

OFFICE OF THE CHIEF OF POLICE

**NOTICE**  
14.5

October 30, 2015

**TO:** All Commanding Officers

**FROM:** Chief of Police

**SUBJECT:** PERFORMANCE EVALUATION REPORT – CAPTAINS AND ABOVE, FORM 01.33.00 - REVISED; AND, PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING CAPTAINS AND ABOVE, FORM 01.33.02 - REVISED

The Performance Evaluation Report – Captains and Above, Form 01.33.00, has been revised. The new rating format contains a list of 19 performance areas that delineate individual attributes of the employee being assessed. Each performance area requires that the evaluator rate the employee using one of five descriptors ranging from Unsatisfactory to Greatly Exceeds Standards. The evaluator will also complete a written narrative to discuss the following:

- Employee's ability to work toward and accomplish Department goals;
- Employee's leadership ability to gain the willing cooperation of subordinates; and,
- Employee's overall performance including: special skills; noteworthy accomplishments; commendations received; and, discipline during the evaluation period.

The Performance Evaluation Report Guidelines for Rating Captains and Above, Form 01.33.02, has also been revised in order to provide direction in completing the revised rating report.

The revised forms are accessible in E-Forms on the Department's Local Area Network and are attached for immediate use and duplication. The use and distribution of the Performance Evaluation Report – Captains and Above remain unchanged.

Any questions regarding this Notice may be directed to Policies and Procedures Division, at (213) 486-0400.



CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "B"

LOS ANGELES POLICE DEPARTMENT  
**PERFORMANCE EVALUATION REPORT -  
 CAPTAINS AND ABOVE**

RMIS ACTION ITEM NO.
ANNIVERSARY OF CURRENT RANK

PROBATIONARY   
  REGULAR   
  TRANSFER   
  SPECIAL

NAME:	SERIAL NO.:	RANK:
ASSIGNMENT:	Period Covered (Month/Year)	FROM: TO:

	Unsatisfactory*	Needs Improvement*	Progressing Satisfactorily**	Meets Standards	Greatly Exceeds Standards
1. Effectiveness towards Impacting Crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Relationships with the Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Relationships with Outside Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Commitment towards Constitutional Policing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Administrative/Management Systems (due dates, projects, timeliness, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Administration of Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Influence on Morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Development of Subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Administrative Insight Pertaining to Areas of Risk Management (complaints, UOF, RMEC, worker injury prevention and monitoring, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Commitment/Work Ethic/Sense of Urgency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Impression Employee Makes on Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Equal Employment Opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Special Skills in Current Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. Overall Evaluation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NARRATIVE (Continued on Page 2.)

20. Discuss this employee's ability to work toward and accomplish Department goals.

21. Discuss this employee's leadership ability to gain the willing cooperation of subordinates.

22. Discuss this employee's overall performance including: special skills; noteworthy accomplishments; commendations received; and, discipline during this rating period.

\* Any checked Unsatisfactory or Needs Improvement boxes require written narrative comments in the Narrative Section.

\*\* To be used only for probationary employees or during the first year of their upgrade. (Refer to Department Manual Section 3/760.15)

RATER (Name and Rank):	SERIAL NO.:	DATE:	TIME UNDER MY SUPERVISION:
APPROVED (Name and Rank):	SERIAL NO.:	DATE:	

I have received a copy of this report. This signature does not indicate agreement with rating.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING CAPTAINS AND ABOVE

To ensure that commanding officers are fostering a work environment that achieves the mission and goals set forth by the Department, annual ratings of command staff are required. The evaluation must be an accurate reflection of the commanding officer's performance during the rating period.

**Note:** For probationary employees, the four quarterly ratings will suffice in lieu of an annual rating. At the evaluator's discretion, he/she may choose to write a brief summary of the employee's performance for the year in the final quarterly review.

The following are guidelines to be used in the completion of the Performance Evaluation Report - Captains and Above, Form 01.33.00.

When evaluating the performance level of the employee, the following descriptors shall be utilized: Greatly Exceeds Standards; Meets Standards; Progressing Satisfactorily; Needs Improvement; or, Unsatisfactory.

A "Greatly Exceeds Standards" rating is warranted when an employee's performance exceeds the requirement of the position; is consistently distinguished by his/her actions, plans, results, reports, presentations, etc., that demonstrate creative, innovative, proactive achievement of Department goals to include: loyalty to the best interests of the community, the City, and the Department; is highly regarded by his/her peers and subordinates as a strong leader; and, demonstrates a high regard for Department personnel and the public they serve.

A "Meets Standards" rating is warranted when an employee's performance consistently meets and sometimes exceeds the requirements of the position; demonstrates effective use of resources; substantially meets the challenges of his/her command; takes the initiative in proposing and implementing feasible solutions; maintains a positive profile in the Department; and, cultivates community resources to meet Department goals.

A "Progressing Satisfactorily" rating is to be used only for probationary employees or during the first year of their upgrade, if applicable.

A "Needs Improvement" rating is warranted when an employee's performance does not consistently meet the minimum standards of the position.

An "Unsatisfactory" rating is warranted when an employee's performance is consistently below standard and he/she fails to meet the minimum requirements of the position.

**Note:** Any boxes that are checked "Unsatisfactory" or "Needs Improvement" require a written comment in the Narrative Section.

## PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING CAPTAINS AND ABOVE

Below is a list of the 19 performance areas and their corresponding definitions:

1. Effectiveness towards Impacting Crime: Identifies and develops effective responses to impact crime and quality of life issues affecting the community.
2. Relationships with the Community: Interacts effectively with members of the public; and, forges partnerships and builds public support and trust.
3. Relationships with Outside Agencies: Interacts effectively with other City employees and outside agency employees; and, forges partnerships and builds public support and trust.
4. Commitment towards Constitutional Policing: Promotes police integrity within the Department and prevents conduct that deprives individuals of their rights, privileges, or immunities protected by the Constitution of the United States.
5. Administrative/Management Systems (due dates, projects, timeliness, etc.): Establishes priorities and assigns work accordingly; ensures assignments are well defined, consistent with job classification, and complies with work programs; assigns work in accordance with employee capabilities and developmental needs; provides guidance; monitors work through completion; delegates effectively; completes work in a timely, accurate, and thorough manner; plans and performs work in a well-organized manner that maximizes use of time and resources; and, remains aware of status of employee's assignments.
6. Administration of Discipline: Informs employees of disciplinary standards; documents and notifies employees of policy/rule infractions and other problems; focuses on the behavior, not the individual; applies progressive discipline consistent with Department policy, in a consistent, fair and timely manner; and, recommends employee assistance programs when needed.
7. Strategic Planning: Effectively implements strategies to address the issues at hand and pursues them, using available resources, in order to meet Department goals.
8. Problem Solving: Effectively responds to unforeseen challenges and manages resources to ensure work is completed on time; makes timely and effective decisions; analyzes available relevant information and data; draws sound conclusion based on analysis and in a timely manner; formulates effective recommendations and/or implements effective courses of action; evaluates and improves work procedures; actively addresses developing problems; and, searches for ways to facilitate accomplishment of goals.
9. Leadership: Demonstrates command presence and a high level of commitment, performance and ethics to which others may aspire; encourages employees to display initiative and makes suggestions for improvement; assumes additional duties and obligations willingly; accepts change without difficulty or resistance; uses the principle

## PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING CAPTAINS AND ABOVE

of delegation effectively to train and develop subordinates; actively addresses developing problems; and, searches for ways to facilitate accomplishment of goals.

10. Influence on Morale: Facilitates teamwork among employees, interacts effectively with co-workers and supervisors; instills in others an attitude of courage, discipline, confidence, enthusiasm; and, understands the obligation and importance of maintaining a positive work environment.
11. Development of Subordinates: Encourages employees to display initiative and makes suggestions for improvement, ensures employees possess necessary job knowledge, both technical knowledge and knowledge pertaining to applicable rules, policies, and procedures to optimally perform his/her job; assigns work that capitalizes on strengths and further develops employees; suggests methods of improving job performance; and, recommends employee attendance at relevant training courses or conferences.
12. Administrative Insight Pertaining to Areas of Risk Management (complaints, UOF, RMEC, work injury prevention and monitoring, etc.): Completes administrative investigations in a thorough and complete manner in compliance with Department procedures, recommends and implements appropriate disciplinary/non-disciplinary action in response to such investigations; and, provides feedback on an ongoing basis and through timely formal probationary and annual evaluations.
13. Commitment/Work Ethic/Sense of Urgency: Demonstrates high levels of commitment, performance and ethics; performs work with minimal instruction; and, performs effectively in new and/or emergency situations.
14. Integrity: Exhibits and promotes ethical behavior in the performance of his/her duties.
15. Impression Employee Makes on Others: Encourages discussion of all work-related matters; listens to and addresses employee's concerns; demonstrates sensitivity to employees' needs, attitudes, and circumstances; and, builds trust and ensures appropriate confidentiality.
16. Communication Skills: Communicates in a clear, concise and effective manner in both written and verbal modes; and, exhibits strong public speaking skills during community and media contacts.
17. Equal Employment Opportunity: Ensures work is assigned, monitored and evaluated fairly; enforces rules and policies consistently; and, maintains objectivity toward each employee.
18. Special Skills in Current Assignment: Utilizes special skills as required for the particular assignment.
19. Overall Evaluation: Self-explanatory.