

# WOLFEBORO POLICE DEPARTMENT

## SOP 2.9

**Date Issued: 12/27/2019**

**Review: 02/25/2021**

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### PERFORMANCE EVALUATIONS

**Policy** To evaluate the performance of all employees daily and on a formal basis annually  
By a fair and objective means to identify training needs and offer a career development mentoring program

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**Purpose** The purpose of this directive is to cover the following

- Procedures Evaluation
- Responsibilities

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**Definitions**

**Counseling** – is the giving of advice, advising. Used in this order it is a discussion between the evaluated employee and the evaluator leading to advice to the rated employee concerning their job performance.

**Performance Evaluation** – written documentation judging or determining the value and measure of an employee’s work performance.

**Performance** – actions taken or omitted with regard to specific tasks or assignments.

**Evaluator** – is a supervisor who evaluates the work performance of a subordinate employee.

**Reviewer** – is a person completing the reviewing of the employee’s portion of the evaluation report and responsible for its completeness, fairness, and objectivity and who is normally the evaluator’s supervisor.

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**Criteria** Evaluations are based on the specific assignment of the member  
Multi-task jobs are to be noted on the form and evaluated at the same time.

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**Performance Evaluations**

**General Guidelines**

All members will be evaluated bi-annually.  
Probationary officers will be evaluated under the Field Training Program and an evaluation will be forwarded to the Chief and/or Executive Officer  
Evaluations will be based on the ending period of the last evaluation to the current one.  
Supervisors are responsible for evaluating members in all daily activities and not just on a bi-annually basis.

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**Procedures**

Evaluations will take into consideration the following:

- Commendations.
- Complaints or disciplinary actions.
- Work standards and performance.
- Report writing.
- Training.
- Activity levels.
- Other issues that might be pertinent to an evaluation.

Evaluators will follow the policies set by the department regarding performance. The standard evaluation form will be utilized. All evaluations must be reviewed by the Chief of Police and Captain/Executive Officer.

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**Supervisors / Evaluators**

Will be given an annual review & training of the evaluations, criteria and expectations prior to the evaluation process.  
Must notify at least 30 days prior to the end of the annual evaluation period in writing any member the evaluator anticipates will receive an unsatisfactory rating in order to correct the problems.  
Ratings of unsatisfactory or outstanding performance must be accompanied by an explanatory narrative.  
Evaluators will be evaluated by the Chief, on:

- Fairness and impartiality of rating.
- Counseling.
- Their ability to provide rating uniformly.

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**Retention**

All records will be maintained in the employee's personal file and consistent with the town and state record retention policy.

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**SOP 2.9  
Performance Evaluations**

**Interviews & Counseling** Each member will be provided an interview at the end of the evaluation process that covers.

- Results of the performance evaluation.
- Level of performance expected.
- Rating criteria or goals for the new reporting period
  1. Career counseling relative to such topics as:
  2. Advancement.
  3. Specialization.
  4. Training appropriate to the employee’s position.

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**Final Report** Members will:

- Have the report reviewed with them.
- Be permitted & encouraged to provide written comments on the evaluation.
- Have the opportunity to sign the finalized report.
- Be provided a copy of the finalized version.

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**Unsatisfactory Evaluations** Members receiving unsatisfactory rating shall:

- Be reviewed on a quarterly basis until corrected.
- Provided with remedial training.

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**Appeals** Members may appeal their rating by:

- Requesting a meeting with the Chief of Police.
- If still unsatisfied by following the grievance procedure regarding the issue of the rating only.

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**Responsibility** **Supervisors** – will review subordinate evaluations.  
**Dispatcher Supervisor** - will review subordinate evaluations.  
**Chief/Captain/Executive Officer** – will review all evaluations.

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**Forms & Reports**

Performance Evaluation Form – For Position Dispatcher Officer Supervisor	Used to evaluate all employees Original to Personnel Files
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