



Stl'atl'imx Tribal Police Service

Administrative Policy: AB140 Performance Evaluation

Effective Date: 2010-03-05 Revision Date:

1.0 Policy

Performance Evaluation System

1.1. The Stl'atl'imx Tribal Police Service (STPS) will provide sworn personnel, upon appointment, a copy of the dress and appearance standards and the Police (Discipline) Regulations

1.2. The STPS will evaluate personnel performance, through a department performance evaluation system that:

- Serves both the:
 - STPS
 - STPS personnel
- Defines the objectives of the performance evaluation system
- Includes:
 - Measurement definitions
 - Procedures for use of forms
 - Evaluator responsibilities
 - Evaluator training
- Ensures that all elements of the performance evaluation system are made accessible to department personnel including the evaluation process
- Provides for the retention of performance evaluations
- Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer, and is evaluated biennially and revised if necessary

Evaluation Process

1.3. A written annual performance evaluation of each employee within the STPS will be undertaken using a process that:

- Addresses both regular and probationary personnel during their period of probation
- Specifies that personnel will be rated by their immediate Supervisors
- Provides counselling to personnel, at the beginning of the evaluation period, concerning:
 - Tasks of the position occupied



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- Level of performance expected
- Evaluation rating criteria
- Ensures that all elements of the performance evaluation process are made accessible to department personnel including:
 - Explanatory comments for performance ratings
 - Applicable regulations, standards, policies and procedures
- Provides for:
 - A copy of the completed evaluation report to be provided to the employee
 - Employee review of the completed evaluation report
 - The opportunity for the personnel to sign the completed performance evaluation report and make comment on it
 - An interview between evaluator and employee

Review/Appeal

- 1.4. The performance evaluation system within the STPS will provide for the review of contested evaluation reports

Recognition and Remedial Measures

- 1.5. The STPS will seek to improve employee productivity and effectiveness through a recognition and remedial measures process that includes the use of:
 - Rewards
 - Training
 - Counselling



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2.0 Reason for Policy

Performance Evaluation System

- 2.1. To foster fair and impartial STPS personnel decisions
- 2.2. To provide a medium for STPS personnel counselling and the identification of counselling needs
- 2.3. To provide an objective and fair means for measurement and recognition of STPS personnel performance

Evaluation Process

- 2.4. To provide a consistent process for the evaluation of individual performance
- 2.5. To stimulate individual morale and motivation and enhance consistency in rewarding personnel

Review/Appeal

- 2.6. The right of STPS personnel to challenge any aspect of the performance evaluation system is an integral part of the process itself. A formal process should allow personnel an opportunity not only to register their dissatisfaction with the results of specific components of the process, but also to have evaluations formally reviewed by the department

Recognition and Remedial Measures

- 2.7. To enhance consistency in rewarding personnel
- 2.8. To provide the process to undertake corrective action

Evaluator

- 2.9. To ensure ratings have fairness, impartiality and uniformity



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3.0 Procedures

3.1. Performance Evaluation

- 3.1.1. The STPS Chief Officer will review the Performance Evaluation process biannually and revise process as necessary
- 3.1.2. New STPS Constables will be given, by their respective supervisor, a copy of
 - AC180 Uniform and Insignia
 - AC130 STPS Discipline
- 3.1.3. STPS personnel will have performance evaluations conducted by their respective supervisor
- 3.1.4. The STPS Chief Officer will conduct performance evaluations for:
 - STPS Departmental Sergeant Lillooet
 - STPS Departmental Sergeant Mount Currie
 - Financial Clerk
- 3.1.5. The STPS Departmental Sergeant Lillooet, will conduct performance evaluations for:
 - All STPS personnel working out of the Lillooet office with the exception of the Financial Clerk and STP Board Coordinator
- 3.1.6. The STPS Departmental Sergeant Mount Currie, will conduct performance evaluations for:
 - All STPS personnel working out of the Mount Currie office with the exception of the STPS Chief Officer
- 3.1.7. STPS Field Training Officers will conduct performance evaluations for Block IV Police Officer General Training Program Constables
- 3.1.8. STP Board will conduct performance evaluations for the STP Board Coordinator



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3.2. Performance Evaluation Form

3.2.1. The STPS Performance Evaluation Form is located in Appendix AB140.1

3.3. Performance Evaluation Periods

3.3.1. Constables:

- **On Probation Block IV Training:**
 - 1 week
 - 1 month
 - 3 month
 - 9 month
 - ✓ (STPS Performance Evaluations to be included in, JIBC Block IV – Police Constable Certification Evaluation Report)
- **On Probation**
 - 1 Week
 - 3 month
- **Non Probation**
 - Annually from initial date of hire

3.3.2. Civilian Personnel

- On Probation
 - 1 week
 - 3 month
- Non Probation
 - Annually from initial date of hire

3.4. Performance Evaluation Instruction

3.4.1. Objectives:

- Foster fair and impartial personnel decisions
- Maintain and improve performance
- Provide a medium for personnel counselling
- Facilitate proper decisions regarding probationary employees



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- Provide an objective and fair means for measurement and recognition of individual performance
- Identify training needs

3.4.2. Evaluator:

- Will meet with STPS Chief Officer prior to using the form to discuss
 - What is expected in a STPS Performance Evaluation
 - Evaluation Ratings
- Will Inform personnel:
 - Of upcoming evaluations prior to evaluation
 - Tasks of the position occupied
 - Level of Performance expected
 - Evaluation rating criteria
 - They will be required to review and sign completed evaluation form
 - They may comment on evaluation in writing and attach it to the completed evaluation form
 - That, after reviewing the completed evaluation, they may schedule a meeting with the Evaluator to discuss and resolve any grievance(s) related to the evaluation
 - If no resolution can be reached then they may write a detailed letter outlining the grievance(s) to the STPS Chief Officer
 - After the STPS Chief Officer has reached a decision on the grievance(s) both parties will be informed in writing
- Completed Evaluation forms
 - Will be given to respective personnel for review and signature
 - Original with personnel comments to be given to the STPS Chief Officer for Storage in personnel files



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3.5. Recognition and Remedial Measures

3.5.1. Recognition STPS Constables

Based upon written submissions and/or recommendations from Departmental Sergeants, the STPS Chief Officer may recommend one of the following degrees of commendation:

- Written recognition from the **STPS Departmental Sergeant**
 - For an understanding performance in relation to a single investigation, operation, or incident where there was minimal or no risk exposure to actual or anticipated danger
 - For diligent and sustained effort in the performance of duties well above that which is normally expected
- Written recognition from the **STPS Chief Officer**
 - For demonstrating the highest standards of police conduct or humanitarianism in a single operation, incident or investigation where there was a high risk or exposure to danger
 - For demonstrating over the course of a single investigation, operation or incident exceptional skill, judgement, dedication or integrity in the performance of duty
 - For developing a method or program to increase efficiency that significantly effects the operation of one or more sections of the STPS
- Written recognition from the **STP Board**
 - For demonstrating the highest standards of Police conduct or humanitarianism in a single operation, incident or investigation, where there was a high risk or exposure to danger
 - For demonstrating over a period of time exceptional skill, judgement, dedication or integrity in the performance of duty
 - For developing a method or program to increase efficiency that significantly effects the operation of the STPS as a whole



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- Submission for consideration by a **Police Honours Committee, Ministry of Public Safety and Solicitor General**
 - **Valour:**

This is the highest award for a police officer in British Columbia and involves an act of exceptional valour in the face of extreme hazard. It is awarded to police officers who purposely took action for the benefit of others while knowing that, in doing so, they placed themselves at substantial risk of death or serious injury
 - **Meritorious Service:**

This is exemplary performance that enhances the image of police officers in British Columbia. It is awarded to police officers who clearly demonstrated that they acted in a manner significantly beyond the standard normally expected

3.5.2. Recognition STPS Civilian Personnel

Civilians are eligible for commendation based on the following criteria:

- Recognition by the **Stl'at'imx Tribal Police Board** when:
 - on their own initiative and in the face of actual or anticipated danger, they have:
 - assisted the STPS in preventing a crime
 - assisted in apprehending or attempting to apprehend an offender
 - made a life saving attempt
- Recognition by the **STPS Chief Officer** when:
 - on their own initiative, in the absence of any danger, they have:
 - assisted the STPS in preventing a crime
 - assisted in the apprehending or attempting to apprehend an offender
 - made a life saving attempt
 - they have provided substantial facilities or personal assistance during a police investigation or incident



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3.5.3. Commendations

- To be placed in personnel file
- Published on STPS website
- Released to media as appropriate

3.5.4. Remedial Measures

- For performance evaluation weaknesses
 - Evaluator to discuss options with STPS Chief Officer
 - Increased counselling by supervisor
 - Training
 - Re-training



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Appendix AB140.1:

