



Wichita Police Department Policy Manual

Approved by:

Policy 215 – Performance Appraisals

Page 1 of 1

Maintained by: Information Services

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- 215.01 Notification that performance appraisals are due will be sent from the Department Payroll Supervisor to the Division Secretaries. The Division Secretaries will then forward the notification to the appropriate Bureau Commander / Secretary. Each Division and Bureau Commander / Secretary will establish a system for logging the status of performance appraisals.
- 215.02 All immediate supervisors shall prepare a performance appraisal on each of their assigned personnel annually. The period of evaluation shall not exceed twelve (12) months. The following documents will be utilized to complete a performance appraisal:
 - R A. Performance Appraisal Form
 - B. Performance Appraisal Essential Duties List
 - C. Performance Appraisal Self Evaluation Form
 - D. Performance Appraisal Employee Development Plan – as applicable
 - E. Performance Appraisal Employee Improvement Plan – as applicable
- 215.03 The Performance Appraisal Self Evaluation Form and the Employee Development Plan or Employee Improvement Plan will be included with the WPD Performance Appraisal Form when completed.
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- 215.04 Supervisors will ensure that a 6-month follow-up meeting with the employee, as required in the Employee Development Plan, is scheduled and documented in the employee's work performance file.
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- 215.05 Immediate supervisors must have supervised an employee at least one-hundred, eighty (180) calendar days before they can prepare a performance appraisal on him/her.
 - A. If the supervisor has not supervised the employee for 180 calendar days, he or she must contact the employee's previous immediate supervisor and the two will complete the performance appraisal together. Both supervisors will sign the appraisal to ensure the employee's performance for the rating period has been accurately documented;
 - B. When an employee is temporarily reassigned to another bureau or section for a period exceeding ninety (90) calendar days during a twelve (12) month period, the individual who supervised the employee for that period of time and the employee's assigned immediate supervisor will complete the appraisal together. Both supervisors will sign the evaluation to ensure the employee's performance for the rating period has been accurately documented;
 - C. The current supervisor is ultimately responsible for the completion and submission of the employee's performance appraisal.
- PROBATIONARY EMPLOYEE
- 215.06 During probation, the new employee will receive the close supervision and training necessary to learn the skills and procedures required for the job. Immediate supervisors are responsible for informal monthly evaluations of the new employee's progress, with feedback on accomplishments and areas for development.