

AMEND 6-0-201-20

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST January 24, 2008
		4. UNIT NUMBER 727-4261	7. REQUESTING ELEMENT PDB/OHRM
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO  
**ALL SUPERVISORY PERSONNEL**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS
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**15. DESCRIPTION OF WANTED PERSON OR MESSAGE**  
**ANNUAL PERFORMANCE RATINGS FOR SWORN MEMBERS IN THE PERFORMANCE MANAGEMENT SYSTEM (PMS) FOR THE RANK/POSITION OF CIVIL SERVICE SERGEANT, INVESTIGATIVE PERSONNEL AND OFFICERS**

An audit was recently completed of fiscal year 2006 performance ratings. The audit revealed performance ratings were not completed for members whose duty statuses were Limited Duty, Non-Contact or Detailed. General Order 201.20 outlines the procedures for completing special ratings for detailed personnel. However, the General Order is not specific to Limited Duty or Non-Contact members. For clarification Limited Duty or Non-Contact members will be rated whether the member is detailed outside of their assigned element or reassigned to other duties within their assigned element. The following guidelines are established for the completion of a member's performance rating when the member is less than full duty:

***If a Limited Duty or Non-Contact member is detailed from their assigned element for over 90 days:***

- The performance rating is completed by the immediate supervisor of their temporary assignment.
- The performance rating is based on performance measures relative to their current assignment.
- The completed performance rating will be forwarded to the member's assigned element and a copy forwarded to the Office of Human Resource Management, Job Analysis.

***If a Limited Duty or Non-Contact member is working in their assigned element; performing work commensurate with their non full duty status for over 90 days:***

- The immediate supervisor of the temporary assignment will complete the performance rating.
- The performance rating is based on performance measures relative to their current assignment.

All members whose duty statuses were Limited Duty, Non-Contact and Detailed during fiscal year 2007 should have a performance rating completed in accordance with the guidelines established in this teletype. The procedure established with this teletype will remain in effect until incorporated in General Order 201.20.

SENDER-BADGE-ORG. ELM.  Cdr. Jennifer Greene - OHRM	AUTHORIZED BY-BADGE-ORG. ELM.  A/C ...	BUREAU HEAD APPROVAL  Cathy L. Lanier - COP
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER
	TT#01-093-08

Distribution: 1- Communications Division 2- Element File Copy

670.201.20

Supervisors are reminded that Officers, Sergeants and Investigative Personnel under the Performance Management System (PMS) performance rating forms (PD-62's) for fiscal year 2007, were due to the Office of Human Resource Management by December 31, 2007. Only the rating forms are to be forwarded. Conference reports and other documentation are not filed in the Official Personnel Folder and should be maintained by the unit.

The Office of Human Resources has not received all evaluations. Please ensure that all performance ratings are forwarded to the Office of Human Resource Management by COB, Friday, February 1, 2008.

If you have any questions, please call April Moore, Job Analysis Unit, Office of Human Resource Management at 727-0204.