Belton Police Department

SUBJECT:			DISTRIBUTION		NUMBER:
Performance Evaluations			*ALL PERSONNEL*		***D-7***
TYPE: *General Orders*	**ISSUED:** *08/15/10*	**REVISED:** *03/23/2017*	**REFERENCES:** *City of Belton Personnel Policy Manual* *City of Belton Performance Evaluation procedures*		
Issue Authority: *Gene Ellis, Chief of Police*			**TEXAS Recognition Program Applicable Sections:** *4.08 and 4.09*		

I. POLICY

The purposes of the evaluation system are to (1) allow fair and impartial personnel decisions; (2) maintain and improve performance; (3) provide a basis and a medium for personnel counseling; (4) assist with decisions about the tenure of probationary employees; and (5) identify training needs.

II. PURPOSE

The purpose of this order is to outline and describe the departmental evaluation process.

III. PROCEDURES

A. General

1. All employees will be evaluated using the City of Belton performance evaluation forms during the anniversary month of their employment. This will serve as BPD's primary annual performance evaluation tool.

2. Supervisors will be trained in the evaluation process prior to conducting the evaluations.

3. After completion of probation, each officer will be evaluated annually. To constitute a satisfactory evaluation, an officer must receive an overall 3.0 (or satisfactory). Officers who fail to receive an overall 3.0 may be placed on performance improvement plan for a period determined by the Chief of Police.

4. All evaluations will be reviewed with the employee and placed in employee's department personnel files.

5. All newly-hired employees and officers in their probationary year will receive evaluations as part of the Field Training Program.

6. An officer who receives an unsatisfactory rating he or she perceives to be unjust may appeal to the next level of the chain of command up to the Chief of Police. The officer concerned must rebut the comments or rating in writing and submit them through the chain of command to the next level.