

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 16

October 10, 2019

SUBJECT: SERVICE RATING REPORTS – CIVILIAN EMPLOYEES – REVISED

PURPOSE: This Order clarifies due dates for Employee Evaluation Reports for non-probationary civilian employees. As with sworn employees, an Action Item will now be generated in the Training Evaluation and Management System (TEAMS) II when a performance evaluation is due for each non-probationary civilian employee. The rating period will be listed in the Action Item. Application Development and Support Division is currently developing the civilian Action Item System and will be rolling it out in phases. Application Development and Support Division anticipates that the system will be fully launched by the second quarter of 2020.

PROCEDURES: Attached is the revised Department Manual Section 3/760.70, *Service Rating Reports – Civilian Employees*, with the revisions indicated in italics.

AMENDMENTS: This Order revises Section 3/760.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised by Administrative Order No. 16, 2019**

760.70 SERVICE RATING REPORTS – CIVILIAN EMPLOYEES. Service ratings shall be *completed* annually for all civilian employees. *Service ratings for civilian supervisors shall be completed on a Supervisory Evaluation Report, Form PDAS-28S. For all other civilian ranks, ratings shall be completed on an Employee Evaluation Report. An Action Item will be generated in the Training Evaluation and Management System (TEAMS) II when a service rating is due for each non-probationary civilian employee.*

The Employee Evaluation Report shall be completed at the close of the calendar year for each civilian commanding officer and the *Chief Psychologist*, Behavioral Science Services.

The service rating shall be *completed* by the employee's immediate supervisor and *approved by the next level of review.*

Following review by the employee's commanding officer, distribution of the completed Employee Evaluation Report shall be:

- 1 – Original, Personnel Division
- 1 – Rated employee
- 1 – Rated employee's Division Employee Folder
- 3 – TOTAL**

Note: Any relevant provisions of a Memorandum of Understanding shall apply to members of representation units.