



DEPARTMENT NOTICE

20-016
02/07/20

Supervisor Completion of Performance Evaluations

It is the policy of the San Francisco Police Department that all Supervisors are responsible for completing a performance evaluation of the sworn members who they directly supervise on a bi-annual basis. The periods of review for these bi-annual evaluations are from February to July and August to January.

This notice is issued to remind all Supervisors to complete their evaluations for the period of August 2019 to January 2020 in a timely manner. The evaluations are to be completed using the appropriate SFPD 438 form. The 438 forms can be found in the SFPD Forms folder located on the SPFD desktop.


WILLIAM SCOTT
Chief of Police

References: DM-8, *Performance Appraisal Guide*
DGO 3.18, *Performance Improvement Program*
SFPD Forms 438a, 438b, 438c