

Title: 13.1 Performance Evaluations

Document Owner: Joseph Boisclair (Chief of Police)	Date Created: 01/20/2021
Approver(s): Joseph Boisclair (Chief of Police)	Date Approved: 01/20/2021
Document Type, NYS Law Enforcement Accreditation Standards: 13.1	01/20/2022: 12/17/2016

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy: It is the policy of the Glens Falls Police Department to conduct annual performance evaluations.

Purpose: The purpose of the performance evaluations is to make a formal determination of an individuals job-related actions within their position.

Procedure:

- A. On an annual basis performance evaluation will be performed on all Police Officers, Patrol Sergeants, Detective Sergeants and Lieutenants.
- B. The evaluations will be conducted using the form attached to the Collective Bargaining Agreement established as Exhibit "A". The same form is also attached to this policy.
- C. The performance evaluations will be completed in accordance with the Collective Bargaining Agreement as outlined in sections 3.2.1. Section 3.2.2 of the Collective Bargaining Agreement states that every officer shall be entitled to submit a written response to their individual evaluation which will be documented on page two of the evaluation form under the employee comments section.
- D. Every rater participating in the performance evaluation process must first complete a Course in Police Supervision.

Authority:



G. Joseph Boisclair
Chief of Police