



TRANSIT POLICE

PERFORMANCE EVALUATION

Effective Date: September 12, 2005

Revised Date: June 21, 2013

Reviewed Date:

Review Frequency: 2 Years

Office of Primary Responsibility: Manager Human Resources

POLICY

Definitions

Police Act – The BC *Police Act*, RSBC 1996, c. 367, and the regulations thereto, including the Transit Police Operations Regulation, all as amended from time to time.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

Transit Police Personnel – Sworn police officers and civilians who work for the Transit Police.

TSML – The TransLink Security Management Limited, a subsidiary of the South Coast British Columbia Transportation Authority and legal entity/employer for the Transit Police.

Authority

1. The Transit Police is a Designated Policing Unit in British Columbia established pursuant to s. 4.1 of the Police Act upon application made by the SCBCTA. Pursuant to the application approval, the Transit Police is a part of the TSML and all Transit Police Personnel are employees of the TSML. The Transit Police is governed by the Police Board.

General

2. Transit Police Personnel are employees of the TSML and subject to the policies and procedures of the TSML, including with respect to probationary periods and performance evaluations.
3. The work performance of Transit Police Personnel will be evaluated through a formalized performance evaluation system to determine that satisfactory levels of performance are being maintained.
4. The performance evaluation system will serve both management and personnel with the objectives of:
 1. fostering fair and impartial personnel decisions;

2. maintaining and improving performance;
 3. providing a medium for personnel counseling;
 4. facilitating proper decisions regarding probationary personnel;
 5. providing an objective and fair means for measurement and recognition of individual performance; and
 6. identifying training needs.
5. The performance evaluation system should be reviewed biennially to determine its validity, utility and fairness.
 6. Personnel performance must be evaluated annually, at a minimum. Performance evaluations may be performed at more frequent intervals as required.
 7. Performance evaluations will be conducted in accordance with this policy and the policies and procedures of the TSML.
 8. The Transit Police will use a Performance Log process to document employee development and training needs, as well as overall employee performance throughout the year. The Performance Log may be used to form the basis of the employee's annual performance review.

PROCEDURES

9. The Transit Police Human Resources Section will be responsible for the coordination and administration of the Transit Police performance evaluation process for Transit Police Personnel.
10. The Transit Police Performance Management Forms (specific forms for sworn officer and civilian positions) will outline the phases in the performance management cycle and include the identification of primary job responsibilities and achievement rating on responsibilities, and accountabilities of the employee and the Supervisor for the employee career development planning.
11. At least annually, Supervisors will be required to complete performance management forms for each employee and to forward the completed forms to the Transit Police Human Resources Section.
12. The Transit Police Human Resources Section will be responsible for the retention of the performance management forms and ensuring the record is placed in the employee's personnel file.

Conduct of Performance Evaluations

13. The immediate Supervisor will conduct the performance evaluation. Where personnel may have been supervised by more than one Supervisor during the reporting period, the immediate Supervisor should confer with other Supervisors.
14. Performance evaluations should:
 1. include explanatory comments for performance ratings;
 2. recognize positive performance and accomplishments;
 3. identify areas for development;
 4. provide guidance and direction;
 5. address deficiencies and shortcomings; and
 6. recognize individual career goals.
15. The employee will be given the opportunity to review the completed performance evaluation report and to comment in writing on it, and to sign the report indicating that the report has been read. A copy of the completed performance evaluation report should be provided to the employee.
16. The review process includes an interview between the employee and Supervisor.
17. Performance evaluation reports are retained and become part of the Member's Service Record and part of the civilian's personnel record.
18. The employee should be counseled at the beginning of each rating period with respect to:
 1. tasks of the position occupied;
 2. level of performance expected; and
 3. evaluation rating criteria.

Probationary Period

19. Personnel performance must be evaluated throughout the probationary period for any employee serving a probationary period. A separate set of evaluation criteria should be applied to determine suitability of continued employment.

Appeals

20. Transit Police Personnel may appeal any performance evaluation by submitting the request in writing to the Deputy Chief Officer Support Services, or such appeal process as so outlined in the performance evaluation system, or as otherwise issued by the Chief Officer.

Recognition and Remedial Measures

21. The Transit Police will maintain a recognition and commendation program to recognize Transit Police Personnel. [Refer to policy chapter AC010 – Recognitions and Commendations for details.]
22. The Transit Police will establish procedures and criteria for using training and/or counseling as remedial corrective measures for Transit Police Personnel.

Rater Evaluations

23. Supervisors will evaluate raters regarding:
 1. the fairness and impartiality of ratings given;
 2. their participation in the counseling of rated employees; and
 3. their ability to carry out the role of a rater in the performance evaluation system.

Key References

BC Provincial Policing Standards (1994)

COPE Collective Agreement

Transit Police Performance Management Forms (AZ010 – AZ070, AZ1100 – AZ1110, AZ1130-1270]

Transit Police Performance Log Forms (AZ080 and AZ090)

Transit Police Learning Academy Program and Learning Plans