

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Evaluation Counseling		CHAPTER/SECTION NO.: 25.9	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File Sheriff</u></b>	
STANDARD NUMBER: 35.1.9			

## 25.9 Policy

- 25.9.1 Performance evaluations will normally be conducted by the immediate supervisor of the rated employee at the time the evaluation is due.
- A. Another supervisor may conduct the evaluation if, in the opinion of the bureau commander or Sheriff, it is more appropriate.
- 25.9.2 In a case where an Employee may have been supervised by more than one supervisor during a reporting period, the rating supervisor should confer with the other supervisor(s).
- 25.9.3 At the conclusion of each evaluation interview or at the beginning of a new rating period, the rater should counsel the employee as to the tasks of the position he/she currently occupies, results of completed performance evaluation, level of performance expected for new rating period, and evaluation rating criteria.
1. The employee and his/her immediate supervisor should also identify a performance plan and clarify expectations for the new rating period.
  2. During this time, the rater may also provide the employee with career counseling as to advancement, specialization, or training appropriate for the employee's position.