

PERFORMANCE IMPROVEMENT PROGRAM

This order establishes the policy by which sergeants monitor and periodically evaluate the performance of their officers, using the PIP binder, and outlines the responsibilities of lieutenants, captains, commanders, and deputy chiefs.

I. POLICY

A. DUTIES OF DIRECT SUPERVISORS

- 1. SERGEANTS.** It is the policy of the San Francisco Police Department that sergeants who are assigned specific officers to directly supervise, be responsible for monitoring their officers' performance and behavior patterns, and maintain a Performance Improvement Program (PIP) binder for each officer under their direct supervision.
- 2. LIEUTENANTS.** If a lieutenant directly supervises an officer, he/she assumes the supervisory duties for maintaining a PIP binder for that officer.

B. RESPONSIBILITIES OF LIEUTENANTS. To assure the effectiveness of this program, lieutenants will be responsible for the following duties:

- 1. Instruct, guide and counsel the supervisory sergeant in the discharge of these duties.**
- 2. Be responsible for sergeants taking appropriate action when necessary, and for proper maintenance of the PIP binders under their control.**
- 3. Take immediate action if a sergeant fails to perform the duties as required in this order.**
- 4. When a sergeant is absent for an extended period (vacation, disability leave, etc.) assume the supervisory sergeant's duties as related to the PIP binder.**

DGO 3.18
07/20/94

C. RESPONSIBILITIES OF COMMAND OFFICERS. To assure the effectiveness of this program, Command Officers shall:

- 1. Instruct, guide, counsel and assist subordinates in the discharging of their duties.**
- 2. Assure that subordinates take the appropriate actions on matters referred to them in regard to PIP binders.**
- 3. Conduct periodic inspections to assure information entered in PIP binders is current and properly entered.**
- 4. Identify those divisions, companies, units, platoons, sections and squads where problems are noted and take remedial action.**

D. RESPONSIBILITY OF THE STAFF INSPECTION UNIT. The Officer-in-Charge of the Staff Inspection Unit shall ensure that PIP binders are audited on a continual basis and shall report his/her findings to the Chief of Police.

II. PROCEDURES

The procedures for preparing and maintaining PIP binders are outlined in *PIP, A Supervisor's Guide*, SFPD, DM-06.

References

PIP, A Supervisor's Guide , SFPD, DM-06.
Performance Appraisal Guide, SFPD, DM-08