

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.11	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-54 G.O. 4.04	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: September 26, 2011	
CHAPTER: Personnel	SUBJECT: Personnel Evaluation Reports	

- I. **PURPOSE:** To establish guidelines for completing and submitting Personnel Evaluation Reports.
- II. **POLICY:** Personnel assigned to the Detention and Corrections Division (D&C) shall receive a written Personnel Evaluation Report. The report shall be based on defined criteria and the results discussed with the employee. All personnel shall receive an evaluation report at least annually or as stated in the Agency's General Orders.
- III. **DEFINITIONS:**
- A. **RATER:** Usually the employee's immediate supervisor. It is the rater's responsibility to fill out the evaluation report accurately and objectively and arrive at an overall rating which accurately reflects the employee's performance.
 - B. **REVIEWER:** Usually the rater's supervisor or unit commander. It is the reviewer's responsibility to check the evaluation report for consistency, fairness, accuracy and correctness of rating procedures. The reviewer may add specific information and observations of their own.
 - C. **MANAGEMENT SERVICES DIVISION COMMANDER:** Takes final responsibility for the evaluation report.
- IV. **PROCEDURE:**
- A. **EVALUATION SCHEDULE:** Employees shall be evaluated according to the following schedule:
 1. Tenured employees shall be evaluated annually, in their birth month.
 2. Probationary employees shall be evaluated every three months during their probationary period.
 3. Personnel below the rank of captain, and in a probationary status by promotion, shall be evaluated every three months during their probationary period.
 4. Personnel transferred outside the division shall have an evaluation report completed by their immediate supervisor within 60 days of the transfer. If an evaluation report has been written within 90 days of the transfer date, a transfer evaluation need not be written.

5. More frequent evaluations of an employee may be completed:
 - a. Upon completion of a special assignment
 - b. At the discretion of the immediate supervisor
 - c. Due to implementation of a Performance Improvement Plan (PIP)
 - d. Due to a comment on a prior evaluation indicating poor performance, etc.
 - e. For temporary employees

B. COMPLETING AND PROCESSING EVALUATION REPORTS:

1. The administrative clerical staff at Glenn E. Dyer Detention Facility and Santa Rita Jail are responsible for coordinating requested and submitted evaluation reports, and will:
 - a. Receive the monthly computer printout from Management Services Division.
 - b. Notify the supervisor of personnel under their command to be evaluated, with the following information:
 - 1) Employee's name
 - 2) Employee's position
 - 3) Employee's unit or division
 - 4) If the evaluation report is probationary, promotional, transfer, annual, or special
 - 5) Rating period for the employee
 - 6) Due date
 - c. When a transfer evaluation is needed, notify the appropriate supervisor as soon as the employee's name appears on the transfer list.
 - d. Maintain a log of requested and completed evaluation reports.
 - e. Notify the facility Commanding Officer of overdue evaluations.
 - f. Forward original completed evaluation reports to the D&C Division Commander by the end of the month in which the evaluation report is due.
 - g. Forward a copy of the completed evaluation report to the Administrative/Personnel Lieutenant for inclusion in the employee's unit file.
2. When the rater intends to give a permanent (non-probationary) employee an overall rating of "Improvement Needed" or "Unsatisfactory" on his/her next performance evaluation, the rater shall inform the employee in writing at least 90 days prior to giving the evaluation report to the employee. Notification shall be in the form of a Performance Improvement Plan (PIP) or Record of Discussion, as appropriate. The rater must inform the employee of his/her unsatisfactory performance and explain what changes must occur to achieve satisfactory performance. If the unsatisfactory performance continues, the rater must include either of the above reports in the evaluation report.

3. Upon completion of the evaluation report, the rater shall meet with the employee to review and discuss:
 - a. The contents of the report
 - b. The level of performance expected
 - c. Future goals for the new evaluation period
 - d. Career counseling relative to advancement, specialization, or training appropriate for the employee's position
4. Additional comments may be added to the report at that time, with both parties initialing the comments. The rater shall request that the employee sign the evaluation report at the completion of the reviewing session.
5. If the employee wishes to submit a rebuttal to the evaluation report, the rebuttal must be submitted in writing to his/her supervisor within 30 days.
 - a. The rater will give the employee a copy of the evaluation report to assist him/her in preparing the rebuttal.
 - b. The rater will review the content of the rebuttal, initial it and forward the document to his/her supervisor.
 - c. The rebuttal will follow the same review process as the initial evaluation report.
 - d. Any reviewer in the chain of command may take further action if deemed appropriate.
 - e. The rebuttal will be attached to the evaluation report in the employee's personnel file.
6. The evaluation report shall be reviewed by the reviewer for consistency, fairness, accuracy, and correctness of rating procedures. The reviewer will sign the report and send it to the next level of review.
7. Any added comments to the evaluation report, at any level of review, requires the report be returned to the employee for review and written acknowledgment.
8. The Alameda County Sheriff's Office Personnel Unit will provide each employee with a copy of their completed evaluation report.
9. The D&C Division Commander is responsible for ensuring that completed evaluation reports are submitted to the Personnel Unit for permanent placement in the employee's personnel file.