

## 01-01 PRIMARY RATER



# TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 01-01

Subject: PRIMARY RATER

Effective Date:	10/10/2001	Last Date Revised:	02/24/2004
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

### PURPOSE

The Taskforce for Regional Autotheft Prevention (TRAP) Primary Rater system was designed to enhance the quality of performance evaluations and promote the continued professional development of the unit personnel.

### GUIDELINES

Other goals the program is designed to achieve include, but are not necessarily limited to:

- Improved communication between supervisors and subordinates
- Increased accuracy of appraisals of promotion
- Greater consistency in the unit evaluation process
- Greater accountability regarding the evaluation process for the rater and employee
- Enhanced credibility of overall ratings

Although the overall evaluation and mentoring of the sworn and professional personnel shall continue to be a cooperative effort of all unit supervisors, a specific supervisor will be assigned to each as a "Primary Rater" and given the responsibility of accurately completing the formal evaluation process.

Area lieutenants will be assigned as primary raters for sergeants on their respective teams.

The Project Director shall be the primary rater for all lieutenants.

### **PRIMARY RATER'S RESPONSIBILITIES**

The Primary Rater shall meet each employee he/she is assigned to rate. The meeting shall be a private contact between the rater and employee.

During the meeting, the rater shall review the employee's performance to date, discuss expectations, identify his/her strengths and weaknesses, provide training as needed, and discuss any other matter of importance to either party. Open and unrestrained communication is encouraged.

### **EMPLOYEE RESPONSIBILITIES**

It is the responsibility of each employee to maintain an open dialogue with his/her primary rater.

Each employee shall provide their rater with selected copies of written work and other documentation which the employee feels is a reflection of his/her performance. Examples include commendations and training completion certificates. The employee and rater are equally responsible for the completion of an accurate evaluation. Each must ensure that all pertinent information concerning the employee's performance is made available.

### **RESPONSIBILITIES OF OTHER TRAP SUPERVISORS**

All TRAP supervisors shall assist the other primary raters in providing documentation for performance evaluations. Any noteworthy information, positive or negative, concerning an employee's performance must be documented in the performance log or by other means.

### **RATER ASSIGNMENTS**

The Primary Rater shall be the concerned team supervisor, the operations sergeant or supervising professional staff member as dictated by the individual's assignment at TRAP. If an employee is assigned to another rater prior to the completion of rating period, the original rater shall retain the responsibility for completing the annual evaluation if the employee had not received one during the previous six months. Otherwise, the responsibility for the evaluation will pass to the new rater and the previous rater will be required to complete an informal evaluation of the employee's progress to date.

### **WRITING THE EVALUATION**

The rater shall gather all documentation of the employee's performance from sources such as the Personal Performance Index, Employee Performance Log, personnel files and other input for other supervisors. All pertinent documentation shall be included in the narrative portion of the evaluation. The rater shall ensure the overall rating given is justified by all of the available documentation. All assigned evaluations shall be submitted to headquarters for review no later than five days after the due date.

### **PRESENTING THE EVALUATION**

The Primary Rater shall personally present the final evaluation to the employee with an explanation of the

rating and the rationale behind it. The rater and employee shall also discuss the employee's goals for the subsequent rating period in addition to long-term career aspirations. The rater shall provide guidance in this area as appropriate.

**MONITORING**

It shall be the responsibility of the operations lieutenant to audit all performance logs at least once every six months to ensure compliance with the documentation requirements. This inspection shall be noted on the face page located in the front of the log book.

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MARTIN L. RODRIGUEZ, CAPTAIN  
PROJECT DIRECTOR

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