



OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL



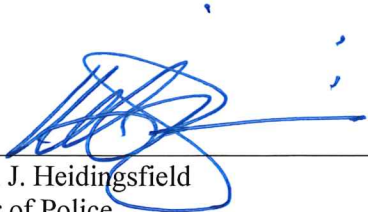
Subject			Policy Number
PERFORMANCE EVALUATIONS FOR COMMISSIONED PEACE OFFICERS			408
Effective Date	Revision Date	Reevaluation Date	Number of Pages
June 4, 2014	December 16, 2021	Annually	1
Reference Standards		Rescinds or Amends Policy Number	
TPCA: 4.08.1 CALEA: 35.1.1, 35.1.2 IACLEA: 3.1.1, 3.1.2		B-12	

I. PURPOSE:

To provide a system to measure employee performance against job requirements; to ensure the necessary knowledge, skills and abilities are being developed and demonstrated; to correct deficient performance; to prepare for professional growth and develop potential

II. POLICY:

- A. The Performance Evaluation Report Form, DP 33 (copy attached), or an approved institutional evaluation form will be completed in its entirety by each commissioned officer's immediate supervisor and forwarded to the Chief of Police through the chain of command. In addition to an evaluation of the officer's performance, evaluations should document any disciplinary action imposed on the officer during the evaluation period.
- B. Upon completion of the initial six-month probationary period following graduation from the Police Academy or employment by lateral entry, an evaluation will be completed on each commissioned officer. Thereafter, an evaluation will be completed annually.
- C. Copies of the performance evaluation shall be maintained at the institution police department where the officer is employed, for a period of time that is compliant with state law on records retention and the institution's policies and practices



Michael J. Heidingsfield
Director of Police

Changes/Amendments since last publications:

- C. Paragraph C- Changed to reflect performance evaluations shall be maintained at the institution police department where the officer is employed for a period of time that is compliant with state law on records retention and the institution's policies and practices institutions HR department.