

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>RULES AND REGULATIONS</b>
<b>SUBJECT: Performance Evaluation</b>	<b>NUMBER: RR 1-6</b>
<b>EFFECTIVE DATE: March 1, 2003</b>	<b>REVIEW DATE: May 3, 2019</b>
<b>AMENDS/SUPERSEDES: RR 1-6, April 2000</b>	<b>APPROVED:</b> _____  Sheriff
<b>VLEPSC: PER.06.01, PER06.02</b>	

1 **INDEX WORDS**

- 2
- 3 Annual review
- 4 Counseling criteria
- 5 Employee goals and objectives
- 6 Evaluation system objectives
- 7 Initial counseling
- 8 Interim evaluation
- 9 Objectives
- 10 Performance evaluation

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12 **POLICY**

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14 The Sheriff has an obligation to the public to hire and maintain the best-qualified deputies. Further,

15 the Sheriff's community-oriented philosophy demands that deputies exhibit not only competent law

16 enforcement skills but also succeed in communicating with citizens in a variety of contexts. To that

17 end, the Sheriff's Office regularly and formally evaluates the performance of deputies and other

18 employees. The evaluation system discussed herein serves both the interests of management and

19 employees. The objectives of the evaluation system are to:

- 20 • Allow fair and impartial personnel decisions;
- 21 • Maintain and improve performance;
- 22 • Provide a basis and a medium for personnel counseling;
- 23 • Assist in making decisions about the tenure of probationary employees; and
- 24 • Identify training needs and goals.

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26 **PURPOSE**

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28 The purpose of this directive is to outline and describe the Sheriff's Office employee evaluation

29 process.

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31 **PROCEDURES**

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- 33 • Annual Evaluations
- 34 ○ A written performance evaluation shall be completed on each non-exempt employee
- 35 at least annually.
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- Interim Evaluations
    - At least one interim written performance evaluation shall be completed on probationary employees during their probationary period.
      - Probationary employees shall be evaluated at least twice during the probationary period.
        - ❖ At a minimum, probationary employees should be evaluated between their fifth and seventh month of employment and at the conclusion of the twelve-month period.
    - An interim performance evaluation may be completed on any employee who fails to meet employer expectations or to document improvement in areas where the employee has been counseled or disciplined for unsatisfactory performance.
    - At the conclusion of the rating period, each employee shall be counseled in the following areas:
      - Results of the performance evaluation just completed.
      - Level of performance expected, rating criteria or goals for the new reporting period.
      - Career counseling relative to such topics as:
        - ❖ Advancement potential,
        - ❖ Specialization training recommendations,
        - ❖ Training appropriate to the employee's position,
        - ❖ Employee goals.
    - Upon completing employee evaluations, supervisors shall submit the evaluation to the Sheriff through the chain-of-command for review.
    - Employee evaluations shall be maintained in the employee's personnel file and an additional copy maybe maintained by the Division Commander and/or Employee's Supervisor.
      - A copy of the evaluation shall be given to the employee.
    - At a minimum, supervisors should solicit feedback at least once a year from each of their employees regarding employee performance.
    - Supervisors shall provide initial counseling for each newly assigned employee to:
      - Answer questions,
      - Identify goals and objectives, and
      - State employer expectations.
  - Evaluation Form
    - An [Employee Evaluation Review Form](#) can be found in the forms folder in Power DMS.
      - Supervisors conducting employee evaluation may attach additional pages to the evaluation form as needed.