



OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL




Subject			Policy Number
<b>PERFORMANCE EVALUATIONS FOR COMMISSIONED PEACE OFFICERS</b>			<b>408</b>
Effective Date	Revision Date	Reevaluation Date	Number of Pages
June 4, 2014	April 23, 2019	Annually	1
Reference Standards		Rescinds or Amends Policy Number	
TPCA: 4.08.1 CALEA: 35.1.1, 35.1.2 IACLEA: 3.1.1, 3.1.2		B-12	

**I. PURPOSE:**

To provide a system to measure employee performance against job requirements; to ensure the necessary knowledge, skills and abilities are being developed and demonstrated; to correct deficient performance; to prepare for professional growth and develop potential

**II. POLICY:**

- A. The Performance Evaluation Report Form, DP 33 (copy attached), or an approved institutional evaluation form will be completed in its entirety by each commissioned officer's immediate supervisor and forwarded to the Chief of Police through the chain of command. In addition to an evaluation of the officer's performance, evaluations should document any disciplinary action imposed on the officer during the evaluation period.
- B. Upon completion of the initial six month probationary period following graduation from the Police Academy or employment by lateral entry, an evaluation will be completed on each commissioned officer. Thereafter, an evaluation will be completed annually.
- C. Copies of evaluations are to be submitted to the Office of the Director of Police within twenty (20) days of completion.

  
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Michael J. Heidingsfield  
Director of Police