


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT	POLICY NUMBER 7.03
	PERFORMANCE PLANNING AND EVALUATION	ISSUE DATE 02/01/96
	APPLICABLE CALEA STANDARDS	REVISION DATE 02/01/10
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7.03.01 PURPOSE

To provide guidance to supervisors in Performance Planning and Evaluation sessions. This policy will supplement procedures established in Policy #5.14, DHSMV Management Manual.

7.03.02 AUTHORITY

Policy #5.14, DHSMV Management Manual

7.03.03 POLICY

It is the policy of the Florida Highway Patrol to provide employees with a clear understanding of their role in accomplishing the mission and goals of the agency; and the level of performance required to meet expectations. Through ongoing communication regarding performance and expectations, members will be provided feedback regarding strengths and areas for improvement; identify learning and developmental goals; and, when funds are available, provide a basis and documentation for awarding discretionary merit increases and /or lump sum bonuses.

7.03.04 DEFINITIONS

PPAE - An acronym indicating the formal Performance Planning and Evaluation process as established in Policy #5.14, DHSMV Management Manual.

RATER – The member’s immediate supervisor or another managerial member who has knowledge of the member’s duties, responsibilities, and job performance.

7.03.05 OBJECTIVES

- A. To provide guidelines for supervisors in conducting Performance Planning and Evaluations and maintaining established timelines.
- B. To establish Performance Planning and Evaluation session procedures.
- C. To provide for a more frequent review and feedback of employee job performance.

7.03.06 RESPONSIBILITIES

- A. Supervisors (Raters) are responsible for:
 - 1. Conducting Performance Planning and Evaluation sessions as provided in Policy #5.14, DHSMV Management Manual.
 - 2. Providing ongoing communication with members regarding their progress toward meeting performance expectations.
 - 3. Maintaining a work file on each employee that they supervise.
 - 4. Recognizing significant or exceptional contributions made by an employee utilizing the Special Recognition/Accomplishment Form (HSMV 91088).
 - 5. Providing an opportunity for member input and participations in all phases of performance evaluation.
- B. The Training Academy will ensure that PPAE training is conducted during first line supervisor courses.

7.03.07 PROCEDURES

- A. PERFORMANCE PLANNING AND EVALUATION (PPAE)
 - 1. PPAE will be conducted/completed in accordance with DHSMV Management Manual Policy #5.14.
 - 2. Once the PPAE form has been completed and reviewed by the second-level supervisor, a discussion with the employee is to be conducted.
 - a. The supervisor should review each standard citing specific examples of superior work or any areas where improvement is needed.
 - b. The supervisor is **NOT** to simply hand the employee a copy of the PPAE form and instruct him/her to read and sign the form. The employee will also be informed that he/she is allowed to make written comments to supplement the form if he/she so desires.
 - c. This discussion would also be a good time to:
 - (1) Review the employee's entire work file.
 - (2) Elicit ideas from the employee for improving the squad's/district's effectiveness.
 - (3) Counsel the employee in areas of advancement or training that would be appropriate for him/her.
- B. ENTRY LEVEL EMPLOYEE PERFORMANCE REVIEW
 - 1. The job performance of all entry-level employees, will be reviewed, in writing, at least quarterly for the duration of their probationary period.

2. For members, the Field Training Program, with its constant review and documentation of the member's progress, will satisfy the requirements of this section.
3. For all other new employees, the Quarterly Probationary New Employee Review Form (HSMV 61146) will be completed by the immediate supervisor and discussed with the employee.
 - a. The review should outline the employee's job performance and any expectation for the next review period.
 - b. A copy of each review will be given to the employee.
 - c. The original of each review will be maintained in the employee's work file for one year following the end of probationary period PPAE.
 - d. The Quarterly Probationary Review is not a substitute for any PPAE which may be required.

C. WORK FILES

1. A supervisor's work file is private and should be shared only with the affected employee.
2. An employee may review his/her work file. Documents and notes placed in the work file should be discussed with the employee.
3. A work file should contain at a minimum:
 - a. The most recent Review and Performance Planning form.
 - b. Letters of commendation.
 - c. Letters of counseling or disciplinary action.
 - d. The position description.
 - e. Requests for or assignment to special details or equipment (TRT, K-9, LOJACK).
 - f. Copies of reports returned for corrections (whether returned by GHQ or any supervisor).
 - g. Supervisory inquiries.
 - h. Monthly inspections.
 - i. Performance Observation Forms (HSMV 62035).
4. Following the completion of a PPAE, the work file documentation should be sealed in an envelope, placed in the back of the work file, and retained for two years following the completion of the PPAE. Items that should remain in the work file include:

- a. Letters of counseling and documentation that supports a letter of counseling less than one year old.
- b. Letters of disciplinary action and documentation supporting disciplinary action which may be considered for the purpose of progressive discipline.
- c. The position description.