

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Evaluation System Defined		CHAPTER/SECTION NO.: 25.1	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File Sheriff	
STANDARD NUMBER: 35.1.1			

25.1 Policy

- 25.1.1 The Weber County Sheriff's Office uses the Knowledge Point Performance Evaluation System which includes the following standardized measuring scale to measure employee performance during the rating period:
- A. N/A - Not Observed or Does Not Apply
 - B. 1 - Does Not Meet Requirements
 - C. 2 - Meets Job Requirements
 - D. 3 - Exceeds Job Requirements
- 25.1.2 The specific evaluation form for each job classification will be completed based on the performance dimensions applicable to that job.
- 25.1.3 Supervisor's (raters) shall ensure that an employee's performance evaluation is completed in a timely and accurate manner.
- 25.1.4 Supervisor's shall be properly trained and counseled in the procedures for conducting performance evaluations.
- 25.1.5 The supervisor who supervised the employee the longest, during the fiscal year, will participate in the employee evaluation, in conjunction with the current supervisor, when possible. Before being exempted from participation the former supervisor, at a minimum, must have completed an interim or special performance evaluation of the employee as required in 25.2.