

## 3-05-330 Employee Evaluations

### PURPOSE OF ORDER:

To establish guideline and procedures for completing performance evaluations.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

The Operations/Personnel Lieutenant or designate shall have the responsibility to ensure that all employee performance evaluations are completed in a fair, accurate and timely manner.

The Evaluation Coordinator will have the responsibility of monitoring the status of assigned evaluations in the unit's Employee Performance Evaluation Tracking System (EPETS). All evaluations shall be assigned to the appropriate raters thirty (30) days prior to the due date. Where possible, the assignments shall be based on where and for whom the employee worked the majority of time during the rating period. Raters shall advise the Evaluation Coordinator of any updates and/or changes to their assigned personnel.

The rater shall be responsible for ensuring the performance evaluation is completed within the given time frame and any Unit Performance Log sheet(s), a driver's history printout from DMV, a Personnel Performance Index (PPI) report, and if necessary, a Personal Information form (SH-AD-91) are attached. The rater shall sign the evaluation and submit it to the shift Watch Commander. The shift Watch Commander shall review all performance evaluations for accuracy, and sign the evaluations as the "reviewer" prior to forwarding them to the Jail Administration Office.

NOTE: In the event that a rater assigns an "outstanding" rating, the shift Watch Commander shall review the evaluation, but will not sign it. The Unit Commander shall sign as the "reviewer" for all evaluations receiving an "outstanding" rating.

Once the evaluation has been forwarded to the Jail Administration Office, the Evaluation Coordinator shall update the EPETS.

The Evaluation Coordinator will review all evaluations and ensure that the appropriate signatures are present prior to forwarding to the Unit Commander. Once all necessary signatures are obtained, the Evaluation Coordinator shall return the evaluations to the raters who will review each evaluation with the respective employee. Once an employee signs an evaluation, a copy of the evaluation shall be given to the employee and the original evaluation report shall be returned to the Evaluation Coordinator for final processing. These procedures shall be adhered to for all evaluations (i.e., probationary, annual, transfer, and termination).

### Transfer/Termination Evaluations

The Unit Commander shall be responsible for the expeditious completion of a final performance evaluation, including his written recommendation regarding re-employment of the terminating employee. Time permitting,

the employee shall review and sign the final performance evaluation prior to termination. Otherwise, the final evaluation shall be submitted to Personnel Administration within twenty days of the employee's termination date.

When an employee transfers within the Department, a performance evaluation shall be completed covering the period from the date of his last evaluation through the date of transfer. Any evaluations forthcoming from TTCF shall be addressed to the new Unit Commander, not the employee. All incoming evaluations from other units shall be forwarded to the Evaluation Coordinator.

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