3-01/020.63 - Evaluation of Subordinates' Work

Each supervisor is responsible for fair, impartial, periodic evaluation of the work of each subordinate assigned to him. Supervisors shall utilize appropriate verbal and written communication to notify employees about their performance, with the goal of keeping each subordinate apprised of the supervisor's evaluation of the employee's work performance.

Each unit commander is responsible for ensuring that all his subordinates receive timely evaluations and are appropriately apprised of their supervisors' assessments of their performance.