



Peoria Police Department	
Policy and Procedure Manual	
Policy 3.04B	Personnel Performance System



I. POLICY

The Personnel Performance System (PPS) is designed to assist employees and provide them with the appropriate assistance or training. It is the policy of the Peoria Police Department to utilize PPS as a non-punitive system that takes a positive approach to resolve issues before they escalate to situations requiring disciplinary action.

II. PROCEDURES

A. Personnel Performance System is: (35.1.15)

1. Purpose

- a. PPS is a non-punitive system that takes a positive approach to resolve issues before they escalate to situations requiring disciplinary action.
- b. PPS intervention steps should remain confidential.
- c. PPS information is not considered for employee transfers, promotions, Individual Performance Reports (IPR's) or Performance Appraisals.
- d. The PPS is not to be used as an investigative tool in disciplinary matters.

2. Immediate Supervisor Responsibilities (35.1.15.a, 35.1.15.b, 35.1.15.d)

- a. Notify the Professional Standards Unit (PSU) of the desired or possible activation of the PPS.
- b. Recognize situations, events, and behavior that may indicate an employee is in need of PPS assistance.
 - (1) Accept referrals from PSU.
 - (2) Review employee's concerns on a subordinate.
- c. Consult with the affected employee.
- d. If needed, make suggestions for further assistance from resources available.(35.1.15.e, 35.1.15.f)
- e. Complete the PPS Form and forward it to the appropriate Bureau Lieutenant/Manager. A copy of the PPS Form will be retained in the employee's IPR.
- f. Review PPS actions with the appropriate Bureau Lieutenant/Manager.
- g. Conduct follow-up with the employee within 30 days upon completing the original PPS Form and every 30 days thereafter as needed to assess the effectiveness of the intervention efforts. (35.1.15.e)

3. Bureau Lieutenant/Manager Responsibilities (35.1.15.a, 35.1.15.b, 35.1.15.d)

- a. Recognize situations, events, and behavior that may indicate an employee is in need of PPS assistance and make a referral to the employee's immediate supervisor.
- b. Ensure that the employee's immediate supervisor is properly administering the PPS.

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- c. Accept and review the PPS Form from the employee's immediate supervisor and forward the form to PSU.
 - d. Keep the Chain of Command informed.
4. Professional Standards Unit Responsibilities (35.1.15.a, 35.1.15.b)
 - a. Review all forwarded PPS Forms to ensure accurate completion.
 - b. Enter the PPS Forms into a filing system and use them to compile reports on an annual basis, or as directed by the Chief of Police or their designee. (35.1.15.c)
 - c. Initiate the PPS by forwarding the PPS Form to the immediate supervisor of any employee that has reached the threshold on sustained complaints or reportable at-fault City owned or leased vehicle accidents.
5. All Employees Responsibilities (35.1.15.b)
 - a. Recognize situations, events, and behaviors that may indicate an employee is in need of PPS assistance and notify the employee's immediate supervisor in person.
 - b. When possible, supervisors will strive to keep the reporting employee's name confidential.
6. Indicators (35.1.15.a, 35.1.15.b)
 - a. Sustained Complaints, The PPS will be initiated when:
 - (1) An employee receives two sustained complaints within twelve months.
 - (2) An employee has three sustained complaints on file with the Professional Standards Unit within the three preceding calendar years.
 - b. The PPS will be initiated when there is an indication that an employee may receive a less than satisfactory overall rating within their annual performance appraisal. A supervisor may initiate the PPS when there is an indication that an employee may receive a less than satisfactory rating in any one category of their annual performance appraisal.
 - c. Traumatic Event, The PPS can be initiated when an employee experienced a traumatic event. A traumatic event is defined as any adverse event that, due to its magnitude and horrific nature, has the potential to cause an overwhelming impact beyond one's usual coping abilities.
 - d. Conduct and Behavior, The PPS can be initiated when an employee exhibits conduct or behavior such as but not limited to:
 - (1) Poor driving
 - (2) Safety issues
 - (3) Sick time usage patterns
 - (4) Aggressive/discourteous behavior
 - (5) Abuse of authority
 - e. Notification from another Employee, The PPS can be initiated by contacting the employee's supervisor.
7. Personnel Performance System Form (PPSF)
 - a. The PPSF is designed to judge the effectiveness of the PPS and identify areas needing improvement.
 - b. The PPSF should be as generic and confidential as possible.

- c. The immediate supervisor should list only basic information on the type of problem and the resources used to remedy the situation.
- d. No names or report numbers should be listed on the form, except in the case of sustained complaints and at fault City owned or leased vehicle accidents.

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