	Abilene Police Department Operating Procedures		
	Subject: <i>Performance Tracking System</i>	Issued: 10/04/2022	TBP:

Performance Tracking System

The Performance Tracking System is used to document employee's conduct, Pursuit and Accident Review Board findings and Use of Force reports. It also documents individual employee's positive and negative performance. All incoming personnel complaints/commendations as well as internally generated complaints/commendations will be documented in the system by the employee's supervisor or the supervisor accepting the complaint/commendation.

Entries should include as much information as possible and a narrative which provides enough detail to properly document the event. (Example: a positive contact or observation by a supervisor could be used to support recommendation for an award with the proper details.)

Formal Counseling

Formal counseling may include a review of applicable standards and policies, actions which may be expected if performance or conduct does not improve, and a reasonable time period established for correction and review


Supervisor Duties

Supervisors are expected to document observations on a regular and continual basis. Supervisors should document both positive and negative work performance and daily observations. At no time should a peer enter a negative observation. An employee who wants to report negative performance of a co-worker to light should do so through his/her supervisor or the supervisor of the peer.

Entries

Any employee may make a positive comment about another employee's job performance and are encouraged to do so. This should be done through the Peer Recognition.

Pursuits, Use of Force and Accidents shall be entered by a supervisor. If a supervisor is the subject of the incident then a supervisor of higher rank or an assistant chief of police should be notified of the incident and they should make the entry. A supervisor should not be making an entry on him/her self, except for entering information into the Attendance or Training/Instruction category.

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The Attendance category should be used to document sick leave when an entire shift is missed due to illness or should an officer have to go home early due to illness. It need not be used if an employee uses time during a shift for scheduled appointments. That should be documented in payroll. A supervisor may document his/her sick leave usage.

The Training/Instruction category should be used to document attendance at a prescribed/mandated function and input by a supervisor. A supervisor may document his/her own attendance at a function as well.