

Purpose

An Employee Performance Evaluation (EPE) is intended to provide feedback and to recognize employee performance; modify behavior; and to provide data for making personnel decisions involving compensation, training, development, discipline or termination. To ensure fairness and accuracy, employees will have the right to review and discuss the evaluation before it is finalized.

Policy

It is the policy of the Cecil County Sheriff's Office to have an Employee Performance Evaluation for all employed personnel, consistent with County Government Personnel Policy and Procedures.

Procedures

- A. Use of Performance Evaluation Results:
1. Employee Performance Evaluation (EPE) results may be used in the following instances:
 - a) Grant or deny salary step increases.
 - b) Consideration for transfer or special assignment.
 - c) Consideration for promotion.
 - d) Retention or termination of an employee consistent with the Law Enforcement Officer's Bill of Rights and County Government Personnel Policy and Procedures.
 2. Employee Performance Evaluation's (EPE) shall be used to qualify to compete in all promotional processes.
 3. To qualify for a promotional process, an employee must receive a rating of "SATISFACTORY" or better performance rating in all factors for a twelve (12) month period prior to the beginning of the testing cycle, documented by the Employee Performance Evaluation (EPE).
 4. An employee may be denied transfer or assignment to a specialized unit if he/she does not receive a rating of "SATISFACTORY" or better performance rating in all factors documented in the Employee Performance Evaluation (EPE) for the most recent evaluation period.
 5. Employees that qualify for a promotional process must maintain a rating of "SATISFACTORY" or better performance rating in all factors documented in

the Employee Performance Evaluation (EPE) to remain eligible for promotion.

6. An employee with an overall rating of “NEEDS IMPROVEMENT” or “UNSATISFACTORY” may be denied a pay/step increase until the employee’s performance improves to an overall “SATISFACTORY” rating documented in the Employee Performance Evaluation (EPE).

B. Evaluation of Probationary Employees:

1. A probationary term for sworn employees of the Sheriff’s Office is eighteen (18) months from date of hire. Non-sworn employees shall serve a probationary term of six (6) months.
2. Employees in an initial probationary status will earn but are prohibited from using any Annual or Sick Leave during the first six (6) months of employment.
3. Employees in a probationary status shall be rated on a “Probationary Progress Review” (County Government Policy and Procedures). Sworn employees will be evaluated at three (3), six (6), and eighteen (18) month intervals as a new employee. Upon promotion for sworn personnel, employees will be evaluated at three (3) and six (6) month intervals and following a transfer for non-sworn employees.
4. A probationary law enforcement employee’s evaluation period shall commence upon completion of formal entrance level training.
5. For sworn employees who are hired and possess a Maryland Police and Standards Training Commission (MPSTC) Certification, a probationary term will commence upon date of hire.
6. Upon conclusion of the first year of service all employees will be evaluated utilizing CCSO Form SO-220 (Employee Performance Evaluation).

C. Supervisory Responsibility:

1. Supervisors shall maintain all notes, memos, letters, counseling statements, or other documentation relating to a subordinates positive and negative performance.
2. A Job Observation Ledger will be maintained and contain the notes, memos, letters, counseling statements, or other documents mentioned above. These documents will be cataloged, listed and filed in chronological order by date of receipt utilizing CCSO Form SO-081 (Job Observation F&I Record).
3. Any problem with a subordinate’s performance must be brought to the subordinate’s attention immediately or as soon as practical and documented

utilizing CCSO Form SO-019 and entry logged on CCSO Form SO-081 (Job Observation F&I Record).

4. Supervisors will meet quarterly with subordinates and review all entries on the CCSO Form SO-081 (Job Observation F&I Record) and file contents.
5. The subordinate will be given an opportunity to review, initial, and comment in writing on the form. Supervisors will note all conflicts, interpretations, and/or disagreements. If an employee "Refuses" to initial the form, the supervisor will enter "Refused" in the space provided.
6. Supervisors are required to complete the yearly CCSO Form SO-220 (Employee Performance Evaluation) and shall utilize the contents of the job observation material when completing the subordinate's yearly Employee Performance Evaluation (EPE) to justify the performance rating. Regardless of the rating level, supervisors are required to comment upon subordinate's performance in each factor applicable to the subordinate. Any factor not applicable to the subordinate shall be documented as "Does Not Apply".
7. Upon completion of the CCSO Form SO-220 (Employee Performance Evaluation) the supervisor will sign as the evaluator and forward the evaluation and all related materials to the reviewer prior to presentation to the subordinate.

D. Criminal Background and Records Checks:

1. All supervisory staff completing yearly Employee Performance Evaluation's (EPE) on subordinate employees will complete criminal background and motor vehicle records check of the employee being rated in compliance with the Prison Rape Elimination Act (PREA), specifically all employees who may have contact with any detainees and/or inmates of any kind.
2. A CCSO Form SO-111 (Request for Criminal History) will be completed by the supervisor for the evaluation of the employee.
3. The supervisor will confirm through NCIC, METERS and NLETS systems that the employee being evaluated has not:
 - a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
 - b) Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - c) Been civilly or administratively adjudicated to have engaged in the activity described above in this section.

4. The supervisor will indicate on CCSO Form SO-220 (Employee Performance Evaluation) that the above checks have been made and make notation in the appropriate block.
5. The discovery of any violation of this subsection shall be reported in accordance with the agency Code of Conduct, Chapter 2.

E. Reviewer:

1. The reviewer shall assess the evaluation completed by the supervisor, agree or disagree with the rating, and document their comments. The reviewer will sign and date CCSO Form SO-220 (Employee Performance Evaluation) and return it to the supervisor for presentation to the subordinate.

F. Appraisal Meeting:

1. Upon return of CCSO Form SO-220 (Employee Performance Evaluation) from the reviewer, the supervisor will conduct a meeting with the subordinate. At this time the subordinate may offer any documentation he/she has regarding any discrepancies or problems with the evaluations.
2. A subordinate has 48 hours from the date and time of the appraisal meeting, excluding weekends and holidays, to present additional documentation he/she believes are appropriate.
3. Any problems or discrepancies between the supervisor and the subordinate will be forwarded to the reviewer for resolution.
4. At the conclusion of the evaluation meeting, the subordinate will sign and date the CCSO Form SO-220 (Employee Performance Evaluation) to document that he/she has read and has received a copy of the evaluation.
5. The subordinate's signature does not indicate agreement or disagreement with the evaluation.
6. The subordinate has twenty four (24) hours to review a copy of his/her CCSO Form SO-220 (Employee Performance Evaluation) before signing the original.
7. As a part of the Employee Performance Evaluation (EPE) review, each employee will sign and date the PREA Affirmation section of CCSO Form SO-220 (Employee Performance Evaluation).

G. Employee Meeting with Reviewer:

1. If a subordinate desires to meet with the reviewer regarding the rater's evaluation, he/she shall request a meeting with the reviewer in the "Employee Comment" section of CCSO Form SO-220 (Employee Performance Evaluation).
2. If after the meeting with the reviewer, the affected subordinate still desires to protest the evaluation, he/she may do so consistent with County Government Personnel Policy and Procedures.
3. Once the appraisal process is complete, the original CCSO Form SO-220 (Employee Performance Evaluation) will be forwarded to the Director of Law Enforcement for final approval and processing.

H. Retention and Confidentiality of Evaluations:

1. All CCSO Form SO-220 (Employee Performance Evaluation) and related documentation are considered confidential information.
2. The rater may maintain a copy of a subordinate's most recent CCSO Form SO-220 (Employee Performance Evaluation) for file in a Job Observation Record for reference purposes to be used only for the next rating cycle.
3. When a subordinate employee is transferred/ reassigned, the supervisor will complete an advisory evaluation utilizing CCSO Form SO-220 (Employee Performance Evaluation). The supervisor will forward the CCSO Form SO-220 (Employee Performance Evaluation) to the subordinate's new supervisor along with all documentation and CCSO Form SO-081 (Job Observation F&I Record) records.
4. To be eligible to receive an Employee Performance Evaluation (EPE) for a current rating period, a subordinate must work a minimum of thirty (30) on duty days in a full duty status.
5. Supervisors will complete an explanation in memorandum form and forward it through the chain of command when a subordinate does not qualify to receive a current Employee Performance Evaluation (EPE).
6. The original copy of the completed CCSO Form SO-220 (Employee Performance Evaluation) will be forwarded to Human Resources. A copy will be filed and maintained in the Agency's personnel records for as long as the employee is employed by the Agency plus five (5) years for records retention and PREA audit purposes.