3-02/085.45 - Middle Management/Supervisory Responsibilities

It is the policy of the Department that access to database records and full printouts shall be limited to the following categories of managers:

- Lieutenants and above;
- Assistant directors and acting directors; and
- Sergeants serving as watch commanders who are personally designated by the unit commander; and sergeants in specialized units/functions where necessary and when personally authorized by the unit commander.

The specific responsibility for being knowledgeable about the PRMS performance records of subordinates rests at the middle management-level, i.e., lieutenants and assistant directors. In units without a captain/director-level/unit commander, the responsibility extends to specifically designated lower ranking supervisors at the discretion of the unit commander, with the approval of the division chief or division director.

In all cases, the concerned unit commander retains the responsibility and will be held accountable for personnel decisions which stem from analysis of PRMS documentation.

Middle management-level personnel are responsible for furnishing lower level supervisory personnel with PRMS documentation which is limited to the current rating period, for their use in evaluating employee performance and in employee development, counseling, etc.