

Individual Development Plan

1057.1 PURPOSE AND SCOPE

The Individual Development Plan is designed to be a proactive process to improve a Member's performance in identified areas, as described in Policy 1056 Personnel History Index. The overall goal of the policy is to assist our Members by providing individualized training, supervision, and guidance in those performance areas that have been identified as warranting attention. In doing so, the policy shall help to manage risk and improve work product, thereby benefiting the participants and the Department as a whole.

1057.2 OVERVIEW

This policy is implemented to ensure our Members remain productive members of the Department, performing their duties and responsibilities in a manner that reflects our core principles.

The Department is committed to (1) ensuring all Members perform at an acceptable level and (2) taking action in the event performance indicators reveal that an Individual Development Plan will benefit the Member. Placement on an Individual Development Plan is not disciplinary in nature.

The individual Development Plan shall provide a means for Division Commanders to address specific performance deficiencies by placing the Member on an Individual Development Plan. The Individual Development Plan may include, but is not limited to the following:

1. Mentoring;
2. Coaching;
3. Training;
4. Peer support referral;
5. Employee Assistance Program referral;
6. Chaplain Corps referral; or
7. Performance Improvement Plan.

1057.3 DEPARTMENT RESPONSIBILITIES

The S.A.F.E. Division shall prepare a Threshold Notification Report for each Member that meets a Personnel History Index (PHI) threshold. The Threshold Notification Report shall include a basic overview of the incident that caused the Member to meet the threshold, as well as relevant historical Personnel History Index data specific to the relevant performance indicator category. The Threshold Notification Report shall be forwarded to the Member's Division Commander.

Division Commanders shall review the Threshold Notification Report to determine if an Individual Development Plan is appropriate. The Division Commander may place the Member on an Individual Development Plan.

The Bureau/Unit Commander shall prepare a Performance History Audit Report for all Members placed on an Individual Development Plan. The Bureau/Unit Commander is responsible

Individual Development Plan

for establishing and documenting Individual Development Plan parameters, timelines, and expectations. The Division Commander and Bureau/Unit Commander shall have access to the Member's Personnel History Index for the duration of the Individual Development Plan. Once the Member has completed the goals set forth in his or her Individual Development Plan, the Division Commander shall review the Plan for effectiveness. The Division Commander may decide to continue the Plan, or remove the Member from the Plan if the Plan fails to successfully address the identified performance issues. In all cases, the Division Commander shall notify S.A.F.E. with the final disposition and the respective threshold shall then be reset.

If the Division Commander determines that an Individual Development Plan is not appropriate, he or she shall notify S.A.F.E. and the respective threshold shall be reset.

1057.4 INDIVIDUAL DEVELOPMENT PLAN PROCESS

1. Member reaches an established threshold in the Personnel History Index (PHI);
2. S.A.F.E Division notifies the Member's Division Commander and provides a Threshold Notification Report;
3. Division Commander reviews the Threshold Notification Report to determine if an Individual Development Plan is appropriate;
4. Division Commander may (A) place the Member on an Individual Development Plan, or (B) notify S.A.F.E to reset the threshold;
5. Bureau/Unit Commander prepares a Performance History Audit Report;
6. Bureau/Unit Commander develops the Individual Development Plan tailored to the Member and based on the Performance History Audit Report;
7. Bureau/Unit Commander provides designated performance updates (weekly, monthly, quarterly) as required by the Division Commander;
8. The Division Commander notifies S.A.F.E once the Member completes the Individual Development Plan and the threshold is then reset.

1057.5 PERFORMANCE HISTORY AUDIT REPORT

The Performance History Audit Report may include but is not limited to the following:

1. Documentation of incidents related to the threshold;
2. A copy of the Member's Personnel History Index;
3. Last two performance evaluations;
4. Work history; and
5. An overview of any ancillary concerns contributing to the performance issues.

1057.6 MEMBER RESPONSIBILITIES

Members placed on an Individual Development Plan shall cooperate to fulfill the goals, terms, and conditions of the Individual Development Plan as directed by the Division Commander.