



# *Winters Police Department*

*John P. Miller, Chief of Police*

*702 Main Street, Winters, CA. 95694*

## **GENERAL ORDER #17-01 EVALUATION PROCESS**

**Date: January 17, 2017**

### **I. PURPOSE AND SCOPE**

To better facilitate timely and accurate employee evaluations and to ensure compliance with the Memorandums of Understanding between the City of Winters and the Winters Police Officers Association and the City of Winters and the Winters Police Sergeants Association Article 8.D.4, this General Order modifies Winters Police Department Policy 1002.3 "EVALUATION PROCESS."

### **II. EVALUATION PROCESS**

Evaluation reports for Winters Police Department members assigned to rotational shifts will be completed at the end of the shift rotation, but not less than annually, and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

John P. Miller, Chief of Police