145.01 SUMMARY
As described in the “Commendations and Complaint Investigations” (ADM-144) directive, Supervisors have the authority and responsibility to provide supervision and oversight of day-to-day employee performance.

This directive describes guidelines and procedures for Supervisors when handling performance related issues and concerns. Though similar in nature to the process found in the “Commendations and Complaint Investigations” (ADM-144) directive, performance related issues are normally observed or discovered by an employee’s immediate Supervisor and are handled separately/differently from an internal or externally generated complaint. The issue(s) do not raise to the level of conducting an Internal Affairs type of investigation.

Whenever possible or practical, Supervisors are encouraged to utilize employee tracking logs to document employee performance, both positive and negative.

145.02 REVIEW TYPES
PERFORMANCE RELATED REVIEWS – A Performance Review may be initiated to address unsatisfactory which may include but is not limited to:

- Failure to turn in required reports, documents, DFARS, evidence, etc.
- Failure to follow a written policy/procedure. (Internally generated and/or observed by a Supervisor).
- Failure to report to work, tardiness, notification of unscheduled PTO, appear at department scheduled meetings and/or training, court or other hearings whether under subpoena.
- Abuse of work hours, leave policies or attendance policies of the Department or City, including failure to work assigned overtime.
- Failure to complete a work plan.
REVIEW TYPES (con’t)

- Other performance related issues or concerns that do not rise to the level of a Category II complaint as described in the “Commendations and Complaint Investigations” (ADM-144).

145.03 GENERAL PROCEDURES

REPORT FORMAT – A supervisor will use the following reporting format when conducting and completing a performance related review. (Not all sections may apply depending upon the issue)

**Performance Review Summary**
A one or two paragraph description/summary of the issue or basis for the review.

**Unsatisfactory Performance Issue(s)**
Identify specific behavior, action, etc. and the possible violation(s) of existing Department and/or City policy, procedures, or directives (May be multiple violations).

**Interviews**
Witness statement(s) as it relates to the review including statement(s) by all employees involved. Also includes any statement(s) by the affected employee.

**Other Items and Reports Reviewed**
May include documents, letters, e-mails, 9-1-1 tapes, CAD data, recorded conversations, memorandum, police reports, etc. when applicable and pertinent to the review.

**Disposition**
Explains the results of the Supervisor’s review or investigation and the determination into each allegation/violation of the review.

**Resolution**
Final action taken by the Supervisor. Specific action may be:

- Comments shared with employee.
- Coaching.
- Oral Warning.
- Counseling.
- Remedial training.
- Work Plan or Education Based Discipline
GENERAL PROCEDURES (con’t)

- Recommendation.

**NOTE**: (Recommendation) Either justification for a recommendation in changing or revising Department policy OR recommendation of disciplinary sanction/action of a letter of reprimand or greater. Additional information such as mitigating/aggravating circumstances, previous violations and/or disciplinary action, should be included in this section.