

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO.9

May 9, 2018

SUBJECT: STANDARDS BASED ASSESSMENT – LIEUTENANT AND BELOW, FORM 01.87.00 – REVISED; STANDARDS BASED ASSESSMENT PROJECT COMPLETION CHECKLIST, FORM 01.87.01 – REVISED; AND, STANDARDS BASED ASSESSMENT – LIEUTENANT AND BELOW – GUIDELINES FOR COMPLETING THE REPORT, FORM 01.87.02 – REVISED

PURPOSE: In order to promote professionalism, best policing practices, and to recognize exceptional behavior; or identify and modify at-risk behavior, the Department has revised the Standards Based Assessment – Lieutenant and Below, Form 01.87.00, to remove sustained disciplinary action information from the Integrity category; to remove sustained personnel complaint adjudications by the Chief of Police with an admonishment or higher penalty from the Acceptance of Responsibility category; to incorporate Risk Management – General categories for the employee, supervisor, and Field Training Officer’s sections; and, to partially remove the verbiage of sustained personnel complaints from the Field Training Officer Section’s Observing and Evaluating Performance category. The Standards Based Assessment Project Completion Checklist, Form 01.87.01, has been revised to add a Disciplinary History Reviewed checkbox. The Standards Based Assessment – Lieutenant and Below – Guidelines for Completing the Report, Form 01.87.02, has been revised to add a Risk Management – General category under the Part I – Specific Performance heading.

PROCEDURE:

- I. STANDARDS BASED ASSESSMENT – LIEUTENANT AND BELOW, FORM 01.87.00 – REVISED.** The Standards Based Assessment – Lieutenant and Below, Form 01.87.00, has been revised as follows:

Within the Part I – Specific Performance Section, Subsection E: Integrity category, under the Needs Improvement heading, the following information has been removed:

- “Made a false or misleading statement resulting in sustained disciplinary action”; and,
- “Submitted a false or misleading document resulting in sustained disciplinary action.”

Within the Part I – Specific Performance Section, Subsection F: Acceptance of Responsibility category, under the Needs Improvement heading, the following information has been removed:

- “A Personnel Complaint was adjudicated by Chief of Police as ‘Sustained,’ with Admonishment or higher penalty. (Check only if the misconduct is not related to FTO-related behavior. See FTO Supplement for FTO-related misconduct).”

A newly-established Subsection G: Risk Management – General category has been integrated within the Part I – Specific Performance Section to address the following topics:

- Safe driving practices;
- Vehicle pursuit policy;
- Use of force policy;
- Officer safety;
- Workplace safety practices and injury prevention;
- Respectful workplace conduct; and,
- Discrimination, harassment or retaliation prevention.

A newly-established Subsection E: Risk Management – General category has been integrated within the Supervisor Section to address the following topics:

- Safe driving practices;
- Use of force or officer safety training;
- Occupational accident/illness investigations;
- Workplace conflict resolutions; and,
- Discrimination, harassment or retaliation prevention.

Within the Field Training Officer Section, Subsection B: Observing and Evaluating Performance category, under the Needs Improvement heading, the following information, in part, has been removed from the fifth checkbox:

- “or sustained Personnel Complaint...”

A newly-established Subsection D: Risk Management – General category has been integrated within the Field Training Officer Section to address the following topics:

- Understanding of Department policies and procedures; and,
- Effective performance.

II. STANDARDS BASED ASSESSMENT PROJECT COMPLETION CHECKLIST, FORM 01.87.01 – REVISED. The Standards Based Assessment Project Completion Checklist, Form 01.87.01, has been revised to add a Disciplinary History Reviewed checkbox.

III. STANDARDS BASED ASSESSMENT – LIEUTENANT AND BELOW – GUIDELINES FOR COMPLETING THE REPORT, FORM 01.87.02 – REVISED. The Standards Based Assessment – Lieutenant and Below – Guidelines for Completing the Report, Form 01.87.02, has been revised to add a Risk Management – General category under the Part I – Specific Performance heading.

FORM AVAILABILITY: The revised Standards Based Assessment – Lieutenant and Below; the Standards Based Assessment Project Completion Checklist; and, the Standards Based Assessment – Lieutenant and Below – Guidelines for Completing the Report are available in E-Forms on the Department's Local Area Network (LAN) and are attached for immediate use and duplication. All other versions of these forms shall be marked “obsolete” and placed into the divisional recycling bin.

AMENDMENT: The “Form Use” link applicable to the revised Standards Based Assessment – Lieutenant and Below; the Standards Based Assessment Project Completion Checklist; and, the Standards Based Assessment – Lieutenant and Below – Guidelines for Completing the Report has been updated and is accessible in E-Forms on the Department’s LAN.

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.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL
FORM USE LINK
Revised by Administrative Order No. 9, 2018**

**01.87.00 STANDARDS BASED ASSESSMENT – LIEUTENANT AND BELOW,
FORM 01.87.00.**

Note: The new criteria and guidelines become effective immediately and shall be used for the first time for all employee ratings for the performance period ending January 1, 2009. Henceforth, the new forms shall be used for assessments of all lieutenants and below.

01.87.00-01 Use of Form. This form is used to report the performance assessments of lieutenants and below, as well as probationary or temporary-emergency employees (3/760.20, 3/760.40, 3/760.60).

01.87.00-10 Completion. Supervisors shall utilize the Standards Based Assessment – *Lieutenant and Below* – Guidelines for Completing the Report to complete this form.

Note: *The* completion of this report requires supervisors to observe and document performance during the assessment period on forms such as *the* Commendation Report, Form 01.18.00, Employee Comment Sheet, Form 01.77.00, and Notice to Correct Deficiencies, Form General 78.

01.87.00-80 Distribution. The distribution for the *Standards Based Assessment – Lieutenant and Below* is as follows:

- 1 – Original, Personnel Division (Records).
- 1 – Copy, employee’s divisional file.
- 1 – Copy, employee.

3 – TOTAL

Completion – Specific. The Standards Based Assessment – Lieutenant and Below consists of two parts with supplements for supervisors and field training officers (FTOs).

Part I – Specific Performance includes *seven* assessment categories for all sworn employees, *five* categories for supervisors, and *four categories* for FTOs. The categories are *as follows*:

All Sworn Employees.

- Skills Required to Perform Current Assignment;
- Initiative and Productivity;
- Communication;
- Personal Interactions;
- Integrity;
- Acceptance of Responsibility; *and,*
- *Risk Management – General.*

**DEPARTMENT MANUAL
FORM USE LINK
Revised by Administrative Order No. 9, 2018**

Supervisors.

- Development *and Training* of Subordinates;
- Supervisory Administrative Skills;
- Use of Force and Personnel Complaint Investigation Skills;
- Civil Rights Oversight of Field Operations; *and,*
- *Risk Management – General.*

Field Training Officers.

- Annual Refresher Training;
- Observing and Evaluating Performance;
- Training Officer Administrative Skills; *and,*
- *Risk Management – General.*

Within each category, *the employee's performance shall* be rated at one of two levels: *Meets or Exceeds Standards, or Needs Improvement.*

Part II – Overall Rating consists of three elements:

- *Determining the Overall Rating of either Satisfactory or Unsatisfactory performance;*
- *Reviewing the employee's Training Evaluation and Management System (TEAMS) II Report and assessing the employee's training; and,*
- *Recommending training or other learning experiences.*

**Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below**

PROBATIONARY REGULAR TRANSFER SPECIAL

ANNIVERSARY DATE OF CURRENT RANK:

RMIS ACTION ITEM NO.	PERIOD COVERED (MONTHS)	FROM:	TO:
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NAME (LAST, FIRST M.I.):	SERIAL NO.:	RANK:	ASSIGNMENT:
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JOB DESCRIPTION: (A specific description of the duties of the assignment. DO NOT comment on employee performance.)

Instructions:

Check all boxes that apply. Attach documentation (e.g., Employee Comment Sheets, NTCDs) for all Needs Improvement checked below. Documents may also be attached for Meets or Exceeds Standards.

Note: It is appropriate to check multiple boxes in each column for each category.

PART I - SPECIFIC PERFORMANCE

A. SKILLS REQUIRED TO PERFORM CURRENT ASSIGNMENT: Consider task skills and competencies demonstrated and knowledge of policies and procedures exhibited in performance.

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Shows skills and knowledge which meet or exceed the standards of competence in the areas deemed important by divisional management. <input type="checkbox"/> Acquires skills or knowledge readily and applies them properly.	<input type="checkbox"/> Lacks skill or knowledge in some important performance areas. <input type="checkbox"/> Does not acquire skills or knowledge without considerable or prolonged supervisory attention. <input type="checkbox"/> Often produces work requiring supervisory remediation or corrections.

B. INITIATIVE AND PRODUCTIVITY: Consider demonstrations of energy and assertiveness towards daily tasks and special assignments. How productive is the employee in areas of specific concern to the unit or division?

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Produces work deemed important by employee's supervisor or commanding officer in a quantity which meets or exceeds explicit supervisory or command expectations. <input type="checkbox"/> Exhibits initiative to resolve problems or assumes tasks deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Work quality meets or exceeds levels required for effective operations.	<input type="checkbox"/> Produces unacceptably low quantity of work product in functions deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Exhibits little or no initiative to problem-solve or take on tasks deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Requires much more supervisory prompting and reminding than others in the same or a similar work unit before getting work completed.

EMPLOYEE'S NAME: _____

SERIAL NO.: _____

C. COMMUNICATION: How well does the employee negotiate through complicated situations either verbally or in written form; how well does employee listen and utilize information; how is the employee's objectivity and demeanor; how do others respond to the employee's oral, written, or non-verbal communication skills?

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Quality of written work meets or exceeds requirements of effective operations. <input type="checkbox"/> Written work is always or nearly always submitted on time. <input type="checkbox"/> Speaks at appropriate times and with appropriate tact and demeanor. <input type="checkbox"/> Converses orally in ways that promote cooperation or understanding.	<input type="checkbox"/> Written work often requires editing to correct content errors or omissions. <input type="checkbox"/> Written work often requires editing to correct confusing or vague language. <input type="checkbox"/> Written work is often submitted late. <input type="checkbox"/> Frequently responds to statements of others as if the point of the others' statements was not heard. <input type="checkbox"/> Often speaks in ways that unnecessarily provoke complaints, anger, or confusion in others.

D. PERSONAL INTERACTIONS: How does the employee interact with citizens, employees, and show regard for Department rules?

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Receives citizen commendations for helpfulness, assistance, compassion, etc. <input type="checkbox"/> Shows regard for Department policies by complying with rules and regulations. <input type="checkbox"/> Exhibits a pleasing or congenial demeanor with co-workers and citizens. <input type="checkbox"/> Encourages peers, subordinates, or trainees to be productive. <input type="checkbox"/> Typically cooperates with co-workers and others.	<input type="checkbox"/> Receives an inordinate number of complaints from citizens, co-workers, or supervisors for being rude, curt, brusque, or discourteous. <input type="checkbox"/> Inappropriately expresses open hostility toward the Department or its policies in the workplace. <input type="checkbox"/> Unnecessarily or inappropriately is confrontational, sarcastic, indignant, or demeaning to others or their ideas. <input type="checkbox"/> Responds to clear supervisory directions with resistance, delay, or indignation. <input type="checkbox"/> Resists cooperation with co-workers.

E. INTEGRITY: Ensures awareness towards maintaining Civil Rights during all contacts. Ensures that proper procedures are always followed in matters of detentions, arrests, warrants, etc.

MEETS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Exhibits concern and regard for civil rights, including use of force, detention, arrest, and search and seizure. <input type="checkbox"/> Takes steps to implement community policing commensurate with the employee's duties and responsibilities. <input type="checkbox"/> Passed a Department-generated integrity audit.	<input type="checkbox"/> Exhibits an indifference to or disregard for civil rights. <input type="checkbox"/> Exhibits indifference to or disregard for community policing.

F. ACCEPTANCE OF RESPONSIBILITY: Consider examples of responsible, dependable, or trustworthy behavior. What tasks or responsibilities has the employee been entrusted with? What resulted from entrusting the employee with an important task or set of responsibilities?

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Typically accepted personal responsibility for employee's own actions. <input type="checkbox"/> Ordinarily or in some particularly important situations, assumed command or led others where employee was responsible for assuming leadership. <input type="checkbox"/> Typically completed required assignments, tasks, and other clear job requirements. <input type="checkbox"/> Always or nearly always present at work or at particular calls or events when employee knew the need to be present and was able to be present.	<input type="checkbox"/> Often or in some particularly important situations, denied personal responsibility for employee's own actions. <input type="checkbox"/> Often or in some particularly important situation failed to lead others where the employee was clearly responsible for assuming leadership. <input type="checkbox"/> Often or in some particularly important situations, failed to initiate or complete required assignments or tasks or meet some other clear job requirements. <input type="checkbox"/> Often or in an important situation failed to be present when employee knew the need to be present and was able to be present.

G. RISK MANAGEMENT - GENERAL: Does the employee demonstrate appropriate risk management practices in his or her tour of duty?

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Typically demonstrates safe driving practices. <input type="checkbox"/> Understands and complies with the Department's vehicle pursuit policy. <input type="checkbox"/> Understands and complies with the Department's use of force policy. <input type="checkbox"/> Consistently demonstrates officer safety. <input type="checkbox"/> Typically demonstrates workplace safety practices and/or injury prevention. <input type="checkbox"/> Engages in respectful workplace conduct. <input type="checkbox"/> Understands and/or complies with Department policy regarding discrimination, harassment or retaliation.	<input type="checkbox"/> Often or in some particularly important situation(s), does not demonstrate safe driving practices. <input type="checkbox"/> Often or in some particularly important situation(s), does not understand and/or comply with the Department's vehicle pursuit policy. <input type="checkbox"/> Often or in some particularly important situation(s), does not understand or comply with the Department's use of force policy. <input type="checkbox"/> Often or in some particularly important situation(s), does not demonstrate officer safety. <input type="checkbox"/> Often or in some particularly important situation(s), does not demonstrate workplace safety practices and/or injury prevention. <input type="checkbox"/> Does not engage in respectful workplace conduct. <input type="checkbox"/> Does not understand and/or comply with Department policy regarding discrimination, harassment or retaliation.

NOT APPLICABLE

Indicate items not applicable by striking through ~~(example)~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. All not applicable items must be explained.

EMPLOYEE'S NAME: _____

SERIAL NO.: _____

PART II - OVERALL RATING

SATISFACTORY

Satisfactorily handled assignments. Performance was generally equal or superior to the expected requirements of the job.

UNSATISFACTORY

Did not satisfactorily meet one or more job requirements.

TRAINING REVIEW: (Must be completed)

Review TEAMS report and assess the training completed during the assessment period. Explain how relevant the training was to the employee's overall performance.

What training or other learning experiences would you recommend for this employee's performance and development plan?

SIGNATURES

Employee: I certify that this report has been discussed with me. I understand that my signature does not indicate agreement.

Employee's Signature _____
Date

Department/Unit Assessor's Name & Serial No. _____
Print Name Department/Unit Assessor's Signature
Date

Reviewing Supervisor's Name & Serial No. _____
Print Name Reviewing Supervisor's Signature
Date

Commanding Officer's Name & Serial No. _____
Print Name Commanding Officer's Signature
Date

CONTRIBUTING SUPERVISORS (if applicable)

If more than one supervisor contributed to this assessment, list the name and serial number of the contributing supervisor(s) below:

<u>PRINT NAME</u>	<u>SERIAL NO.</u>	<u>PRINT NAME</u>	<u>SERIAL NO.</u>
_____	_____	_____	_____

Supervisor

The below listed categories shall be completed to assess the performance of an employee who is a supervisor.

A. DEVELOPMENT AND TRAINING OF SUBORDINATES: Is this supervisor consistently developing his/her subordinates thoughtfully and effectively?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Recognizes when a subordinate needs training and ensures the employee receives proper training. <input type="checkbox"/> Regularly corrects at-risk behavior of subordinates. <input type="checkbox"/> Meets occasionally with subordinates to discuss performance expectations, occasionally writes Employee Comment Sheets to document the employee's performance, and monitors the employee's performance. <input type="checkbox"/> Regularly reviews various RMIS reports, audits, and Action Items using the TEAMS II system. Completes TEAMS II transfer reviews on time.	<input type="checkbox"/> Did not ensure that one or more subordinates received proper training where the need for training was clear. <input type="checkbox"/> Failed to address at-risk behavior of subordinates. <input type="checkbox"/> Seldom or never meets with subordinates to discuss performance expectations, seldom or never writes Employee Comment Sheets to document the employee's performance, and fails to monitor the employee's performance. <input type="checkbox"/> Seldom or never reviews various RMIS reports, audits, and Action Items using the TEAMS II system. Does not complete TEAMS II transfer reviews on time.

B. SUPERVISORY ADMINISTRATIVE SKILLS: Consider the supervisor's ability to handle the administrative responsibilities associated with the employee's assignment.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Performance evaluations, including Standards Based Assessments (SBA), of subordinates accurately reflect performance of subordinates, are generally on time, and are based on real performance and documentation of employees. <input type="checkbox"/> Completes administrative investigations and reports on time with sufficient information to allow proper action. Investigations and reports require little or no revisions.	<input type="checkbox"/> Submitted incomplete performance evaluations, including the SBA, or granted evaluations/SBAs that were too generous given the employees' real performances and documentation, or turned in evaluations/SBAs late. <input type="checkbox"/> Submitted reports beyond deadlines, or which were difficult to understand, or which did not fulfill their purpose, or which required repeated kickbacks for substantial revisions.

C. USE OF FORCE AND PERSONNEL COMPLAINT INVESTIGATION SKILLS: Consider the ability to manage, investigate, and complete reports for use of force incidents and Personnel Complaints.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Responds to and properly manages Categorical and Non-Categorical Use of Force incidents. <input type="checkbox"/> Conducts timely and complete use of force investigations and associated documentation meeting Department standards. <input type="checkbox"/> Responds appropriately to public complaint investigations; complaint investigation reports are complete and require minimal kickbacks to make reports effective for making final determinations on findings.	<input type="checkbox"/> Failed to respond to and/or properly manage Categorical or Non-Categorical Use of Force incidents. <input type="checkbox"/> Submitted use of force investigations that were incomplete, required further investigations or revisions, inaccurately depicted events or statements, or missed deadlines. <input type="checkbox"/> Failed to respond or responded inappropriately to public complaint investigations, produced a complaint investigation report of poor quality, lacking important interviews, missing important addenda, or substantially misparaphrasing the interviewee's statements.

D. CIVIL RIGHTS OVERSIGHT OF FIELD OPERATIONS: Ensures that subordinates follow proper procedures in matters of searches, seizures, detentions, arrests, warrants, and related reports.	
MEETS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Properly reviews arrest, booking, and charging decisions.	<input type="checkbox"/> Failed to properly review arrest, booking, and charging decisions.
<input type="checkbox"/> Properly reviews investigative and arrest reports for detention, probable cause, and search and seizure compliance.	<input type="checkbox"/> Failed to properly review investigative and arrest reports for detention, probable cause, and search and seizure compliance.
<input type="checkbox"/> Properly reviews requests for warrants and affidavits to support warrant applications.	<input type="checkbox"/> Failed to properly review requests for warrants and affidavits to support warrant applications.
<input type="checkbox"/> Properly responds to incidents involving the service of search warrants.	<input type="checkbox"/> Failed to respond to search warrant services when a response was required.
<input type="checkbox"/> Properly evaluates 148 PC arrests for issues regarding training, policy, or tactics.	<input type="checkbox"/> Failed to properly evaluate 148 PC arrests for issues regarding training, policy, or tactics.
<input type="checkbox"/> Utilizes and adheres to Department guidelines and procedures regarding the use of confidential informants.	<input type="checkbox"/> Failed to properly utilize and adhere to Department guidelines and procedures regarding the use of confidential informants.

E. RISK MANAGEMENT - GENERAL: Does the supervisor demonstrate appropriate risk management practices in his or her tour of duty?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Monitors subordinates' driving practices.	<input type="checkbox"/> Does not monitor subordinates' driving practices.
<input type="checkbox"/> Recognizes subordinates' needs for additional use of force or officer safety training.	<input type="checkbox"/> Does not recognize subordinates' needs for additional use of force or officer safety training.
<input type="checkbox"/> Conducts thorough occupational accident/illness investigations.	<input type="checkbox"/> Does not conduct thorough occupational accident/illness investigations.
<input type="checkbox"/> Recognizes key patterns and early warning signs to address workplace conflicts.	<input type="checkbox"/> Does not recognize key patterns and early warning signs to address workplace conflicts.
<input type="checkbox"/> Prevents discrimination, harassment or retaliation in the workplace.	<input type="checkbox"/> Does not prevent discrimination, harassment or retaliation in the workplace.

NOT APPLICABLE

Indicate items not applicable by striking through ~~(example)~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained.

DO NOT WRITE IN THE AREA BELOW



Field Training Officer

The below listed categories shall be completed for all Police Officers III assigned as Field Training Officers.

A. ANNUAL REFRESHER TRAINING: Identify whether the employee completed FTO Annual Refresher Training and how the employee applied the training to his/her assignment.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Attended and passed annual refresher training.	<input type="checkbox"/> Did not attend annual refresher training or failed to complete the training once enrolled.

B. OBSERVING AND EVALUATING PERFORMANCE: Consider quality of employee's observations, evaluations, training and feedback as an FTO.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Trained all probationer partners according to FTO program standards. <input type="checkbox"/> Regularly documented probationary officers' performances according to FTO program standards. <input type="checkbox"/> Evaluated probationary officers according to FTO program standards.	<input type="checkbox"/> Failed to train a probationary officer in compliance with FTO program standards. <input type="checkbox"/> Often or in an important situation, did not document the probationary officers' performances, according to FTO program standards. <input type="checkbox"/> Acted with inappropriate personal bias toward probationary officers. <input type="checkbox"/> Hazed or otherwise treated probationary officers inappropriately. <input type="checkbox"/> Received a Notice to Correct Deficiencies for FTO-related behavior.

C. TRAINING OFFICER ADMINISTRATIVE SKILLS: Evaluate the FTO's ability to document the probationer's performance in a clear and timely manner.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Entries describe probationer's performance with clear, factual, and unambiguous documentation. <input type="checkbox"/> Entries documenting a deficiency are usually accompanied with remediation. <input type="checkbox"/> Checklists and probationer evaluations are usually completed in a timely manner. <input type="checkbox"/> Probationer Evaluations are always completed on time.	<input type="checkbox"/> Documentation contains little or no insight. Often entries in the probationers' books are missing or late. <input type="checkbox"/> Entries documenting deficiencies often do not include remediation efforts. <input type="checkbox"/> Checklists are often incomplete and dates of completion are missing. <input type="checkbox"/> Probationer Evaluations are not completed in a timely manner and occasionally do not refer to specific entries.

D. RISK MANAGEMENT - GENERAL: Does the FTO demonstrate appropriate risk management practices in his or her tour of duty?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Promotes understanding of Department policies and procedures. <input type="checkbox"/> Encourages effective performance, allowing subordinates/probationers to correct their behaviors.	<input type="checkbox"/> Does not promote understanding of Department policies and procedures. <input type="checkbox"/> Does not encourage effective performance, not allowing subordinates/probationers to correct their behaviors.

NOT APPLICABLE

Indicate items not applicable by striking through ~~(example)~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. All not applicable items must be explained.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

The following has been developed to assist supervisors when completing a Standards Based Assessment, Form 01.87.00, for employees of the ranks of lieutenant and below. There are two parts to the form, plus unique supplements for assessments of supervisors and field training officers. These guidelines will provide information on how to prepare for completing assessments and how to complete each section of the form.

Preparing to Write an Assessment

The Standards Based Assessment (SBA) is designed to reflect factual employee performance or behavior. To do this, supervisors need to observe and document performance and behavior when it happens. The proper performance reports for documenting these observations are the Employee Comment Sheet, Form 01.77.00, Commendation Report, Form 01.18.00, Minor Commendation Report, Form 01.27.00, or Notice to Correct Deficiencies (NTCD), Form General 78.

As a general rule, supervisors should complete a minimum of one (1) Employee Comment Sheet every Deployment Period (DP) for each employee in his or her den/unit, and Minor Commendations or NTCDs, as appropriate. These should reflect observations of performance/behavior that meets the standards of the unit or command. Exceptional performance should be documented on a commendation.

Employee Comment Sheets addressing substandard performance/behavior should describe the facts of the incident, what the standard of performance/behavior is, how the employee can achieve the standard, and explain why the standard matters. An Employee Comment Sheet shall not state that future substandard performance will result in further discipline.

Supervisors should also meet regularly with each employee in his or her den/unit to discuss the employee's performance, goals, and how the employee can best meet the objectives of the unit/command. A TEAMS II Supervisor Action Item (SAI) should be created to record these meetings.

<u>Performance Oversight Summary</u>	
Daily in the Field <ul style="list-style-type: none">• Observe performance• Interact with employee (debrief, discuss, provide training)• Document observations (Employee Comment Sheet, Commendation, NTCD)	Documentation <ul style="list-style-type: none">• Minimum 1 per DP• Format:<ul style="list-style-type: none">- Facts to describe employee's actions- What the standard of performance is- How to meet the standards- Why the standard matters

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Completing the Form

Administrative Section:

RMIS Action Item No.: Enter the corresponding TEAMS II RMIS Action Item number.

Type of Evaluation boxes, Anniversary Date of Current Rank (e.g., Police Officer II rank is the date of hire; Sergeant II anniversary rank is the same date of promotion to Sergeant I), Name, Serial No., Rank, and Period Covered: Self-explanatory.

Assignment: Enter the bureau, Area, or division's name and unit, if applicable.

Job Description: Briefly describe the specific duties of the assignment. Examples:

Assignment: <i>Hollywood Area – Patrol</i>	Job Description: The patrol officer conducts crime responses & preliminary investigations, traffic enforcement, calls for service, and community policing.
Assignment: <i>Policies and Procedures Division – Staff Researcher</i>	Job Description: The staff researcher researches and writes Special Orders and Administrative Orders.

Part 1 – Specific Performance:

Part 1 is divided into six (7) categories of performance:

- A. Skills Required to Perform Current Assignment
- B. Initiative and Productivity
- C. Communication
- D. Personal Interactions
- E. Integrity
- F. Acceptance of Responsibility
- G. Risk Management - General

Each category is defined and described on the form. Beneath the performance examples are two levels of standards: Meets or Exceeds Standards, and Needs Improvement. Within each standard level there are checkboxes with the descriptions of performance in the category which reflect that level.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
 Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Each category has descriptions of types of skills, duties, and tasks under each standard level heading. Only one box can be checked when the descriptions are for the same skill, duty, or task.

Supervisors completing the assessment will check the standards boxes that best describe the employee's performance in that particular category. Documentation (e.g., Commendations, Employee Comment Sheets, citizen letters, NTCDs, etc.) is recommended and encouraged to be attached for boxes checked as Meets or Exceeds Standards.

Documentation (e.g., Employee Comment Sheets or NTCDs) **shall** be attached to the SBA for **all** boxes checked as Needs Improvement.

An assessment within each category can have boxes checked at different performance levels, as long as it is not for the same skill set. For example, an employee may meet or exceed standards for one skill set and needs improvement for all of the other skill sets in that category.

An evaluation could look something like the below example:

Example

D. PERSONAL INTERACTIONS: How does the employee interact with citizens, employees, and show regard for Department rules?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT
<input checked="" type="checkbox"/> Receives citizen commendations for helpfulness, assistance, compassion, etc.	<input type="checkbox"/> Receives an inordinate number of complaints from citizens, co-workers, or supervisors for being rude, curt, brusque, or discourteous.
<input checked="" type="checkbox"/> Shows regard for department policies by complying with rules and regulations.	<input type="checkbox"/> Inappropriately expresses open hostility toward the Department or its policies in the workplace.
<input checked="" type="checkbox"/> Exhibits a pleasing or congenial demeanor with coworkers and citizens.	<input type="checkbox"/> Unnecessarily or inappropriately is confrontational, sarcastic, indignant, or demeaning to others or their ideas.
<input checked="" type="checkbox"/> Encourages peers, subordinates, or trainees to be productive.	<input type="checkbox"/> Responds to clear supervisory directions with resistance, delay, or indignation.
<input type="checkbox"/> Typically cooperates with co-workers and others.	<input checked="" type="checkbox"/> Resists cooperation with co-workers.

The attached documentation should describe an **objective** account of **specific** events and/or incidents. The examples must describe **actions** by the employee that qualify for the definitions of the boxes checked.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Not Applicable

Indicate items that are not applicable by striking through (~~example~~) the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained. Use a black or blue pen to draw a line through any Meets or Exceeds Standards box that is not applicable for this employee (leave the checkbox blank if the skill is checked in the Needs Improvement column). In the space provided below the NOT APPLICABLE heading, identify the checkbox lined out and explain why it is not applicable.

For Example:

D. This employee's duties do not include public contact; therefore, he has not received any citizen commendations.

- OR -

E. The first two standard checkboxes do not apply to the duties of this employee, since the employee is assigned to an administrative position. The employee was not the subject of a Department-generated integrity audit during this assessment period.

Part 2 – Overall Rating:

Check **Satisfactory** or **Unsatisfactory**: Self-explanatory.

TRAINING REVIEW (Must be completed):

Review the TEAMS report and assess the training completed during the assessment period. Explain how relevant the training received was to the employee's overall performance. What training or other learning experiences would you recommend for this employee's performance and development plan? Be specific and explain the connection between the training and the duties, tasks, and skills associated with this employee's assignment.

SIGNATURES: Self-explanatory.

Supervisor and Field Training Officer Supplements

These sections are to be completed in the same manner as Part 1 of the primary Standards Based Assessment.