



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-32

Effective: 01/22/20 Review: 01/22/21 Replaces: 10/16/17

3-32 EMPLOYEE WORK PLAN/PERFORMANCE EVALUATIONS

Related SOP(s):

- 3-21 Scheduled and Unscheduled Leave
- 1-46 Field Training Evaluation Program

3-32-1 Purpose

The purpose of this policy is to set forth the expectations of Department personnel with respect to performance evaluations.

3-32-2 Policy

It is the policy of the Department to implement fair and consistent practices in accurately evaluating the performance of all Department personnel in areas related to constitutional policing, integrity, community policing, and critical police functions. This process will continue on an ongoing and annual basis. The Department will develop objective criteria to assess whether personnel meet performance goals. The evaluation system will provide for appropriate corrective action when such action is necessary.

3-32-3 Definitions

A. Performance Document

The performance document is to be used by Department personnel, excluding recruit officers, to evaluate employee performance. Performance documents are not a form of discipline but are tools to effectively communicate expectations, observations, and concerns about employee performance.

B. Progress Reports

1. An employee's performance progress will be measured and evaluated in two ways:
 - a. A quarterly basis
 - b. An annual basis



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3-32-4 Rules and Procedures

A. Personnel Performance Evaluation System (Employee Work Plan)

1. All supervisory personnel will use a performance appraisal system, based on a standardized Department template, to assist in evaluating the work of supervised employees.
2. Each full-time employee, with the exception of personnel in on-the-job training status, will meet quarterly with his or her direct supervisor to evaluate progress in meeting performance and career goals.
3. Performance documents will relate to and be guided by:
 - a. Department Mission and Vision Statements;
 - b. Department values (Integrity, Respect, Fairness, and Pride);
 - c. Department goals and objectives;
 - d. Unit goals and responsibilities;
 - e. Commitment to ethical and objectively reasonable uses of force/shows of force; and
 - f. Commitment to constitutional and community policing.
4. At the initial review meeting, the direct supervisor and employee will review performance expectations and establish career goals for the year.
5. At the conclusion of the review meeting, the direct supervisor will set or modify goals and initiatives for the upcoming quarter. These meetings will be scheduled quarterly during the annual evaluation period.
6. At the end of the annual evaluation period, the direct supervisor will complete the performance document. Topics will include:
 - a. Results of the annual progress report employee evaluation;
 - b. Accomplishments; and
 - c. Career counseling for advancement.



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7. To ensure accurate and complete evaluations, supervisors are responsible for entering relevant events into an employee's performance document. These events should be entered in the performance document in a timely manner that is consistent with training. Relevant events include, but are not limited to, the following:
 - a. Commendations and/or awards;
 - b. Use of Force incidents; and
 - c. Policy violations.
8. When inputting information pertinent for the progress report, the employee's direct supervisor will be responsible for checking all available Department databases, to ensure the employee is accurately evaluated based upon all available information.
9. Employees shall have the right to submit written responses to all derogatory documents placed in their human resources file or performance document. Written responses will be placed in the appropriate file. Derogatory material may be purged within twelve (12) months from the employee's human resources file at the respective Deputy Chief's discretion.
10. The direct supervisor's immediate superior will review each employee's performance evaluation rating for timeliness, accuracy, completeness, fairness, and impartiality. All are required to approve or deny the ratings by the respective due date.
11. Police cadets and recruit officers in On-the-Job Training (OJT) status will be evaluated using tools provided by the Department's training academy Field Training Evaluation Program.
- 7 12. The direct supervisor and employee will review the performance document in quarterly progress report meetings. Documents shall be completed and submitted through Peoplesoft Performance by their checkpoint or annual due date. The Personnel Management Division will notify the appropriate Deputy Chief of all overdue performance documents.

B. Rating Period

1. The initial review meeting will take place within 30 days from the transfer date of personnel.



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2. The rating period will be on an annual basis. In addition, upon the transfer of either the employee or the direct supervisor, the direct supervisor will prepare a Performance Document prior to the transfer for the portion of the rating period that has occurred under his/her supervision.
3. Department employees, with the exception of those in OJT status, will use the established rating period in Peoplesoft.

C. Training – Talent Management

Department personnel will be trained on performance evaluations. Additional training will be conducted for newly promoted personnel to the rank of Sergeant and Lieutenant to include Acting Sergeants.

D. Probationary and Newly-Promoted Employee Progress Reports – Sworn Employees

1. As part of the final Performance Document, a Performance Progress Report will be completed as follows:
 - a. Quarterly reports, upon the completion of OJT for employees promoted to Sergeant and Lieutenant for the first year following promotion.
 - b. Quarterly reports, upon the completion of OJT for patrolman second class for the first year.

E. Unsatisfactory Performance

1. If a supervisor believes an employee is not performing satisfactorily, the supervisor will meet with the employee to document and discuss these concerns and identify performance deficiencies. Based on the meeting, the supervisor may adjust the performance document to assist the employee in meeting objectives. This meeting should be scheduled as soon as the supervisor is made aware of the employee's unsatisfactory performance. Supervisors are expected to document disciplinary concerns and correct deficiencies of their subordinates in the performance document.
2. Unsatisfactory work performance may include, but is not limited to the following:
 - a. Policy violations;
 - b. Failure to conform to work standards established for the person's rank, grade, or position;



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- c. Failure to perform job duties consistent with constitutional and community policing; and
 - d. Any other reason supported by facts that adversely affect performance.
3. All non-probationary employees whose performance is deemed to be unsatisfactory should receive prompt written notice from their supervisor. Written notification shall be a remark noted in the performance document. These remarks will not replace the appropriate Internal Affairs (IA) referrals.

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F. Review of Performance Document Progress by Department Personnel

1. The manager assigned to the Personnel Management Division will review the progress of individual employee evaluations in the Talent Management System to assure a review of all checkpoints have been completed. Where a supervisor is found to have failed to complete a Performance Document to assure completion of all checkpoints, Department personnel will notify the Area Commander and Deputy Chief to take appropriate corrective action.
2. It shall be the responsibility of the direct supervisor to review employees assigned to them in PeopleSoft on a monthly basis.
 - a. If employees are incorrectly assigned to a supervisor, the supervisor will immediately notify the Human Resources Division of the error.
 - i. The Human Resources Division shall reassign personnel to the correct supervisor within one calendar week. If the Human Resources Division does not reassign personnel within one week, the supervisor shall alert the chain and follow up with the Human Resources Division.
 - b. In addition, supervisors will review employees assigned to them in PeopleSoft thirty (30) days prior to Talent Management checkpoints or annual reviews.
 - i. Supervisors will be responsible for notifying the manager of Personnel of any employees incorrectly assigned to them 30 days prior to a checkpoint or an annual review.
 - ii. The manager of Personnel will ensure these employees are assigned to the appropriate supervisor and that supervisor will be notified to complete the checkpoint.
 - iii. In the event personnel are transferred or promoted within thirty (30) days of a checkpoint or evaluation period, their supervisor will need to complete the evaluation and close out the check point and evaluation at the time of transfer or promotion.



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- c. When employees are placed on restrictive duty or Temporary Duty Assignment (TDY), they shall not be reassigned. TDY's, Injured Light Duty's (ILDs), or similar temporary assignments cannot be updated in PeopleSoft (Job Data) which is the true source of record.
 - i. If an employee is on ILD or a TDY at the time of the checkpoint, the supervisor will consult with the employee's temporary supervisor and document this in the review.
- d. The direct supervisor shall transfer the documents of employees on military leave for more than 3 months to the Operations Review Lieutenant within 14 calendar days of starting military leave.
 - i. Personnel on military leave for three (3) or more months will be exempt from performance management for the duration of their leave.
- e. Employees on Family and Medical Leave Act (FMLA) shall remain assigned to their direct supervisor in PeopleSoft. The supervisor will complete the checkpoint when it is due and indicate that the employee is on FMLA.
- f. If a supervisor is retiring, they shall ensure all personnel assigned to them are transferred to the supervisor or acting supervisor who will take command of the unit.
- g. The Watch Lieutenant will be responsible for ensuring this is completed.