

GREELEY POLICE DEPARTMENT

General Order 330.00

Reviewed: 03/19

330.00 PERFORMANCE APPRAISALS

330.01 Evaluation Schedule:

- For all non-union employees, evaluations shall be completed on all employees at least annually.
- For all police officers no longer on probation, formal evaluations shall be completed annually on their anniversary date. The anniversary date is the date of the last salary increase through step advancement or promotion.

While officers are in the Field Training Officer Program they will be evaluated on a daily basis by their Field Training Officers. At the end of their training program, the FTO Sergeant will complete an evaluation documenting their skills and abilities. The FTO Sergeant will make a recommendation concerning the release of the officer from the training program. At the end of their one year probationary period, a formal evaluation will be completed by their assigned Sergeant.

330.02 Procedures

- All non-probationary evaluations will be prepared as required by the City of Greeley Performance Appraisal Guide.

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| General Order 330.00 | <u>PERFORMANCE APPRAISALS</u> | Reviewed: 03/19 |
| Authorized by Mark Jones, Police Chief | | |
| Effective Date: March <u>21</u>, 2019 | | |
| <u><i>Mark Jones</i></u> | Date: | <u>March 21, 2019</u> |
| Signature | | |