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## Employee Performance Files

### 1027.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to Employee Performance files in accordance with established law.

### 1027.2 EMPLOYEE PERFORMANCE FILE DEFINED

The Employee Performance file is a mechanism to assist in positively affecting and evaluating Member performance. The file shall be used to document Member performance for possible inclusion in a Member's annual performance evaluation.

### 1027.3 EMPLOYEE PERFORMANCE FILE USAGE

The Supervisor completing the performance evaluation must only utilize information from the file relevant to the affected rating period. The Employee Performance file shall be forwarded from division to division as the Member is transferred.

### 1027.4 EMPLOYEE PERFORMANCE FILE CONTENTS

The Employee Performance file should contain, but is not limited to, the following:

**Performance Notes** - The Performance Note is to be used to document supervisory observations about Member performance during a given rating period.

1. The Performance Note has signature blocks to facilitate the requirements of Government Code § 3305.
2. A Member shall have 30 days to file a written response to any adverse Performance Note entry. Such written response shall be attached to the Performance Note to facilitate the requirements of Government Code § 3306.
3. The Performance Note has a Manager Review signature block to facilitate the requirement that adverse entries be reviewed by a manager.
4. The Performance Note is not to be used as a substitute for formal commendations or discipline when appropriate.

**Non-Sworn Evaluation-PIP Goals** - The Non-Sworn Evaluation-PIP Goals form is to be used by the Member and supervisor to jointly document performance goals for inclusion in the Member's annual performance evaluation.

**Other Materials** - Other materials intended to serve as a foundation for the completion of timely Performance Evaluations. Duplicate copies of items that will also be included in the Member's Department Personnel file may be placed in this interim file in anticipation of completing any upcoming performance evaluation.

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### **1027.5 PURGING OF EMPLOYEE PERFORMANCE FILES**

The entire contents of the Employee Performance file, including any electronic versions of these materials, shall be purged after the Member's annual performance evaluation has been signed. In any event, the contents of this file shall be purged no later than a year after the last signed performance evaluation.