



Peoria Police Department Policy and Procedure Manual	
Policy 3.04	Individual Performance Records



I. POLICY

It is the policy of the Peoria Police Department that all supervisors maintain an Individual Performance Record (IPR) on every employee they supervise. Peoria Police Department supervisors are expected to fairly and honestly appraise subordinates. Such appraisal is dependent on two-way communication between supervisors and subordinates. One means to accomplish this communication is through the use of the IPR.

II. PROCEDURES.

A. Individual Performance Records

1. Each supervisor is required to maintain an IPR on each subordinate. Only Department approved IPR forms which outline the tasks relative to the specific job classification may be used.
2. Frequency. All employees, including sworn reserve officers, will receive IPR entries (following an annual appraisal) at least every three months until the next annual appraisal, unless they are classified as management exempt. (35.1.3)
3. Confidentiality. The IPR file will remain confidential with access limited to the concerned employee, their representative (if specifically authorized by the employee), and supervisors.
4. Content. The IPR will contain information relative to the employee's performance strengths as well as their performance deficiencies. This information will be used to assist the supervisor in the preparation of the employee's annual appraisal.
5. Criteria. The following rating criteria will be used to measure each Performance Dimension listed in the IPR.
 - a. 1 = Performance is Unacceptable
 - b. 2 = Occasionally Meets Requirements; Improvement is Required
 - c. 3 = Full Performance of all Job Requirements
 - d. 4 = Frequently Exceeds Job Requirements
 - e. N.O. = Activity Not Observed
6. Explanatory Comments. Ratings below or above a "3" must be explained in the supervisor's comment section of the form.
7. In addition to the Performance Dimension ratings, supervisor will also have the opportunity to comment on the employee's strengths and deficiencies as observed during the three month rating period as well as any remedial training the employee was provided to correct the deficiencies.
8. Content. Examples of information that the supervisor may want to annotate in an employee's IPR include but is not limited to:
 - a. Commendations or positive citizen/co-worker comments.
 - b. Compliance with Department policies, and City Administrative Regulations.
 - c. Treatment of Department vehicles or other assigned equipment.

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- d. Documentation of errors on reports, logs, etc.
 - e. Special detail assignments.
 - f. Any other information that should be considered by the supervisor when completing the employee's annual appraisal.
 - g. Attendance and tardiness.
 - h. Compliance with meeting objectives.
9. Employees Right to Photocopy. An employee may request and receive a photocopy of any particular entry of their IPR file.
 10. Content Accuracy. Supervisors are responsible for the accuracy of all entries made into an employee's IPR file.
 11. Signed IPR. Upon completion of the IPR review, the employee may sign and date the document and comment on the supervisor's review of their performance under the Employee Comment section of the form. If an employee refuses to sign their IPR, the supervisor shall so note this information in the Employee's Signature section of the form and complete the date portion.
 12. Routing. Supervisors must submit copies of all documents within their employee's IPR when sending the employee's Annual Performance Appraisal up the chain of command for signature. After the Performance Appraisal is reviewed and signed by all supervisors in the employee's chain of command, all documentation will be returned to the appropriate supervisor with the Performance Appraisal.
 13. Employee's receiving an overall rating of 3 or higher on their annual review and have no disciplinary action pending shall receive their IPR files upon completion of the appraisal process. Files retained due to an overall rating of 2 or less or pending disciplinary action shall be held in the employee's IPR file until such time as the employee attains an overall rating of 3 or higher or the disciplinary action process has been completed.
 14. The format for the Individual Performance Record Files utilized within the Police Department shall utilize the divided six (6) section folder and the format shall be as described within the Individual Performance Record File Index. The index form is located on the "P" Drive within the folder - forms/admin forms as "IPR INDEX". The standardized Supervisor's Inspection Record is also located within the same folder.

Peoria Police Department
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