



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Performance Evaluations*

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I. PURPOSE

The purpose of the evaluation system is to provide a vehicle to:

1. Allow fair and impartial personnel decisions;
2. Maintain and improve performance;
3. Provide a medium for personnel counseling;
4. Facilitate proper decisions regarding probationary employees;
5. Provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines;
and
6. Identify training needs.

The goal is to have a system that is valid, useful, non-discriminatory, and reflects the duties, responsibilities, and tasks of the employee being rated. Performance evaluations will be specific to that position held by the employee and be derived from, at least in part, the job description for the employee. Under certain circumstances, employees may be rated more frequently than on an annual basis (i.e.: disciplinary action, improvement plan, probationary employees, etc.).

II. DISCUSSION

The City of Myrtle Beach's Human Resources Department is responsible for overseeing the Annual Performance Evaluation Program. The Myrtle

Beach Police Department participates in the program that seeks to rate each employee's on-the-job performance of assigned duties by the employee's supervisor. The Evaluation Program includes the following:

1. Measurement definitions;
2. Procedures on use of forms;
3. Rater responsibilities;
4. Provisions for employee comments;
5. Instructions on how an employee may obtain a copy of the completed evaluation; and
6. Training responsibilities (where necessary).

The following performance evaluation procedures are designed to help the supervisors of the Myrtle Beach Police Department to rate an employee's performance in a fair and impartial manner. The ideas listed are offered to assist the supervisor/rater. They are not designed or intended to be all-inclusive. Supervisory judgment or discretion will prevail.

III. PROCEDURE

A. Performance Evaluations

1. An Annual Performance Evaluation will be completed for each employee and be documented on the evaluation form prescribed by Human Resources, covering a period of one year, except in those instances wherein an employee is on an Introductory Status.
2. Employees on Introductory Status will be evaluated quarterly for a period of one year. The Chief of Police may elect to extend the Introductory Period up to three additional months. After satisfactory completion of the Introductory Period, employees will join the Annual Performance Evaluation cycle.
3. Performance evaluations of both sworn and nonsworn employees will cover, at a minimum, the following:
 - i. Job Functions of the position occupied;
 - ii. Level of performance expected; and
 - iii. Evaluation rating criteria.

B. Supervisor's Responsibilities

1. Performance evaluation raters for employees not on a probationary status are responsible for the following:
 - i. To determine suitability for assignment;
 - ii. To determine training needs;
 - iii. To determine the ability of the employee to absorb more responsibilities; and
 - iv. To determine the employee's effectiveness in the assigned position.
2. Each evaluation will be performed at least annually and will be specific to the assignment of the employee during the rating period.
3. Evaluations will be based only on performance during the rating period, and be completed by the immediate supervisor. All supervisors will evaluate their employees uniformly with regard to fairness and impartiality in their ratings. The rating supervisor will also include explanatory comments when performance ratings are unsatisfactory or outstanding.
4. Supervisors will counsel their employees at the conclusion of each rating period concerning:
 - i. Tasks of the position occupied;
 - ii. Level of performance expected;
 - iii. Evaluation rating criteria;
 - iv. Results of the evaluation just completed; and
 - v. Career counseling relative to specialization or training appropriate for that position.
5. Supervisors will not postpone correcting poor performance until the time when Annual Performance Evaluations are due. At any time when performance is deemed to be unsatisfactory, the supervisor will meet with the employee and provide a written Performance Improvement Plan that contains a written notice of unsatisfactory performance, a plan to correct the performance, and a timeline for completing the plan.

C. Required Rater Training

1. Human Resources will provide rater training to all newly appointed Supervisors. Training will cover at a minimum the following:
 - i. Forms and form completion;
 - ii. Definition of the grading measures;
 - iii. Weighted Scoring;
 - iv. Common problems in evaluation preparation;
 - v. Establishing Future Goals; and
 - vi. Rater Responsibilities.

D. Performance Evaluation Meeting

1. Upon completion of the evaluation, the Rater and the Reviewing Supervisor (the Rater's Supervisor) will review and digitally sign the form.
2. The Rater will provide the employee with access to review the evaluation. The employee will be encouraged to add written comments or objections.
3. Employees shall digitally sign the evaluation indicating that they have read the form, but the signature does not imply agreement or disagreement with its contents.
4. The Rater will schedule a counseling session with the employee to review the contents of the evaluation.
5. Contested Evaluation Appeal Process
 - i. If an employee wishes to contest the ratings and/or comments of the Rater after the counseling session, then the Employee may request a review by the Reviewing Supervisor.
 - ii. The Reviewing Supervisor will schedule an informal Review Meeting between the Employee concerned, the Rating Supervisor, and the Reviewing Supervisor. The Rater may or may not modify the evaluation at the conclusion of the meeting.

- iii. In the event the informal meeting does not result in agreement, the Employee may submit a written Statement of Objection to the Chief of Police within five (5) calendar days of the Review Meeting. The Chief of Police will review the documents and may or may not modify the evaluation.
 - iv. None of the procedures stated in this section shall replace the City's formal grievance process, but they must be utilized before invoking that process.
- 6. The Chief of Police will sign and submit the evaluation.
 - 7. The employee will be notified electronically when the evaluation is complete and available for access on the NeoGov website. Employees may also request a hard copy of the evaluation from the City's Human Resources Department.

E. Performance Evaluation Form Retention

The City's Human Resources Department will retain Performance Evaluations. Once completed, the Performance Evaluation will be maintained in the employee's Personnel File consistent with the Records Retention Act.