

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDERS MANUAL**

**CHAPTER 1 - ADMINISTRATION
GO-01-07
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**DATE
8/03/09**

EMPLOYEE PERFORMANCE EVALUATION PROCESS

POLICY

The Marin County Sheriff's Office recognizes that its employees are this agency's most valuable resources. The Department is committed to bettering the organization through effective training, evaluation of performance and practical performance development.

It is the policy of the Marin County Sheriff's Office to develop an environment in which its employees are encouraged to excel, with the resulting performance properly recognized, encouraged and rewarded.

The Department's Performance Evaluation process is intended to provide employees a fair, impartial and consistent process of evaluation that rewards, encourages or modifies work performance.

DEFINITION

ANNUAL PERFORMANCE EVALUATION means a written appraisal of the employee's work performance of a period not to exceed, nor be less than, 12 months.

EVALUATION PROCESS GUIDE means a package of material containing the Department's Philosophical Statement, Evaluation System Instructions and Standardized Performance Guidelines, all to be used in the development of appraisal documents.

STANDARDIZED PERFORMANCE GUIDELINE means a series of examples of specific performance traits associated with each of five separate performance levels, ranging from "unacceptable" to "superior." Standardized Performance Guidelines have been developed for all tasks associated with each job classification within the Sheriff's Office.

EVALUATION FILE means a file maintained by the employee's Unit Commander or Division Manager containing documentation of the employee's performance during the evaluation period.

SUPERVISOR'S REVIEW FORM is a form used as a mechanism to record noteworthy events.
Distribution: Original - Employee Evaluation Folder; Copy - Employee

PROCEDURE

Each probationary employee shall receive evaluations following the schedule as defined in the Evaluation Process Guide, Section III.

Each non-probationary employee of the Marin County Sheriff's Office shall receive an Annual Review of his or her work performance. The Annual Review will occur during the employee's anniversary month as defined in the Evaluation Process Guide, Section III.

The process used, and the manner in which these reviews are to be documented, shall be detailed in the Evaluation Process Guide.

The Evaluation Process Guide shall be made available to every employee on the Intranet. Updates to that guide may be periodically made. Employees and members will be notified whenever an update is made to the Evaluation Process Guide.

The employee is particularly encouraged to review the Standardized Performance Guidelines contained within the Evaluation Process Guide, as the performance traits associated with those guidelines shall be the basis for each Annual Performance Evaluation.

All supervisory employees are responsible for adhering to the appraisal process instructions contained within the Evaluation Process Guide.

For the purpose of developing employees and assisting in generating factual performance evaluations, it will be the policy of this department to employ the *Supervisor's Review Form*. All employees who are responsible for the supervision and direction of subordinates will accurately record all job performances that fall within the category of a *noteworthy event* on the *Supervisor's Review Form*. A noteworthy event is job performance related to an incident, which was either above standard or exceptional. This could also apply to a job performance which was below standard or unacceptable.

The supervisor will personally present the Supervisor's Review Form to the employee, orally discussing the incident. The employee will sign the Supervisor's Review Form as an indication that they received a copy of the form. The supervisor will place the original form in the employee's Evaluation File and provide a copy to the employee.

Each employee is encouraged to submit comments or a rebuttal within 30 days of receipt of the Supervisor's Review Form. This will be placed into the Evaluation File and attached to the form.

The documents in the employee's Evaluation File shall be destroyed 30 days after the evaluation is written, unless a rebuttal is filed in which case the documents will be retained until resolution of the rebuttal.

RELATED STANDARDS

PMR 43

AFFECTED DIVISIONS

ALL

DATE OF REVISIONS

1/13/97
2/14/02

By Order of:

ROBERT T. DOYLE
SHERIFF