

**CHIEF OF STAFF  
EMPLOYEE RELATIONS ADMINISTRATOR**

**NOTICE**  
2.2.3

October 7, 2013

**TO:** All Commanding Officers

**FROM:** Employee Relations Administrator

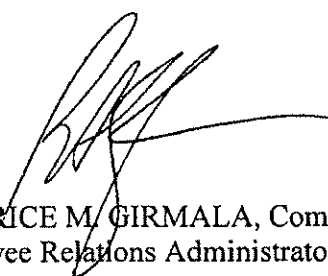
**SUBJECT:** CLARIFICATION OF DOCUMENTS TO BE ATTACHED TO A STANDARDS  
BASED ASSESSMENT (SBA)

This notice will serve to explain which documents can and should be attached to a Standards Based Assessment (SBA). The intent of the SBA is to provide feedback regarding an employee's performance based on actual events. Accordingly, performance documents such as the Employee Comment Sheet, Form 01.77.00, Commendation Report, Form 01.18.00, Minor Commendation Report, Form 01.27.00 and Notice to Correct Deficiencies (NTCD), Form General 78 are appropriate to attach to a SBA. Other documents, such as letters from citizens, can also be attached.


The Standards Based Assessment Project Completion Checklist, Form 01.87.01, and the employee's TEAMS report shall not be attached to the SBA. Additionally, crime reports, arrest reports, and other documents containing private citizens' information should not be attached to the SBA.

Please refer to Special Order No. 44, November 25, 2008, and the SBA ver 2.0 Guidelines for Completion, located on the Employee Relations Group web site, for guidance in completing the SBA.

Questions regarding this Notice may be directed to the Employee Relations Administrator at (213) 486-7600.

  
BEATRICE M. GIRMALA, Commander  
Employee Relations Administrator

APPROVED:

  
STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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