

SPECIAL ORDER



Title
**Manuals and Standards for FY 2005
Annual Ratings, Performance
Management System (PMS)**

Series / Number

SO-04-27

Effective Date

October 26, 2004

Distribution

B

Expiration Date

DISTRICT OF COLUMBIA

Related to:

**General Order 201.20 (Performance Rating
Plan for Sworn Members); SO-02-25 (FY
2002 Annual Performance Management
System (PMS) Ratings)**

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I. PURPOSE

The purpose of this Special Order is to announce the following changes to the Performance Management System (PMS):

- The publication and issuance of new instructional manuals and new standards manuals, and
- The establishment of performance standards for Investigative positions such as Agents, Investigators, Detectives Grade II, and Detectives Grade I.

The revised standards are to be used during the initial Performance Management System Conference for Fiscal Year 2005, and when determining the Fiscal Year 2005 ratings for members evaluated under the PMS: namely Officers, Investigative Personnel, and Sergeants. Fiscal Year 2005 runs from October 1, 2004 to September 30, 2005.

II. BACKGROUND

The PMS program is designed to give members and supervisors an opportunity to review and discuss job performance, performance expectations and performance ratings, and to improve job performance and supervisor-employee relationships. (CALEA 35.1.2:35.1.9) The intent of the annual performance rating process is to objectively evaluate all members in relation to the performance standards for their rank/position.

Revisions to the standards that will be used for Fiscal Year 2005 have been made in order to improve the objectivity and job relevance of the PMS standards for Officers, Investigative Personnel, and Sergeants.

A distribution schedule has been developed at the Districts to make sure the Instructional Manuals and Performance Standard Booklets are issued in conjunction with this Special Order. The manual and booklets include instructions and standards for Fiscal Year 2005 that will not be used for Fiscal Year 2004 Final Performance Ratings. Instead, members are to comply with the Fiscal Year 2004 procedural guidelines as outlined in this Special Order.

III. PROCEDURAL GUIDELINES

A. Fiscal Year 2004 Final Performance Ratings

1. The PD Form 62 (Officer Performance Rating Form) shall be completed by November 22, 2004.
2. A Final Performance Management Conference to discuss performance ratings shall be completed by November 22, 2004.
3. The completed PD Form 62 shall be forwarded by November 30, 2004, through channels, to the Commanding Officer.
4. The Original PD Form 62, with original signatures, shall be forwarded to Human Services by December 31, 2004 for filing in the official personnel folder.
5. Copies of the PD Form 62 shall be filed and distributed at the Element as required.

B. Fiscal Year 2005 Initial Performance Management Conference

1. The Initial Performance Management Conference for Fiscal Year 2005 should be held no later than November 22, 2004 and should be documented on PD Form 62-O (Performance Management System Conference Report).
2. Fiscal Year 2004 Final Conferences and Fiscal Year 2005 Initial Conferences may be combined.

C. For use in Fiscal Year 2005, all Officers, Investigative Personnel, and Sergeants evaluated under the PMS shall receive Instructional Manuals appropriate to their rank/position.

D. For use in Fiscal Year 2005, Supervisors that evaluate subordinates under the PMS shall receive the Supervisory Manual as well as the Performance Standard Booklets appropriate to the rank/position of their subordinates.

E. Instructional Manuals and Performance Standards Booklets shall be distributed at each member's element with this Special Order.

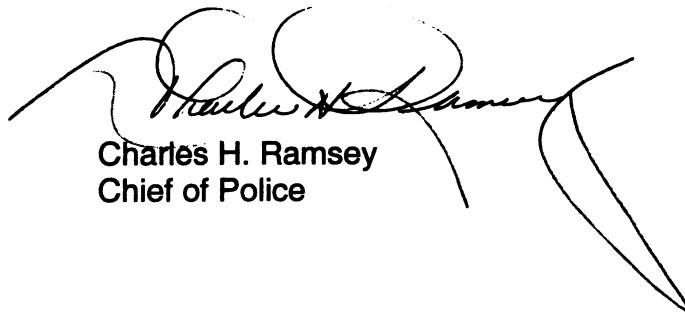
1. The following new publications shall be distributed:

- a. Performance Management System Manual for Officers/Investigative Personnel;
 - b. Performance Management System Manual for Supervisors;
 - c. Standards for Officers;
 - d. Standards for Investigative Personnel; and
 - e. Standards for Sergeants.
2. All supervisors are expected to review and discuss the new performance standards with their subordinates during the Initial Performance Management Conference for Fiscal Year 2005.

NOTE: For questions related to distribution of this order and the manuals, or for questions on the content of this order, call the Job Analysis Unit, Human Services Division, at 202-727-3778.

IV. CROSS REFERENCES

- A. General Order 201.20 (Performance Rating Plan for Sworn Members)
- B. SO-02-25 (FY 2002 Annual Performance Management System (PMS) Ratings)



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Chief of Police

MJF:SOA:DAH:JAH:njg