of the availability of the Employee Assistance Program. This program is a voluntary and confidential program available to the employee and employee's family. [35.1.9h]
  - b. As part of a disciplinary proceeding, the Chief of Police may require an employee to contact the Employee Assistance Program for assistance with a specific need or problem. [35.1.9h]
5. The Support Bureau Captain shall annually evaluate the Personnel Early Warning System and recommend to the Chief of Police any changes that are deemed appropriate. [35.1.9e]