Belton Police Department

PERFORMANCE IMPROVEMENT PLAN

John Doe	Corporal	99
STAFF MEMBER (Employee)	RANK	BADGE NUMBER
Operations-Patrol		Lt. Smith
DIVISION		SUPERVISOR

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PERFORMANCE IMPROVEMENT ACTION:

Date of Discussion: _____

[ ] **Written Reminder (*effective for 3 months from date of discussion*)**
[ ] **Final Reminder (*effective for 6 months from date of discussion*)**

PREVIOUS COUNSELING IN AREA OF CONCERN:

[ ] **Verbal Discussion (date) _____**
[ ] **Written Reminder (date) _____**
[ ] **Other_____ (date) _____**

DESCRIPTION OF PERFORMANCE CONCERN/POLICY VIOLATION:

Corporal Doe performance and dedication to his responsibilities as a supervisor have come into question due to some recent poor performance issues including:

- Failing to report a policy violation by a subordinate employee.
- Neglecting to approve reports by his shift officers.
- Failing to keep up with equipment and/or officers assigned to him.
- Not following department procedure or protocols.
- Low productivity.

CORRECTIVE ACTIONS REQUIRED:

1. Prepare a presentation to be delivered during the annual department training week (April & October) on Servant Leadership and why it is an important part of our mission.

2. Prepare the following presentations and present during briefing: Department Mission (January), Vision (February), and Values (March). This should involve discussion and why they are important and NOT just restating them or showing them on a PowerPoint.

3. Practice Servant Leadership and fully embrace your role as a member of the management team.

4. Create a clear distinction as a supervisor and team leader rather than being “one of the guys”. Lead by example.

5. Improve productivity by making more citizen and traffic contacts.

6. You are not to end your tour of duty until you have completed all of your tasks, reports (per policy), and made sure your team members do not need any assistance or guidance.

7. Challenge assumptions, empower your team, and hold them accountable. Keeping in mind service delivery and department policy.

8. Keep command staff informed of major events and information concerning staff.

9. Meet weekly with Lt. Smith to discuss progress and challenges.

10. Meet monthly with Deputy Chief Jones to go over progress.

FOLLOW-UP DATE: _____

(Date of follow-up discussion with Employee to determine if performance goals have been met)

The purpose of Performance Improvement Plan is to identify performance concerns and to establish a process for improvement and correction of such concerns. This process requires commitment to improvement; failure to achieve satisfactory performance, or to resolve problems, may lead to disciplinary action.

STAFF MEMBER(Employee) SIGNATURE DATE	**SUPERVISOR SIGNATURE DATE**
DIVISION COMMANDER SIGNATURE DATE	**DEPARTMENT HEAD SIGNATURE DATE**