

Seattle Police Department

DIRECTIVE

February 1, 2015

Directive Number 15-00003

Interim Policy: Supplement to Manual Section 2.070 – Performance Evaluation

The Performance Appraisal System (PAS) has been updated. This interim policy shall be in effect until such time as Manual Section 2.070 is revised.

Key points to the revised Performance Appraisal System:

- The system now grants greater access:
 - All employees may now view their own PAS entries.
 - Sergeants still may only view PAS entries of officers that they supervise.
 - Lieutenants may now view all sergeants' and officers' PAS entries, regardless of where they work or chain of command.
 - Captains may now view all lieutenants', sergeants' and officers' PAS entries, regardless of where they work or chain of command.
 - Assistant chiefs and above may now view all PAS entries for employees under the rank of assistant chief.
- Supervisors are now required to list the reason for documenting an incident in the Employee Performance Section, including the status of any follow-up actions that are taken.
- The Commendation Section has been added to record any recognition the employee receives.

As a reminder, all Department performance appraisals are due on the employee's date of hire.

Please read the attached policy.

Questions may be directed to the Audit, Policy & Research Section:

- IdeaScale (<https://seattlepolice.ideascale.com/>)
- email (spd_aprs@seattle.gov)
- Phone (206-684-4116)

Employees are encouraged to reference the [PAS User Guide](#), posted on the InWeb. The Early Intervention Coordinator in Human Resources may be contacted with any questions.