

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

SPECIAL ORDER NO. 8650

TO: All Personnel

SUBJECT: Update of Departmental General Order B-6,
PERFORMANCE APPRAISAL

EFFECTIVE DATE: 23 May 07

TERMINATION: Upon Revision of Departmental General Order DGO B-6

The purpose of this Special Order is to revise Departmental policy and procedures regarding the specific organizational units that require supervisors to meet twice monthly with subordinate members and employees.

Effective immediately Part III is revised to read as follows:

- B. Supervisors of the following units shall meet individually with subordinate members and employees at least twice per month for informal performance reviews.

Affected units include:

1. Patrol Division (team);
2. Crime Reduction Teams (CRT);
3. Internal Affairs Division;
4. Intelligence Division;
5. Parole and Corrections (PAC) team;
6. Special Duty Units (SDU);
7. Traffic Operations Section;
8. Special Operations Group (SOG);
9. Fugitive Unit;
10. Problem Solving Officers (PSO); and
11. Campus Life and School Safety (CLASS).

Members and employees assigned to administrative duties within these units and civilian crossing guards are exempt from this requirement.

- C. Supervisors shall maintain a record of these informal reviews by documenting the meeting on a Performance Review Form (TF-3256) and forwarding the form through the chain-of-command to the administrative unit of the Bureau, unless otherwise directed by the Bureau Deputy Chief/Director.
- D. Supervisors of members involved in the performance of field duties shall:
1. Review their subordinates' performance with respect to key quantitative work activity measures. This aspect of the performance review shall minimally include:
 - a. Vehicle stops;
 - b. Walking stops;
 - c. Felony on-view arrests;
 - d. Misdemeanor on-view arrests; and
 - e. Citations issued.
 2. Assess qualitative aspects of their subordinates' performance pertaining to criminal intelligence in their subordinates' geographic areas of responsibility. This aspect of performance review shall minimally include:
 - a. Awareness of crime hot spots;
 - b. Knowledge of persons with outstanding warrants for their arrest;
 - c. Familiarity with the identity of persons who may be involved in criminal activity (including those on probation or parole);
 - d. Review of subordinates' interaction with community members to include the required quarterly community meetings and the follow-up performed as a result of these meetings;
 - e. Professionalism and ethics; and
 - f. Compliance with Departmental policies and procedures.
- E. Commanders and managers shall meet at least twice per year with each of his/her immediate subordinates, to review performance and to coach them regarding their strengths and weaknesses.
- F. Commander/Manager meetings shall be documented on a Performance Review Form.


G. Bureau Deputy Chiefs/Director shall designate staff to:

1. Maintain a file of Performance Review Forms indexed by the member or employee's last name;
2. Retain Performance Review Forms for a period of two (2) years, unless otherwise directed by the Chief of Police; and
3. Conduct quarterly self-inspections to ensure Performance Review Forms are prepared and submitted in a timely manner.

H. When a member or employee transfers between Bureaus, the former Bureau shall forward the member's or employee's Performance Review Forms to the designated unit of the new Bureau.

When a member or employee is loaned from a former Bureau to a new Bureau, the member's or employee's new supervisor shall conduct meetings and complete Performance Review Forms in accordance with Part III, B & C of this order and forward completed forms to the designated unit of the member's or employee's former Bureau.

By order of


Wayne G. Tucker
Chief of Police

Dated: 21 May 07