

Quarterly Reviews

1027.1 PURPOSE AND SCOPE

Quarterly Reviews are collections of data designed to assist supervisors in evaluating the performance of their employees and the overall department. Quarterly Reviews can help identify commendable performance as well as early recognition of training needs and other potential issues. While it is understood that the statistical compilation of data may be helpful to supervisors, it cannot account for and must be carefully balanced with the many variables in law enforcement, such as:

- An officer's ability to detect crime.
- An officer's work ethic.
- An officer's work assignment and shift.
- An officer's physical abilities, stature.
- Randomness of events.

1027.2 RESPONSIBILITIES

Supervisory staff will compile the data each quarter then present and discuss at the quarterly supervisor meeting. Each supervisor will present on behalf of the employees they supervisor.

1027.3 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Quarterly Review Reports will include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

1027.4 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police of Columbia Heights Police Department has determined may be relevant data for the generation and analysis of Quarterly Reviews. Performance indicators may include, but are not limited to:

- (a) The frequency and findings of use-of-force incidents.
- (b) Frequency of involvement and conduct during vehicle pursuits.
- (c) Frequency and findings of citizen complaints.
- (d) Number of commendations, compliments and awards (citizen and Department).

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- (e) Internal affairs investigations.
- (f) Frequency and reasons for prosecutor case rejections.
- (g) Vehicle collisions.
- (h) Missed court appearances.
- (i) Documented counseling memos.

1027.5 DATA ANALYSIS AND ACTION

Upon receipt the Captain will review each Quarterly Review Report and determine whether it should be provided to an officer's immediate supervisor for further consideration. The officer's immediate supervisor will carefully review the Quarterly Review Report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Captain of such recommendation. If the Captain concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

1027.6 PRIVACY OF DATA

Information, data and copies of material compiled to develop Quarterly Review Reports shall be considered private as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to the data in the system will be governed under the same process as access to an officer's personnel file as outlined in the Personnel Records Policy.

1027.7 RETENTION AND PURGING

Except as incorporated in separate training or disciplinary records, all performance indicators and Quarterly Review Reports shall be purged from locations within the Department consistent with the organization's records retention schedule.