


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> RESERVE/AUXILIARY PERFORMANCE APPRAISAL	<b>POLICY NUMBER</b> 18.11
	<b>APPLICABLE CALEA STANDARDS</b> 16.3.8; 35.1.2	<b>ISSUE DATE</b> 03/30/07
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**18.11.01 PURPOSE**

To provide guidance to supervisors in maintaining Reserve/Auxiliary work files and conducting Review and Performance Planning sessions. This policy will supplement procedures established in Policy #5.14, DHSMV Policy .

**18.11.02 AUTHORITY**

Policy #5.14, DHSMV Policy .

**18.11.03 POLICY**

A performance appraisal shall be conducted on each member of the Reserve and Auxiliary annually.

**18.11.04 DEFINITIONS**

- A. Annual Review Date** - The date indicating the annual Performance Appraisal form is due. For all Reserve and Auxiliary members this date shall be July 1.
- B. Annual Performance Appraisal** - A required formal appraisal, completed within 12 months of the last review of the member's overall performance. The appraisal is completed when it has been discussed with the member and signed by the supervisor and member.
- C. Performance Standard** - A stated measure or example of work behavior which has been set at the beginning of the performance planning period or as revised during the period, and describes that which constitutes fully satisfactory performance.
- D. Rater** - The member's current immediate supervisor or other supervisory or managerial member who has been designated by the agency head to conduct the review of a member.
- E. Review Periods** - The time covered by the Performance Appraisal form. Appraisal periods will not overlap.

- F. **Reviewing Authority** - The member's second level supervisor.
- G. **New Reserve/Auxiliary Member** - For the purposes of this chapter, any entry level Auxiliary or Reserve member with less than 1 year of service in the Auxiliary or Reserve program.

**18.11.05 RESPONSIBILITIES**

**1. CONDUCTING APPRAISALS**

- A. Responsibility for conducting the appraisals shall be assigned to:
  - 1. The District Auxiliary Coordinator shall be responsible for completing the appraisal for each Reserve member assigned to the district.
  - 2. Auxiliary members shall be appraised by their supervisor within the Auxiliary.
  - 3. The Colonel of the Auxiliary shall be appraised by the Statewide Auxiliary Coordinator.
- B. Performance standards will be communicated by the immediate supervisor to members in writing using the authorized forms at the beginning of each review period, during the first 30 days after appointment to a position, or within 30 days of the last performance appraisal. Members are only required to meet performance standards which have been defined and identified to them as being part of the position requirements.
- C. The supervisor is responsible for discussing and explaining the standards of performance to each subordinate member. The supervisor will sign and date the appraisal and obtain the signature of each subordinate at the beginning of each appraisal period.
- D. The supervisor is responsible, and will be held accountable in their personal performance appraisal, for tracking due dates and ensuring performance appraisal deadlines are met.
- E. Valid performance appraisals may be used for, but are not limited to:
  - 1. Making management decisions regarding the retention, promotion, demotion or reassignment of members.
  - 2. Informing members of strong and weak points in the member's performance, improvements expected, and current and future training needs.
- F. Supervisors' work files are management tools. Notes made during or subsequent to an appraisal with a member will reflect positive statements as well as areas needing improvement and will be reviewed with a member upon their request. Work-files will be summarized in the performance

appraisal. Outdated material will be discarded from work-files at least every two years.

- G. Under certain conditions, the performance appraisal may be conducted by someone other than the immediate supervisor indicated in the official organization chart. The conditions include:
  - 1. During the vacancy of a supervisory position, the reviewing authority becomes the rater and the next level supervisor becomes the reviewing authority.
  - 2. The FHP Troop Commander may assign responsibility for conducting a member's review.

## 2. PERFORMANCE REVIEW

- A. Using information from the work-file or other sources which have been previously discussed with the member, the supervisor will rate each performance standard either at the meets standards or needs improvement level. Standards appraised at the needs improvement level must include a description on the Performance Appraisal form of how the actual work performance differed from the expected standard.
- B. After signing and dating the appraisal, the rater will communicate the appraisal to the reviewing authority before presenting it to the member. The reviewing authority may attach any comment regarding the member's performance or contribution to the unit.
- C. The appraisal is complete when it has been discussed with the member and the member has signed or refused to sign it. If the member refuses to sign the form, it will be filed in the member's personnel file with a notation dated and signed by the rater that the member refused to sign.
- D. The completed appraisal is distributed with a copy to the member, a copy to the rater and the signed original to the personnel file.

## 3. OVERALL BELOW STANDARDS PERFORMANCE APPRAISALS

Any Reserve or Auxiliary member who is rated below for two or more performance standards shall receive an overall rating of below standards.

- A. A recommendation regarding whether to terminate the member or place the member on probation shall be prepared by the Troop Auxiliary Coordinator and forwarded to the Statewide Auxiliary Coordinator.
- B. The Statewide Auxiliary Coordinator shall attach his or her recommendation and forward the packet to the Director.
- C. The Director shall render a decision regarding the course of action to be taken against the member. The decision of the Director shall be final.

D. If a member is placed on probation, the supervisor will assist the member with improving their performance. Within 60 days of being placed on probation, the supervisor will forward a detailed recommendation to the Director stating whether the member's performance has improved to an acceptable level. Any member whose performance has not improved to an acceptable level shall be terminated.

4. NEW RESERVE/AUXILIARY MEMBER PERFORMANCE APPRAISALS

Any entry level new Auxiliary or Reserve member to the program shall be rated quarterly during their first year of service. The primary purpose of supervisors rating new employees is to ascertain whether they can actually perform the required functions. Performance should be closely monitored and discussed as outlined above.