

Policy Series 400: Compensation  
430 - Employee Evaluations

**I. POLICY**

The Kansas City, Missouri Police Department and the Board of Police Commissioners of Kansas City, Missouri do hereby adopt a policy to provide for the annual evaluation of each permanent full time employee. The purpose of the evaluation is to allow the employee to track his or her progress with the department and to give the department a more accurate tool for making decisions on assignments, promotions, salary increases when funding is available and other personnel issues. The evaluations will supplement but not replace other personnel tools such as the promotional process and other like measures of the success of an employee such as probationary reviews.

**II. ADMINISTRATIVE REQUIREMENTS AND PROCEDURES**

A. At the time of assignment to an element, the supervisor/commander shall:

1. Inform the employee of the specific duties the employee will be required to perform including achievement standards the employee will be expected to maintain.
2. Inform the employee of the functions and responsibilities of the element as well as the element's goals insofar as fulfilling its mission to the department and the community.
3. Document this orientation by completing a Form 268 P.D., Employee Orientation Checklist, and having the employee sign and date the form. The employee will be given a copy of the form. The original will be maintained in the unit jacket for one year. Failure to complete Form 268 P.D. will not invalidate an employee's annual evaluation.

B. On a monthly basis Computer Services Unit will generate listings for each bureau of employees whose anniversary dates will occur within sixty (60) days and will distribute as follows:

1. One copy to Personnel Records Section.
2. Two copies to employees' bureau. The bureau will maintain one copy for tracking purposes and forward the second copy to affected elements as notification to initiate an evaluation on each listed employee.

- C. Division commanders will ensure that an evaluation is completed and returned to the bureau office at least one month prior to each employee's anniversary date. If an employee has been transferred within thirty (30) days of the evaluation, the division commander will make every effort to determine the most appropriate supervisor to make the assessment.
- D. Bureau commanders will ensure each evaluation is forwarded to Personnel Records Section no later than two (2) weeks prior to the anniversary date. The original evaluation will be maintained in Personnel Records Section for a period of two years.
- E. To allow for employee feedback, the supervisor/commander will meet with the employee six months prior to the anniversary date to discuss the employee's performance progress. This discussion will be documented on a Form 270A P.D., Employee Mid-Evaluation Progress Report, and will be signed by the supervisor/commander and the employee. The original Form 270A P.D. will be retained in the employee's unit jacket for one year, and a copy will be given to the employee. Form 270A P.D. is a computer-generated form which will be distributed to employees' bureaus by Computer Programming Section about thirty (30) days prior to the time the same is to be completed. Failure to complete Form 270A P.D. will not invalidate an employee's annual evaluation.

### **III. EVALUATION FORM**

- A. The immediate supervisor will prepare a Form 270 P.D., Employee Evaluation, which consists of a narrative report on the employee's performance for the period indicated on the form.
  - 1. The narrative will explain the supervisor's recommendation of satisfactory or unsatisfactory. Specific reasons will be stated for a satisfactory evaluation. Specific reasons and documented evidence will be stated for an evaluation of unsatisfactory. In the case of an unsatisfactory evaluation, the immediate supervisor will attach any documentation appropriate establishing the basis for a rating of unsatisfactory.
  - 2. Dimensions such as job knowledge and skills, personal grooming and appearance, problem-solving, attendance, teamwork, initiative, communication skills, and other appropriate factors will be considered during preparation of the form. The narrative of the supervisor will comment on all appropriate areas.
  - 3. Any of the following factors will normally be considered sufficient justification for an employee to receive a rating of unsatisfactory:
    - a. A total of fifteen (15) or more suspension days during the rating period. Suspension days will be considered to have occurred during the rating period if the suspension becomes final during that period.

Suspension is not deemed final until all statutory and regulatory appeals and grievances have been resolved.

- b. Two (2) substantiated complaints filed with the Office of Citizen Complaints during the rating period.
  - c. Two (2) preventable vehicular accidents involving police vehicles during the rating period.
4. **A RECOMMENDATION OF UNSATISFACTORY BASED UPON ONE OF THE ABOVE FACTORS IS NOT REQUIRED. IF A SUPERVISOR BELIEVES A RECOMMENDATION OF SATISFACTORY IS WARRANTED, THE WRITTEN EVALUATION WILL INCLUDE THE DISQUALIFYING FACTOR AND PRESENT A JUSTIFICATION FOR THE RECOMMENDATION OF SATISFACTORY.**
5. The supervisor will be limited to the spaces on the form for the evaluation. Documentation supporting the evaluation rating may be attached.
6. For sworn employees, the supervisor will verify and indicate on the form that the employee has met firearms qualification and POST certification requirements.
- B. Upon completion, the supervisor will discuss the evaluation with the employee. The employee will indicate on the form either agreement or disagreement with the evaluation. In the event of an unsatisfactory rating the employee will be given a maximum of seventy-two (72) hours to prepare a statement in reply which will become a part of the evaluation.
- C. Form 270 P.D. will be submitted through the chain of command. Each commander will indicate his or her recommendation. If a unit or division commander recommends unsatisfactory on a previously satisfactory evaluation:
1. The recommendation must be justified in the available space with specific reasons as set out above. **Additional pages will not be attached.**
  2. Any supervisor/commander making the first unsatisfactory recommendation must discuss the unsatisfactory recommendation with the employee and give the employee an opportunity to prepare a statement in reply as set out above.
- D. The final evaluation rating of satisfactory or unsatisfactory for any civilian employee or sworn employee below the rank of Major will be made by the employee's bureau commander. The Chief of Police will make the final evaluation for Majors and Deputy Chiefs.

#### **IV.REVIEW**

Any civilian employee or sworn employee below the rank of Major who is dissatisfied with an unsatisfactory rating, may request a review of the rating by the Chief of Police. Within ten (10) days after being notified of the rating, the employee will prepare a Form 191 P.D. directed to the Chief of Police setting forth in detail the reasons the employee disagrees with the rating. The Chief of Police within fifteen (15) days after receiving the request will make a final determination.

Floyd O. Bartch  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_  
\_\_\_\_\_, 1997.

James F. Ralls, Jr.  
President