

Laurel Police Department – General Order  
Chapter III, Section 700, Order 713 – Performance Evaluation  
March 27, 2011

**3 / 713.05 POLICY**

It is the policy of this Department that that all Performance Evaluations be completed in accordance with provision and guidelines set forth in the City of Laurel Human Resources Policy.

**3 / 713.10 PURPOSE**

To set forth guidelines and procedures for completing Laurel Police Department employee Performance Evaluations.

**3 / 713.15 DEFINITIONS**

None

**3 / 713.20 PROCEDURES**

A. TRAINING

All newly appointed First Line Supervisors shall attend training in Performance Evaluations within one (1) year of appointment or first available class.

B. GENERAL

1. Performance evaluations for all police employees will be completed in accordance with the provisions and guidelines contained in the City of Laurel Human Resource Police 6-002.01.
2. The provisions and rating criteria contained in the police department's Performance Evaluation Guidebook will be followed to complete the performance evaluation worksheets to compile numerical ratings for major tasks listed on the Employee Performance Evaluation form.
3. At the conclusion of an employee's rating period, raters will conduct a counseling session with the employee in accordance with City of Laurel Human Resource Police 6-002.01. In addition to the general requirements provided in Human Resource Police 6-002.01, the counseling session will include the following areas:
  - a. Results of the performance evaluation for the rating period.
    - 1) The rater will discuss with the employee the numerical rating and comments to justify the rating for each of the major tasks listed on the job description.
  - b. The employee's level of performance expected and goals for the next evaluation period for all major tasks.
    - 1) The expectations and goals will be discussed with the employee and documented on the Employee Performance Evaluation in the comment section of the applicable major task and on the performance evaluation worksheets.
  - c. Career counseling relative to advancement to the next grade or higher position, specialization and training opportunities to enhance the employee's knowledge, skills and abilities in his/her current position or other specialized assignments in the agency.

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- 1) The career counseling should review training and education completed by the employee during the rating period and give an overview of additional education opportunities available to the employee.
- 2) The employee should also be encouraged to attend any career counseling activities offered by the Office of Personnel or local college career centers.

**3 / 713.25 GOVERNING LEGISLATION AND REFERENCES**

City of Laurel Human Resources Policy 6-002-01  
CALEA Standards 35.1.1, 35.1.9

**3 / 713.30 ANNEX**

None