

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	11/29/2023	11/29/2023	430-3
SUBJECT			AMENDS	
Performance Evaluation				
REFERENCE		RESCINDS		
Personnel Policy: 935 Unit Files		;PPBM 430-2 SO 18-04		

## I. INTRODUCTION

The Department has established guidelines for the bi-annual review of each permanent full-time member's performance. The purpose of the performance evaluation process is to measure the achievement(s) of members' performance and set goals aligned with the organization's mission, while attempting to maximize individual, team, and organizational results. This process will:

- A. Provide expectations of the member's performance within their specified position.
- B. Promote a high-performance culture by establishing performance indicators that measure the successful completion of key duties and responsibilities.
- C. Identify training and development needs.
- D. Recognize member achievement(s) that are aligned with the Department's mission.
- E. Evaluate the member's skills and abilities for purposes of assignments, promotions, and transfers.
- F. Job descriptions are located on the I: Drive.

## II. TERMINOLOGY

- A. **Anniversary Date** - The 15<sup>th</sup> day of the month in which a member is eligible for an anniversary pay step increase.
- B. **Annual Performance Evaluation** – An in-person meeting between the member and their immediate supervisor to review and discuss the member's performance, needs, expectations, and opportunities for growth. The annual performance evaluation will include a completed Performance Evaluation, Form 203 P.D., and an updated Demeanor Record, Form 386 P.D.
- \*C. **Performance Improvement Plan (PIP)** – A performance management tool initiated when the supervisor/commander reasonably believes a member needs assistance meeting the qualifications of their position.
- D. **Supervisory Assessment Worksheet** - An internal form (Form 386A P.D.) that may be utilized by supervisors to assist with documenting and tracking incidents to be subject for discussion throughout the evaluation process.

The Supervisory Assessment Worksheet **will not** be attached to a member's evaluation. This document may be retained by the member's immediate supervisor until the next annual employee evaluation.

- E. **Supplemental** - Any item, additional materials, or notes added to the Performance Evaluation, Form 203 P.D.

### III. POLICY

- A. The annual performance evaluation process will not replace other personnel performance resources and will serve to supplement the promotional process and other measures of success of a member (e.g., probationary review).
- B. An annual evaluation will be completed based on a member's anniversary date.
  - 1. The annual evaluation will entail an updated demeanor record, a completed Performance Evaluation, Form 203 P.D., and a one-on-one meeting between the member and their immediate supervisor.
  - 2. The Performance Evaluation, Form 203 P.D., will be submitted to the bureau commander by the 15<sup>th</sup> of the month following the member's anniversary date (e.g., an anniversary date of January 15<sup>th</sup> will require the Performance Evaluation, Form 203 P.D., be submitted to the appropriate bureau commander by February 15<sup>th</sup>).
- C. A performance review meeting will be completed six months after the member's anniversary date.
  - 1. The performance review meeting will entail an updated demeanor record and an in-person one-on-one meeting between the member and their immediate supervisor.
  - 2. The performance review meeting will be completed by the 15<sup>th</sup> of the month that follows the sixth month after the member's anniversary date (e.g., a six month date of June 15<sup>th</sup> will require the performance review meeting to be completed by July 15<sup>th</sup>).
- D. The supervisor/commander who completes the evaluation, will do so based on observations, interactions, and other objective sources of information in order to provide an accurate evaluation of the member.
- \*E. A Performance Improvement Plan (PIP) will be initiated after 2 assignment-based deficiencies are documented and shared with the member. These documented deficiencies are not necessarily tied to the annual evaluation. They may occur throughout the year when appropriate. A member must have been given notice and an opportunity to improve before a PIP is initiated.

- \*F. If the member disagrees with their documented deficiency, they have 2 working days to submit a rebuttal in the form of an Interdepartment Communication, Form 191 P.D.
- G. The rebuttal will be attached to the evaluation. However, this will not necessarily lead to an amended evaluation.
- \*H. A PIP is not a disciplinary action.
- I. Member evaluations and performance reviews will be stored within the member's unit file permanently.
- J. If a comment or attached documentation is inserted within the member's evaluation after the member has already acknowledged and signed the Performance Evaluation, Form 203 P.D., the evaluation packet will be provided to the member for a second review.
- K. The Chief of Police has final authority on the disposition of all evaluations.

#### **IV. ADMINISTRATIVE GUIDELINES**

- A. Newly hired members will not be eligible for the annual performance evaluation process for 1 year from the starting date of their new assignment.
- B. Newly Assigned Members
  - 1. Upon being assigned to a new element or reclassified to a new position, a member will be provided the duty manual for that element which will detail job duties, responsibilities, and the expected job performance and goals of the members assigned to that element.
  - 2. Each element will provide a checklist to the newly assigned member providing a space for the member to acknowledge they have received and reviewed the element's duty manual and understand their responsibilities.
  - 3. The newly assigned member will be given a copy of the completed and signed checklist. The original copy will be maintained in their unit file for the duration of the assignment to that element.
- C. The Division Commander or Assistant Division Commander will determine the appropriate supervisor to complete the member's evaluation if a member has been transferred within 60 days.

## **V. EVALUATION MEETING**

When the supervisor has completed the preliminary evaluation, arrangements will be made for a private discussion of the evaluation with the member. The supervisor will discuss the results of the evaluation and clarify any questions the member may have.

The supervisor/member will both sign and date the Performance Evaluation, Form 203 P.D. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

## **\*VI. PERFORMANCE IMPROVEMENT PLAN – (PIP)**

A PIP will be documented as a structured plan, outlining a specific area of improvement needed. The plan will be documented on an Interdepartment Memorandum, Form 191 P.D. The plan should contain goals that are linked to the essential functions (professional staff, patrol members) or additional qualifications for the position (sworn members in specialized units).

The plan should lay out the meeting times. Meetings will be conducted on a weekly basis to recap the previous week and provide feedback. The performance plan should have a completion time of 60 to 90 days. All meetings and expectations will be documented. Once completed, a meeting should be held to notify the member at the completion of the PIP. The results of the PIP should indicate if the member:

1. Successfully completed the plan.
2. Has not completed the plan, but is improving and would benefit from an extension.
3. Has not met the tenets of the plan and is unlikely to in the near future.

The results of failing to meet the PIP is generally removal from the position either through involuntary transfer, reduction of rank, or termination. The synopsis of the PIP will be documented on the "Performance Evaluation," Form 203 P.D.

## **VII. POST EVALUATION REVISION**

1. A member's evaluation may be retroactively revised upon final disposition of pending discipline during the evaluation period of when the offense was initially reported.
2. When completing a post evaluation revision, the revised Performance Evaluation, Form 203 P.D., will be attached to the original evaluation as a supplemental to reflect the policy violation(s).

3. Evaluations that are revised will be reviewed and signed by the member and their immediate supervisor.
4. The determination of whether an evaluation will be revised will be determined by the Chief of Police.

#### **VIII. EVALUATION RETENTION**

The original performance evaluation will be maintained in the member's permanent personnel file in the Human Resources Division. A copy of the member's performance evaluation will be placed within the member's unit file. A copy will be given to the member.



Stacey Graves  
Chief of Police

Adopted by the Board of Police Commissioners this day 11<sup>th</sup> day of November, 2023.



Cathy J. Dean  
Board President

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