

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: FY 2019 Performance Evaluations
Number EO-18-016
Effective Date September 28, 2018
Related To: GO-PER-201.20 [Performance Management System (PMS) for Sworn Members in the Rank/Position of Civil Service Sergeant, Investigative Personnel and Officer] SO-17-07 (Performance Rating Appeals) Title 6B, DCMR, Chapter 14 (Performance Management)

The Metropolitan Police Department (MPD) is currently reviewing the performance management system for all sworn and civilian employees. MPD acknowledges that an effective performance evaluation system is integral to the professional development of an agency and its employees, is key to attaining the goals and objectives of the District of Columbia and the MPD, and helps to promote high standards for the delivery of police services.

The purpose of this executive order is to provide clarification to all sworn and civilian employees regarding expectations during fiscal year (FY) 2019. **The rating of (3) – “Valued Performer” / “Meets Expectations” should be the most prevalent rating for personnel and acknowledges employees who consistently meet, and occasionally exceed, the requirements of their position and goals of the agency.**

A. Guidance

1. Notwithstanding any provisions in this order, when rating employees, supervisors shall use the appropriate rating definition.

<u>Officers, Sergeants, and Investigators</u> [see GO-PER-201.20 (Performance Management System for Sworn Members in the Rank/Position of Civil Service Sergeant, Investigative Personnel, and Officer)]	<u>Lieutenants and Above, and Civilians</u> (see District Personnel Manual, Chapter 14, § 1404.3)
Level 5, Significantly Exceeds Expectations (Outstanding) – Performance consistently and significantly exceeds expectations in all key areas; the accomplishments of the member are exceptional and are obvious to managers and peers.	Level 5, Role Model – performance serves as a benchmark for other employees in the workplace. Regarded by colleagues as a person with great depth and breadth of knowledge in area of expertise, ideas and is willing to share it with others. Contributions, initiatives, and productivity reflect the highest degree of performance.
Level 4, Exceeds Expectations (Above Expectations) – Performance exceeds expectations in most key areas and meets expectations in others.	Level 4, Highly Effective Performer – performance consistently exceeds expectations in most areas and meets expectations in all other areas. Consistently adds value to the work of the agency. Demonstrates willingness to offer

	sound recommendations for improvement and is involved in the implementation of them.
Level 3, Meets Expectations (Acceptable) – Performance meets key expectations and may occasionally exceed expectations.	Level 3, Valued Performer – performance expectations consistently meet and may occasionally exceed expectations, and therefore, meets the minimum requirements of the position. Contributions are essential to ensuring that agency goals are met.
Level 2, Needs Improvement (Below Expectations) – Performance meets some expectations, but requires further development in one or more key areas.	Level 2, Marginal Performer – performance of most expectations needs improvement. Adequate performance of the expectations for the position requires further development of skills. Potential to improve is evident and demonstrates a willingness to improve skills.
Level 1, Does Not Meet Expectations (Unsatisfactory) – Performance consistently fails to meet expectations.	Level 1, Inadequate Performer – performance of expectations is consistently inadequate, and therefore fails to meet the minimum requirements of the position. Potential to improve is not evident.

2. Any supervisor rating a subordinate employee with an overall rating of a (4) or (5) shall prepare a memorandum through the chain of command to their **district or division commanding officer** for concurrence prior to issuing the evaluation; the supervisor’s district or division commanding officer must be the rank of inspector or above, or a management supervisory service (MSS) civilian employee at the grade of 15 or above. In cases where the supervisor’s commanding officer is at a lower rank, the memorandum must be approved by their bureau head. Supervisors must provide in their memorandum documentation and articulation for why their subordinate employee exceeded or significantly exceeded expectations throughout the rating period.

3. District and division commanding officers, and bureau heads as appropriate, shall ensure only those employees with sufficient documentation and articulation of their superior performance receive an overall rating of a (4) or (5) on their FY2019 evaluation.

4. For direct reports whose performance needs improvement, supervisors shall ensure, as soon as practicable:
 - a. **Officers, sergeants, and investigators** are issued a PD Form 62-D (Performance Rating Warning Notice) and performance improvement plan (PIP) in accordance with GO-PER-201.20 [Performance Management System (PMS) for Sworn Members in the Rank/Position of Civil Service Sergeant, Investigative Personnel and Officer].

 - b. **Lieutenants and above, and civilians** are issued a PIP in accordance with 14 DCMR § 1410 (Performance Improvement Plan).

5. Supervisors shall ensure any direct reports who may receive an overall rating of (1) or (2) are placed on a PIP in accordance with this order no later than June 30, 2019. **No employee shall receive an overall rating of (1) or (2) unless he or she was placed on a PIP by June 30, 2019.**
6. Any questions may be directed to HRMD Director Angela Simpson (angela.simpson@dc.gov) or on 202-727-4261.



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