



3-32 ~~_____~~ **EMPLOYEE WORK PLAN/PERFORMANCE EVALUATIONS**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-46 Field Training and Evaluation Program
- 3-12 Awards and Recognition
- ~~3-21 Scheduled and Unscheduled Leave~~
- ~~1-46 Field Training Evaluation Program~~

B. Form(s)

~~PD X Form Title~~ None

C. Other Resource(s)

- Family and Medical Leave Act of 1993
- PeopleSoft Performance Management ~~Performance Management~~

D. Rescinded Special Order(s)

~~SO X Subject~~ None

- ~~3-21 Scheduled and Unscheduled Leave~~
- ~~1-46 Field Training Evaluation Program~~

3-32-1 _____ **Purpose**

The purpose of this policy is to set forth the expectations of Albuquerque Police Department (Department) personnel with respect to performance evaluations.

3-32-2 _____ **Policy**

It is the policy of the Department to implement fair and consistent practices ~~in accurately~~ for evaluating the performance of all Department personnel in areas related to constitutional policing, integrity, community policing, and critical police functions. ~~This process shall continue on an ongoing and annual basis. It is also the policy of the Department shall to~~ develop objective criteria to assess whether personnel meet performance goals and to implement an. The evaluation system to show will provide for appropriate corrective action when such action is necessary.

N/A **3-32-3** _____ **Definitions**

A. Check Points



Department Personnel's performance progress is measured and evaluated on a quarterly and annual basis.

~~A.B. Performance Document~~ Performance Document

~~A web-based The performance dDdocument located in PeopleSoft that is is to be used~~
by Department personnel, excluding recruit officers, to evaluate employee
performance. ~~Performance document, Performance Documents, Performance~~
Documents are not a form of discipline but are tools to effectively communicate
expectations, observations, and concerns about employee performance.

7

~~B. Check Points~~ Progress Reports

~~Department An employee's Personnel's performance progress shawill be is measured~~
~~and evaluated on a quarterly and annual basis.~~

1. ~~in two (2) ways:~~

~~a. A quarterly basis; and~~

~~b. An annual basis~~

3-32-4 Rules and Procedures

~~A. Personnel Performance Evaluation System (Employee Work Plan) and Performance~~
Documents Performance Documentations

1. All supervisory personnel ~~shawill~~ use a performance evaluation or
management appraisal system, based on a standardized Department template
located in PeopleSoft the Performance Management section of PeopleSoft, to
assist them in evaluating the work of the employees they supervised employees.

2. ~~Performance evaluation-De~~ Documentations shall relate to and be guided by:

a. The Department's Mission and Vision Statements;

b. The Department's values: integrity, respect, fairness, and pride;

c. Department goals and objectives;

d. Unit goals and responsibilities;

e. Ethical and objectively reasonable uses of force, including shows of force; and

f. Constitutional and community policing.

3. The direct supervisor and employee shall review the performance-evaluation
documents ing during quarterly checkpoint meetings.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

- a. Documents shall be completed and submitted through PeopleSoft-Performance Management by each their checkpoint due date or annual due date.
 - b. The Personnel Management Division personnel shall notify the appropriate Deputy Chief of all overdue performance documentPerformance DocumentsPerformance Documents.
4. The employee's direct supervisor shall finalize their employee's Performance DocumentsPerformance Documents at the end of the annual evaluation period. The topics shall include:
- a. Results of progress made during the annual evaluation periodprogress report employee evaluation;
 - b. Accomplishments; and
 - c. Career counseling for advancement.
5. The employee's direct supervisor shall enter relevant events into an employee's Performance DocumentsPerformance Documents to ensure accurate and complete evaluations.
- a. These events should be entered in the employee's performance documentsPerformance Documents during the checkpoint period it happened in, unless the event is still under investigation.
 - b. If the event is under investigation, it shall be entered when the investigation is complete.
 - c. Relevant events include, but are not limited to, the following:
 - i. Commendations and/or awards, consistent with SOP Awards and Recognition;
 - ii. Use of force incidents; and
 - iii. Policy violations.
6. Employees have the right to submit written responses to all derogatory documents placed in their human resources file or PeopleSoft-performance document.

B. Training on Performance Evaluations

1. Department personnel shall be trained on performance evaluations. Additional training shall be conducted for newly promoted personnel to the rank of Sergeant and Lieutenant to include Acting Sergeants.

~~4.~~

C. Performance Evaluation of Employees

1. Full-time personnel, with the exception of personnel in on-the-job training (OJT) status, shall meet with their direct supervisor to evaluate their progress in meeting performance and career goals on a quarterly basis.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

2. The employee's direct supervisor shall conduct an initial review meeting within thirty (30) days from the transfer date of the employee.
3. During the initial review meeting, an employee and their direct supervisor shall review performance expectations and establish performance and career goals for the annual review period.
4. At the conclusion of the initial review meeting, the employee and their direct supervisor shall set or modify goals and initiatives for the upcoming quarter. These meetings shall be scheduled quarterly during the annual evaluation period.
5. The employee's direct supervisor shall review their employee's performance evaluation in PeopleSoft, as follows:
 - a. If personnel are incorrectly assigned to a supervisor, the supervisor shall immediately notify the Personnel Management Division of the error:
 - i. The Human Resources Division shall reassign personnel to the correct supervisor within one (1) calendar week.
 - ii. If the Human Resources Division does not reassign personnel within one (1) calendar week, the supervisor shall alert the chain of command and follow up with the Human Resources Division.
 - b. In addition, supervisors shall review the employees assigned to them in PeopleSoft thirty (30) days prior to Talent Management PeopleSoft checkpoints or annual evaluation periods reviews:
 - i. Supervisors shall be responsible for notifying the manager assigned of to the Personnel Management Division of any employees who are incorrectly assigned to them thirty (30) days prior to a checkpoint or an annual evaluation period review.
 - ii. The manager of the Personnel Management Division shall ensure these employees are assigned to the appropriate supervisor and shall notify that the supervisor shall be notified to complete the checkpoint.
 - iii. If ~~in the event~~ personnel are transferred or promoted within thirty (30) days of a checkpoint or annual evaluation period, their supervisor will need to complete the evaluation and close out the check-point and evaluation at the time of transfer or promotion.
 - c. When employees are placed on restrictive duty or Temporary Duty Assignment (TDY), they shall not be reassigned. TDYs, Injured Light Duties (ILDs), or similar temporary assignments cannot be updated in PeopleSoft. ~~Performance Management~~ which functions as the true source of record.
 - i. If personnel are on ILD or a TDY assignment at the time of the checkpoint, the supervisor shall consult with personnel's temporary supervisor and document this in ~~the review~~ PeopleSoft.
 - d. The direct supervisor shall transfer the documents of personnel on military leave for more than three (3) months to the Operations Review Section Lieutenant within fourteen (14) calendar days of starting military leave.
 - i. Department ~~Personnel~~ on military leave for three (3) or more months shall be exempt from the ~~Performance Management~~ evaluation requirements



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

outlined in this Standard Operating Procedure (SOP) for the duration of their leave.

- e. Employees on Family and Medical Leave Act (FMLA) leave shall remain assigned to their direct supervisor in PeopleSoft. The supervisor shall complete the checkpoint when it is due and indicate that the employee is ~~personnel is on~~ FMLA leave.
- f. If a supervisor is retiring, they shall ensure all personnel assigned to them are transferred to the supervisor or acting supervisor who will take command of the unit.
- g. The Lieutenant shall be responsible for ensuring this is completed.

~~The employee's direct supervisor shall finalize the performance document/Performance Document at the end of the annual evaluation period. The topics shall include:~~

- ~~Results of the annual progress report employee evaluation;~~
- ~~Accomplishments; and~~
- ~~Career counseling for advancement.~~

6. The employee's direct supervisor shall be responsible for checking all available Department databases, to ensure the employee is accurately evaluated based upon all available information.

~~The employee's direct supervisor shall enter relevant events into an employee's performance evaluation documents, to ensure accurate and complete evaluations.~~

~~These events should be entered in the employee's performance evaluation documents during the checkpoint period it happened in, unless the event is still under investigation.~~

~~If the event incident is under investigation, it shall be entered when the investigation is complete.~~

~~Relevant events include, but are not limited to, the following:~~

- ~~Commendations and/or awards, consistent with SOP Awards and Recognition;~~
- ~~Use of force incidents; and~~
- ~~Policy violations.~~

~~The employee's direct supervisor shall be responsible for checking all available Department databases, to ensure the employee is accurately evaluated based upon all available information.~~

~~The direct supervisor's immediate superior shall review each employee's performance evaluation rating for timeliness, accuracy, completeness, fairness, and impartiality. All are required to approve or deny the ratings by the respective due date.~~



2-7. Police cadets and recruit officers in on-the-job training (OJT) status shall be evaluated using tools provided by the Department's Field Training and Evaluation and Program (FTEP), consistent with SOP Field Training and Evaluation Program.

D. Performance Evaluation of Supervisors

1. Supervisors shall be evaluated on the quality of their use of force reviews. To ensure this is done accurately and consistently, a use of force review shall be entered in the performance period in which the use of force investigation is completed by the supervisor's chain of command for Level 1 use of force cases.

a. For the purpose of documenting a use of force review in a performance evaluation, a use of force is finalized when it has been completely reviewed by the supervisor's chain of command.

i. If no policy violations or issues are identified during the review than the use of force review can be entered into the current performance evaluation period.

ii. If a policy violation is submitted on the Level 1 review, the use of force shall be entered when the Internal Affairs investigation is complete.

b. Each review period a random sample of supervisors who received an Internal Affairs Request for a deficient supervisory use of force shall be audited. The audit shall ensure compliance with this policy.

i. The criteria for an accurate performance evaluation, in regards to use of force category, encompasses the following criteria:

1. Was the use of force documented in the performance evaluation?

2. Were policy violations or issues with the use of force documented in the employee's performance evaluation in the correct checkpoint/reporting period?

3. Did the performance evaluation address the action taken for each policy violation? Including but not limited to discipline and remedial training?

ii. If an employee's document is selected for the audit their commander shall be sent notification and the commander shall be responsible for filling out the Employee Performance Audit form.

7

~~3. Each full time employee personnel, with the exception of personnel in on the job training (OJT) status, shall meet quarterly with his or her direct supervisor to evaluate their progress in meeting performance and career goals on a quarterly basis.~~

~~4. Performance documents shall relate to and be guided by:~~

~~a. The Department's Mission and Vision Statements;~~

~~b. The Department's values: (Integrity, Respect, Fairness, and Pride);~~

~~c. Department goals and objectives;~~

~~d. Unit goals and responsibilities;~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

- ~~e. Et Commitment to ethical and objectively reasonable uses of force, including /shows of force; and~~
- ~~f. Constitutional Commitment to constitutional and community policing.~~

~~5. During the initial review meeting, an employee and their At the initial review meeting, the direct supervisor and employee sh will review performance expectations and establish performance and career goals for the annual review period, at the initial review meeting year.~~

~~6. At the conclusion of the initial review meeting, the employee and their direct supervisor sh will set or modify goals and initiatives for the upcoming quarter. These meetings sh will be scheduled quarterly during the annual evaluation period.~~

~~7. The direct supervisor shall finalize the performance document aAt the end of the annual evaluation period, the direct supervisor sh will finalize complete the performance document. The T topics will sh include:~~

- ~~a. Results of the annual progress report employee evaluation;~~
- ~~b. Accomplishments; and~~
- ~~c. Career counseling for advancement.~~

~~Supervisors are responsible for entering relevant events into an employee's performance evaluation document. To ensure accurate and complete evaluations, supervisors are responsible for entering relevant events into an employee's performance document.~~

~~These events should be entered in the performance evaluation document during the checkpoint period it happened in, unless the event is still under investigation.~~

~~If the incident is under investigation, it shall be entered when the investigation is complete, in a timely manner that is consistent with training.~~

~~Relevant events include, but are not limited to, the following:~~

- ~~8.~~
 - ~~a. Commendations and/or awards, consistent with SOP Awards and Recognition;~~
 - ~~b. Use of f Force incidents; and~~
 - ~~Policy violations.~~

~~Supervisor's shall be evaluated on the quality of their use of force reviews. To ensure this is done accurately and consistently, a use of force review shall be entered in the performance period in which the use of force investigation is completed by the supervisor's chain of command for level 1 one use of force cases.~~

~~For the purpose of documenting a use of force review in a performance evaluation, a use of force is finalized when it has been reviewed completely by the supervisor's chain of command.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

- ~~— If no policy violations or issues are identified during the review than the use of force review can be entered into the current performance evaluation period.~~
- ~~— If a policy violation is submitted on the Level 1 review, the use of force shall be entered when the Internal Affairs investigation is complete.~~
- ~~— Each review period a random sample of supervisors who received an Internal Affairs Request for a deficient supervisory use of force shall be audited. The audit shall ensure compliance with this policy.~~
- ~~— The criteria for an accurate performance evaluation, in regards to use of force category, encompasses the following criteria:~~
 - ~~— Was the use of force documented in the performance evaluation?~~
 - ~~— Were policy violations or issues with the use of force documented in the employee's performance evaluation in the correct checkpoint / reporting period?~~
 - ~~— Did the performance evaluation address the action taken for each policy violation. violation? ? Including but not limited to discipline and , remedial training?.~~
- ~~— If an employee's document is selected for the audit their commander sha will be sent notification and the commander shawill be responsible for filling out the Employee Performance Audit form.~~

~~6. —~~

- ~~— When inputting information pertinent for the progress report, the employee's direct supervisor shawill be responsible for checking all available Department databases, to ensure the employee is accurately evaluated based upon all available information.~~

~~9. — When they input information pertinent for the progress report.~~

- ~~— Employees shall have the right to submit written responses to all derogatory documents placed in their human resources file or PeopleSoft performance document.~~

~~Written responses shawill be placed in the appropriate file.~~

~~10. — Derogatory material may be purged within twelve (12) months from the employee's human resources file at the respective Deputy Chief's discretion.~~

- ~~11. The direct supervisor's immediate superior shawill review each employee's performance evaluation rating for timeliness, accuracy, completeness, fairness, and impartiality. All are required to approve or deny the ratings by the respective due date.~~

- ~~12. Police cadets and recruit officers in eOn the jJob tTraining (OJT) status shawill be evaluated using tools provided by the Department's training Academy Field Training Evaluation and Program.~~

- ~~— The direct supervisor and employee shawill review the performance document in quarterly check pointprogress report meetings.~~



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

~~Documents shall be completed and submitted through PeopleSoft Performance Management by their checkpoint or annual due date.~~
~~13. The Personnel Management Division shall notify the appropriate Deputy Chief of all overdue performance documents.~~

~~B.E.~~ Rating Period

~~1. The direct supervisor shall conduct the initial review meeting shall take place within thirty (30) days from the transfer date of the employee personnel.~~

~~The rating period is shall be on an annual basis.~~

~~2. In addition, upon the transfer of either the employee or the direct supervisor, the direct supervisor shall prepare a Performance Document prior to the transfer for the portion of the rating period that has occurred under his/her/their supervision.~~

~~4.1. Department employees, with the exception of those in OJT status, shall use the established rating period in PeopleSoft Performance Management.~~

~~2. The direct supervisor's immediate superior shall review each employee's performance evaluation rating for timeliness, accuracy, completeness, fairness, and impartiality. All are required to approve or deny the ratings by the respective due date.~~

~~3. The rating period is completed in PeopleSoft on an annual basis.~~

~~a. In addition, upon the transfer of either the employee or the direct supervisor, the direct supervisor shall prepare a Performance Document prior to the transfer for the portion of the rating period that has occurred under their supervision.~~

~~C. Training Talent Management~~

~~Department personnel shall be trained on performance evaluations. Additional training shall be conducted for newly promoted personnel to the rank of Sergeant and Lieutenant to include Acting Sergeants.~~

~~G. Probationary and Newly Promoted Employee Progress Reports Sworn Employees Personnel~~

~~0. As part of the final Performance Document, a Performance Progress Report shall be completed as follows:~~

~~Quarterly reports, upon the completion of OJT for employees sworn personnel promoted to Sergeant and Lieutenant for the first year following promotion; and~~

~~Quarterly reports, upon the completion of OJT for patrolman second class for the first year.~~



~~N.F.~~ Unsatisfactory Performance

1. If a supervisor believes ~~their~~ an employee is not performing satisfactorily, the supervisor ~~sh~~will meet with the employee to document and discuss these concerns and identify performance deficiencies.
 - ~~a.~~ Based on the meeting, the supervisor may adjust the ~~performance document~~ Performance Document to assist the employee in meeting objectives.
 - ~~b.~~ This meeting ~~should~~ shall be scheduled as soon as the supervisor is made aware of the employee's unsatisfactory performance.
 - ~~4.c.~~ Supervisors are expected to document disciplinary concerns and correct deficiencies of their subordinates in the PeopleSoft ~~performance document~~ Performance Document.
2. Unsatisfactory work performance may include, but is not limited to the following:
 - a. Policy violations;
 - b. Failure to conform to work standards established for ~~the person's~~ sworn personnel's rank, grade, or position;
 - c. Failure to perform job duties consistent with constitutional and community policing; and
 - ~~d.~~ Any other reason supported by facts that adversely affect performance.

7

~~All non-probationary employees personnel whose performance is deemed to be unsatisfactory should receive prompt written notice from their supervisor.~~

~~3. Written notification shall be a remark noted in the performance document. These remarks will not replace the appropriate Internal Affairs (IA) referrals.~~

~~O.G.~~ Review of Performance ~~Evaluation~~ Document Progress by Department Personnel

1. The manager assigned to the Personnel Management Division ~~sh~~will review the progress of individual employee performance evaluations in the Talent Management System ~~PeopleSoft~~ to ~~assure~~ verify a review of all checkpoints have been completed by the employee's direct supervisor.
- ~~4.~~ When ~~re~~ an employee's direct supervisor is found to have failed to complete a Performance d Document on time, their chain of command shall be notified. The chain of command shall complete an Internal Affairs Request document (IAR) and ensure all checkpoints are completion of all checkpoints. an internal affairs document shall be submitted to assure completion of all checkpoints, Department personnel shwill notify the Area Commander and Deputy Chief to take appropriate corrective action.

a.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP -3-32

P&P Draft 08/25/2021

2. ~~It shall be the responsibility of the employee's direct supervisor to review employees personnel assigned to them their employees performance evaluation in PeopleSoft on a monthly basis, as follows:~~
 - a. ~~If employees personnel are incorrectly assigned to a supervisor, the supervisor shall immediately notify the Personnel Management Human Resources Division of the error:
The Human Resources Division shall reassign personnel to the correct supervisor within one (1) calendar week.~~
 - i. ~~If the Human Resources Division does not reassign personnel within one (1) calendar week, the supervisor shall alert the chain of command and follow up with the Human Resources Division.~~
 - b. ~~In addition, supervisors shall review employees assigned to them in PeopleSoft Performance Management thirty (30) days prior to Talent Management checkpoints or annual reviews:~~
 - i. ~~Supervisors shall be responsible for notifying the manager of the Personnel Management Division of any employees incorrectly assigned to them thirty (30) days prior to a checkpoint or an annual review.~~
 - ii. ~~The manager of the Personnel Management Division will shall ensure these employees are assigned to the appropriate supervisor and that supervisor shall be notified to complete the checkpoint.~~
 - iii. ~~In the event personnel are transferred or promoted within thirty (30) days of a checkpoint or evaluation period, their supervisor will need to complete the evaluation and close out the check point and evaluation at the time of transfer or promotion.~~
 - c. ~~When employees are placed on restrictive duty or Temporary Duty Assignment (TDY), they shall not be reassigned. TDY's, Injured Light Duty's (ILDs), or similar temporary assignments cannot be updated in PeopleSoft (Job Data) Performance Management which is the true source of record.~~
 - i. ~~If an employee personnel are is on ILD or a TDY at the time of the checkpoint, the supervisor shall consult with the employee's personnel's temporary supervisor and document this in the review.~~
 - d. ~~The direct supervisor shall transfer the documents of employees personnel on military leave for more than three (3) months to the Operations Review Lieutenant within fourteen (14) calendar days of starting military leave.~~
 - i. ~~Personnel on military leave for three (3) or more months shall be exempt from Pperformance Mmanagement for the duration of their leave.~~
 - e. ~~Employees on Family and Medical Leave Act (FMLA) shall remain assigned to their direct supervisor in PeopleSoft. The supervisor shall complete the checkpoint when it is due and indicate that the employee personnel is on FMLA.~~
 - f. ~~If a supervisor is retiring, they shall ensure all personnel assigned to them are transferred to the supervisor or acting supervisor who will take command of the unit.~~
 - g. ~~The Watch Lieutenant shall be responsible for ensuring this is completed.~~