

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Frequency of Evaluation		CHAPTER/SECTION NO.: 25.2	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File Sheriff	
STANDARD NUMBER: 35.1.2			

25.2 Policy

- 25.2.1 A performance evaluation is required for each employee at least annually.
- 25.2.2 A special performance evaluation may be conducted after a change in assignment, provided the assignment has lasted for at least 90 days, and at termination of probation or employment.
 - A. A special performance evaluation for an employee may be conducted at any time. Reasons for special evaluations include exceptionally meritorious or substandard performance or short-term assignments.
- 25.2.3 Interim performance evaluations will be prepared at each shift rotation for officers assigned to patrol and every six months for other employees. Interim evaluations are for assistance in completing the annual performance evaluation and may be discarded if that information is no longer required.
- 25.2.4 A documented record of the rater and employee's communication on the latter's job performance will be maintained. Evaluations shall be in the form of the Office's personnel evaluation report. Such records serve to protect the employee's rights and prevent misunderstanding(s).