



Audit and Review Section  
Professional Standards and Accountability Bureau

# 2025 NOPD Specific Annual Performance Evaluation Audit

## May 2025

Sample Period 2025 Annual

Report # PE052025

Submitted by PSAB: June 18, 2025

Response from Districts/Units: July 11, 2025

Final Report: July 14, 2025

### **Audit Team**

This audit was managed and conducted by the Audit and Review Section of the Professional Standards and Accountability Bureau

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## Executive Summary

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The Audit and Review Section (ARS) of the Professional Standards and Accountability Bureau (PSAB) completed the 2024 NOPD Specific Annual Performance Evaluation Audit in May 2025. Performance Evaluations are conducted to ensure that officers who police effectively and ethically are recognized through the performance evaluation process, that officers who lead effectively and ethically are identified, and receive appropriate consideration for promotion. The performance evaluation ensures that poor performance or policing that otherwise undermines public safety and community trust is reflected in officer evaluations so that NOPD can identify it and effectively respond. Performance Evaluation Audits are conducted to ensure officer performance is effectively documented and memorialized daily and annually. This process is regulated by Chapter 13.34 – Evaluations of Employees, of the New Orleans Police Department’s Operational Manual. In addition, Chapter 35.1.9 – Insight is used as a reference.

This audit, conducted from May 1, 2025, to May 29, 2025, was completed using the latest Performance Evaluation’s Protocol regarding the NOPD Specific Annual Evaluation process. The audit addresses all sections of the NOPD specific performance evaluations, including, Narrative Section (reporting, decision making, safety, community engagement and problem solving); Insight Section; Performance Section; and Supervisor Section (if the person being evaluated is a supervisor).

Scores of **95%** or higher are considered compliant or considered in substantial compliance. Noted deficiencies should be addressed regarding supervisors writing more meaningful and effective evaluations with specific training through In-service Training classes, targeted in-person training, or Department Training Bulletins (DTBs). This training should be reinforced annually by close and effective oversight, in addition to Supervisor Feedback Log (SFL) entries.

The overall composite score for the Performance Evaluation Audit is **76%**.

The 5 sections audited by ARS include the following:

- Narrative Composite Score: Includes Q1 – Q4b: **54%**.
  - Q1 - Q4b scored non-compliant (due to incomplete examples).
- Insight Composite Score: Includes Q5a – Q5h: **68%**
  - Q5a - Q5h scored non-compliant (due to missing Insight Reports).
- Performance Composite Score: Includes Q6 – Q9: **87%**
  - Q8a, and Q8b scored non-compliant.
- Supervisor Composite Score: Includes Q10.1 – Q10.4: **98%**
  - No sections scored non-compliant.
- Other Composite Score: **89%**
  - BWC, Self-Assessments, and Employee Summary Report attachment (ESR) scored non-compliant.

The previous audit score was 79%. More detailed results in Scorecard and Conclusion sections.

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## Introduction

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The Audit and Review Section of the Professional Standards and Accountability Bureau conducted a performance evaluation audit in May of 2025 of the “2024 NOPD Specific Annual Evaluations Review”.

### Purpose

The Performance Evaluation audit is conducted to determine whether officers are recognized for effective and ethical policing through the performance evaluation process. Conversely, this audit further determines and documents whether an officer’s performance is poor and otherwise undermines public safety and community trust. This audit also documents which supervisors do not complete accurate and timely evaluations on their subordinates and how those supervisors are held accountable for incomplete evaluations. Performance evaluations are not only regulated by Chapter 13.34 Performance Evaluations, but also by the following NOPD Operations Manual chapters:

- Chapter 13.03 Personnel Files
- Chapter 13.27 Professional Performance Enhancement Program (PREP)
- Chapter 13.27.1 Job Performance Improvement Plan (JPIP)

This list is not all inclusive.

### Objectives

By applying the attached audit form as a rubric, the auditor qualitatively assessed the auditing data to determine whether Performance Evaluations substantively met the requirements of policy. Auditors compared the questions on the Performance Evaluation Audit Form to NEOGOV evaluation responses, EPRs, Body-worn Camera Footage, Supervisor Feedback Log, INSIGHT, Search Warrant Logs, NOPD Authorized Interpreter List, Secondary Employment Violations and Audit and Review Section Data. Auditors did not randomly select BWC recordings for verification, rather auditors accessed BWC recordings for incidents referenced in performance evaluations to verify the performance reviewer’s substantive findings.

### Methodology

Auditors qualitatively assessed performance evaluations using the audit forms for each of the sections (Narrative Section; Insight Section; Performance Section; and Supervisor Section) of the Performance Evaluation Audit (see Appendix A). Auditors analyzed the following data sources:

1. NEOGOV Perform NOPD Specific Annual Evaluations
2. Electronic Police Reports (EPR)
3. Body-worn Camera (BWC) recordings
4. Supervisor Feedback Log (SFL)
5. INSIGHT (Early Warning System (EWS) – Officer activity trends)
6. Search Warrant Logs

7. Secondary Employment Violations
8. NOPD Authorized Interpreter List
9. Audit and Review Section Data

All documents and related incidents in the original sample that are not audited must be deselected. All deselections are recorded in the Deselection Log.

A review of the Deselection Log shows **one entry** for this audit that was deselected and not replaced.

1. **Auditor elected to not audit the supervisor's evaluation due to supervisor leaving NOPD before audit began.**

Auditors must ensure they review the current audit protocol. The first tab in the audit tool contains general guidelines for auditing specific examples of the performance evaluation.

1. To be specific, examples **MUST** have item numbers, or date and time, or must describe a single event.
2. All item numbers **MUST** be explained (listing an item number is not enough).
3. If the supervisor references a video, the time the relevant action occurred **MUST** be listed in at least two (2) examples within the evaluation.
4. Examples **MUST** include analysis (a description of the impact of the action, or a description of why the action was a good example).
5. Examples should **NOT** be of routine actions.
6. The reader should **NOT** have to use the item number to find the related reports or videos to understand why the item number was listed.
7. Supervisors **MUST** provide two (2) examples for each question.

Changes to audit forms are clearly communicated to auditors by the audit supervisor. Auditors re-read policies when guidance in audit forms recommend, they do so or when the policy requirements are not clear enough to the auditor to allow him/her to confidently score an audit criterion.

When audit results require comments, auditors thoroughly explain the evidence they observed that led to their determination of the result for the audit criteria in question. Utilizing their knowledge of NOPD policies, auditors note any policy violations they observe that are not specifically addressed in the audit tools in the "Auditor Comments" section of the form.

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## Initiating and Conducting the Performance Evaluation Audit

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By applying the audit forms as a guideline, the auditors qualitatively assessed the Supervision data to determine whether performance evaluations substantively met the requirements of policy.

1. Auditors compared the questions on the Performance Evaluation Audit Form to NEOGOV evaluation responses, EPRs, Body-worn Camera Footage, Supervisor Feedback Log, INSIGHT, Search Warrant Logs, Audit and Review Section Data, and NOPD Authorized Interpreter List. Auditors did not randomly select BWC recordings for verification, rather auditors accessed BWC recordings for incidents referenced in performance evaluations to verify the performance reviewer's substantive findings.
2. Auditors then documented their answers to audit questions on the Performance Evaluations Audit Form.
3. The performance evaluation encompasses four (4) sections (Performance Evaluation Audit Question Numbers):
  - a. Evaluation Exists
    - i. Auditors determined whether an evaluation existed.
  - b. Narratives (1-4b)
    - i. Auditors reviewed evaluation responses related to written documents, decision-making skills, safety, community policing and community engagement.
    - ii. Auditors checked to ensure at least two (2) specific examples are included in each response. Each specific example must include (1) item number(s), if applicable, (2) date and time of single event or time stamps for body-worn camera recordings and (3) a detailed account of incident.
  - c. INSIGHT Documentation (5a-5h):
    - i. Insight is an early warning data system used to document, analyze, and provide feedback on employee performance and conduct.
    - ii. Auditors verified evaluation responses related to attendance, training, complaints, secondary employment, and awards/commendations based on data from Insight's Employee Activity and Summary Reports.
  - d. Performance Details (6-9)
    - i. Auditors reviewed evaluation responses related to search warrants, non-compliance, quarterly check-ins/areas of growth and improvement and bilingual pay and secondary employment.
    - ii. Data was verified by using Search Warrant Logs, Audit and Review Section raw data, Insight, and the Authorized Interpreter's list.
    - iii. All non-compliance and exceptional performance require documentation in evaluations.
    - iv. Auditors compared evaluation responses related to search warrants to the Search Warrant Log and the Supervisor Feedback Log.
    - v. Auditors compared evaluation responses of non-compliance related to stops, pat-downs and arrest to PSAB's raw data and the Supervisor Feedback Log.
    - vi. Auditors verified evaluation responses related to quarterly check-ins included (1) dates of quarterly meetings with subordinate and (2) descriptions of areas of growth and improvement discussed during the meetings.

- vii. Auditors verified bilingual employee pay with Authorized Interpreter's records.
  - e. Supervisor's Evaluation Statement (10.1-10.4); if applicable:
    - i. Auditors verified evaluation responses completed by rating supervisor on his/her direct report who is also a supervisor.
    - ii. Data verification is in a subordinates' evaluation, Supervisor Feedback Log, Insight and Reporting Supervisor Report.
    - iii. The supervisor's evaluation statement section includes a review of how the subordinate supervisor (1) addressed and deterred misconduct, (2) identified patterns in Insight, (3) addressed non-compliance and (4) described direct reports ability and effectiveness in conducting supervisory reviews.
- 4. The evaluation encompasses four sections (Performance Evaluation Audit Question Numbers):
  - a. Narratives (1-4b)
  - b. Insight Documentation (5a-5h)
  - c. Performance Details (6-9)
  - d. Supervisor's Evaluation Statement (10.1-10.4); if applicable

Note: The audit includes an "Other" section consisting of the following:

- a. BWC references
- b. SVS interactions
- c. Signatures (3 levels)
- d. Self-Assessment attachments
- e. Employee Summary Reports

The total number of performance evaluations reviewed is **362**. Once the auditors entered the audit results into the auditing database, the compliance rate for each of the requirements was determined. This final report documents whether the compliance rate for each requirement met the threshold for substantial compliance (95%).

## Reviews - Scorecards

Audit results data in Excel spreadsheet, raw data based on individual questions on the 2024 NOPD Specific Annual Performance Evaluation Audit Forms. Below are two versions of the scorecards.

### Summary Scorecard

#### Supervisor Performance Evaluation 2025 Table

Review Period: 2024 Annual

Compliance percentages for supervisor performance evaluation requirements

Check-List Questions	Score	Y	N	U	NA	Consent Decree ¶	NOPD Policy Chapters
<b>NARRATIVE (Q1 - Q4B)</b>	<b>54%</b>	909	768	-	133		
1 Did the supervisor include at least 2 specific examples for Q1 (written quality reports)?	62%	223	136	0	3	¶296.i, 298	Ch 13.34 ¶3, ¶36, ¶50
2 Did the supervisor include 2 specific examples for Q2 (Decision Making)?	57%	207	154	0	1	¶296.j, 303.c, 298	Ch 13.34 ¶3, ¶36, ¶50
3 Did the supervisor include at least 2 specific examples for Q3 (Safety)?	52%	187	172	0	3	¶296.g, 298	Ch 13.34 ¶3, ¶36, ¶50
4A Did the supervisor include at least 2 specific examples for Q4 with at least one example that is not related to community meetings or tow drives?	55%	180	145	0	37	¶296.a, 298	Ch 13.34 ¶3, ¶36, ¶50
4B Did the supervisor include at least 2 specific examples for Q4B (Problem Solving)	41%	112	161	0	89	¶296.b, 303.a, 298	Ch 13.34 ¶3, ¶36, ¶50
<b>INSIGHT (Q5A - Q5H)</b>	<b>68%</b>	1943	934	0	19		
5A Did the supervisor verify compliance with attendance policies as reported in Insights Employee Activity Report?	69%	251	111	0	0	¶296.e, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5B Did the supervisor verify the employee completed all required training as reported in Insight's Employee Summary Report?	68%	243	117	0	2	¶296.h, 300, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5C Did the supervisor verify the employee did not have any violations of bias-free policing as reported in Insight's Employee Summary Report?	68%	246	114	0	2	¶296.e, 303.c, 151, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5D Did the supervisor verify the employee did not have any citizen complaints as reported in Insight's Employee Summary Report?	63%	227	132	0	3	¶296.c, 303.b, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5E Did the supervisor verify the employee did not have any supervisor initiated complaints as reported in Insight's Employee Summary Report?	67%	241	118	0	3	¶296.c, 303.b, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5F Did the supervisor verify the employee did not have any discipline levied against him/her as reported in Insight's Employee Summary report?	68%	243	116	0	3	¶296.d, 303.d, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5G Did the supervisor verify the employee did not have any violations of the Secondary Employment Policy as reported in Insight's Employee Summary Report?	69%	248	111	0	3	¶296.f, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
5H Did the supervisor document any awards and/or commendations received by the employee as reported in Insight's Employee Summary Report?	68%	244	115	0	3	¶296.c, 316, 319	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
<b>Performance (Q6 - Q9)</b>	<b>87%</b>	1491	218	0	101		
6 Did the supervisor describe the quality and accuracy of any search warrants written by the employee, as documented in the Search Warrant Log?	94%	291	20	0	51	¶296.e, 137, 146	Ch 13.34 ¶46; Ch 35.1.9 ¶1-2
7 Did the supervisor list all non-compliance documented in raw data for stops, pat-downs, and/or arrests scorecards, as distributed by the Audit and Review Unit?	99%	331	2	0	29	¶297, 151	
8A Did the employee list dates of ALL quarterly check ins that occurred during the reporting year?	70%	247	108	0	7	¶298-299, 316, 319	Ch 13.34 ¶25-¶34
8B Did the employee briefly describe discussions during each check-in related to areas of growth and challenges?	75%	264	87	0	11	¶298, 316, 319	Ch 13.34 ¶25-¶34
9 Did the supervisor accurately record whether the officer receives bilingual pay?	99.7%	358	1	0	3	¶297, 189.1	
<b>Supervisor Specific (Q10.1 Q10.4)</b>	<b>98%</b>	571	14	0	1949		
10.1 Did the reporting supervisor describe how the employee deterred and/or addressed misconduct?	99%	86	1	0	275	¶296.c, 299, 313	
10.2A Did the supervisor list the number of quarterly reviews conducted?	96%	82	3	0	277	¶296.c, 316, 319	Ch 35.1.9 ¶22
10.2B Did the employee list the number of late quarterly reviews, as reported in Insight?	98%	82	2	0	278	¶299, 301, 316, 319	Ch 13.34 ¶25-¶34
10.2C Did the employee list the number of patterns identified and documented, as reported in Insight?	96%	81	3	0	278	¶299, 316, 319	Ch 35.1.9 ¶31
10.2D Did the employee list the number of non-disciplinary corrective actions, as reported in Insight?	99%	83	1	0	278	¶299, 313, 316, 319	Ch 35.1.9 ¶26
10.3 Did the employee address all non-compliance documented in raw data for stops, pat-downs, and/or arrests scorecards, as distributed by the Audit and Review Unit?	99%	77	1	0	284	¶299, 313	
10.4 Did the reporting supervisor describe the employee's ability and effectiveness in conducting supervisory reviews?	96%	80	3	0	279	¶299, 313, 316, 319	
<b>Other</b>	<b>89%</b>	1792	230	0	512		
BWC Did the supervisor reference video in the evaluation?	55%	106	87	0	169	¶297, 328.f	Ch. 41.3.10: A ¶Appendix B
SVS If the employee is assigned to SVS, did the supervisor include specific examples of victim interactions and services in the evaluation?	95%	18	1	0	343	¶297, 201.f	
Oth Did the reporting supervisor sign the evaluation indicating he/she met with the employee?	99.7%	361	1	0	0	¶297, 301	Ch 13.34 ¶48 ¶52 ¶55
Oth Did the employee sign the evaluation indicating he/she met with the reporting supervisor?	99%	357	5	0	0	¶297	Ch 13.34 ¶48 ¶52 ¶55
Oth Did the reviewing supervisor sign the evaluation indicating he/she reviewed and approved the reporting supervisor's ratings?	98%	353	9	0	0	¶297, 301	Ch 13.34 ¶48 ¶52 ¶55
Oth Is the Self-Assessment attached to the Evaluation?	85%	306	56	0	0	¶297	Ch 13.34 ¶46
Oth Employee Summary Report Attached?	80%	291	71	0	0	¶298	Ch 13.34 ¶46
<b>Total</b>	<b>76%</b>	<b>6,706</b>	<b>2,164</b>	<b>-</b>	<b>2,714</b>		

#### General Comments

ARU audited the sample list case files for the defined period, for completeness and accuracy as required by the Consent Decree.

For an explanation of the procedures and scoring system for this review, see the associated "Protocol" document.

For a list of relevant policies, contact ARU as needed.

For the audit results for each case file, see the accompanying RawData spreadsheets.

Scores below 95% are highlighted in red.

## District Scorecard

### Supervisor Performance Evaluation 2025 Scorecard

Compliance percentages for supervisor performance evaluation requirements

Review Period: 2024 Annual

District	# PE's Reviewed	Q1	Q2	Q4 A-B		Q5 A-H	Q6 Search	Q7 Stops, Pat-Downs, Or Arrests	Q8 A-B	Q9 Bilingual
		Reporting Skills	Decision Making	Safety Employed	Community Engagement and Problem Solving	Insight Verification	Warrant Log Verification	Downs, Or Arrests Verification	Quarterly Check-ins Date(s) Verification	Pay Verification
1	24	83%	75%	83%	60%	96%	80%	91%	88%	100%
2	30	77%	57%	60%	49%	57%	87%	100%	72%	100%
3	24	54%	50%	54%	47%	93%	96%	100%	71%	100%
4	24	83%	79%	79%	74%	88%	96%	100%	78%	100%
5	30	60%	50%	30%	34%	66%	82%	100%	41%	100%
6	25	88%	88%	92%	92%	76%	100%	100%	74%	100%
7	30	47%	30%	33%	31%	30%	82%	100%	72%	100%
8	35	43%	20%	17%	20%	62%	100%	100%	43%	97%
SOD	30	97%	97%	97%	100%	93%	100%	100%	97%	100%
FOB - Other	5	0%	0%	0%	0%	83%	100%	100%	20%	100%
Academy	10	33%	50%	30%	17%	69%	100%	100%	80%	100%
CID Other	2	0%	0%	50%	33%	0%	100%	100%	100%	100%
Homicide	16	81%	88%	88%	81%	100%	100%	100%	100%	100%
ISB	22	41%	45%	27%	28%	45%	91%	100%	86%	100%
SID	8	14%	29%	14%	18%	58%	100%	100%	38%	100%
PIB	16	69%	100%	69%	94%	82%	100%	100%	73%	100%
MSB	16	25%	25%	13%	29%	16%	100%	100%	50%	100%
SVS	15	53%	53%	20%	31%	43%	100%	100%	53%	100%
Overall	362	62%	57%	52%	49%	68%	94%	99%	70%	99.7%

# Supervisor Performance Evaluation 2025 Scorecard

Compliance percentages for supervisor performance evaluation requirements

Review Period: 2024 Annual

## Supervisor's Performance Review

District	Q10.1 Described	Q10.2 A-D	Q10.3	Q10.4 Ability and	SVS			Reporting	Reviewing	Self-	Employee	Overall
	How Employee	Conducted	Addressed All	Effectiveness in	BWC Video	Examples of	Supervisor	Supervisor	Assessment	Summary		
	Deterred and/or	Regular	Non-	Conducting	is	Victim	Signed the	Signed the	Attached	Report		
	Addressed	Reviews of	Compliance as	Supervisory	Referenced	Interactions	Eval	the Eval		Attached		
	Misconduct	Insight	Distributed by	Reviews	in Eval	Used						
1	100%	100%	100%	100%	57%	100%	100%	92%	92%	92%	96%	89%
2	100%	100%	100%	100%	65%	-	100%	100%	100%	93%	87%	84%
3	100%	100%	100%	100%	70%	-	100%	100%	100%	92%	96%	85%
4	100%	100%	100%	100%	63%	-	100%	100%	100%	96%	100%	91%
5	100%	100%	100%	100%	71%	100%	100%	100%	100%	83%	67%	80%
6	100%	100%	100%	100%	53%	-	100%	100%	100%	84%	80%	91%
7	100%	100%	100%	100%	21%	-	100%	97%	97%	77%	83%	73%
8	88%	79%	86%	86%	25%	0%	100%	97%	97%	69%	66%	65%
SOD	100%	100%	100%	100%	83%	-	100%	100%	100%	97%	97%	98%
FOB - Other	100%	100%	100%	100%	100%	100%	80%	100%	80%	80%	80%	71%
Academy	100%	100%	100%	100%	-	-	100%	100%	100%	70%	70%	79%
CID Other	-	-	-	-	-	-	100%	100%	100%	0%	0%	60%
Homicide	100%	94%	100%	100%	0%	-	100%	100%	100%	100%	100%	91%
ISB	100%	94%	100%	75%	50%	-	100%	100%	100%	77%	73%	76%
SID	100%	100%	100%	67%	100%	-	100%	100%	100%	88%	63%	74%
PIB	100%	100%	100%	100%	-	-	100%	100%	100%	100%	88%	93%
MSB	100%	94%	100%	100%	100%	100%	100%	100%	94%	63%	25%	74%
SVS	100%	100%	100%	100%	-	100%	100%	93%	80%	80%	80%	78%
Overall	99%	97%	99%	96%	55%	95%	99.7%	99%	98%	85%	80%	75%

**General Comments**

ARU audited the sample list case files for the defined period, for completeness and accuracy as required by the Consent Decree.

For an explanation of the procedures and scoring system for this review, see the associated "Protocol " document.

For a list of relevant policies, contact ARU as needed.

For the audit results for each case file, see the accompanying RawData spreadsheets.

Scores below 95% are highlighted in red.

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## Conclusion

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The results of this audit were first verified through an Auditor Peer Communication process. In this process, the reviewing auditor discusses any variances with the originally assigned auditor to reach a consensus. If a consensus is not reached, the Audit Innovation Manager is consulted for resolution. This process is documented in the audit tool.

The Auditor Peer Communication process is completed, and the Audit Innovation Manager Review has concluded. Any issues identified by the Audit Innovation Manager were sent back to the assigned auditor for review and resolution, but none were identified. Following the completion of this process, the districts/units have an opportunity to review all the audit results and scorecards. If any discrepancies or concerns are identified, an Audit Re-Evaluation Request Form should be submitted to PSAB documenting their concerns.

The “Q#” correlates to the number of the question on the actual performance evaluation. The text following the “Q#” is the question asked of the assigned auditor in the audit tool. There were **362** performance evaluations reviewed for this audit.

### **NARRATIVE SECTION:**

Q1 Reporting Skills – Did the supervisor include at least two (2) specific examples for Q1 (Quality Written Reports)? The overall score for this question was **62%** vs. the previous score of 71%. Supervisors did not use specific examples, details, or analysis of the examples used. **SOD scored compliant.**

Q2 Decision Making - Did the supervisor include at least two (2) specific examples for Q2 (Decision Making)? The overall score for this question was **57%** vs. the previous score of 67%. Supervisors did not use specific examples, details, or analysis of the examples used. **PIB and SOD scored compliant**

Q3 Safety Employed - Did the supervisor include at least two (2) specific examples for Q3 (Safety)? The overall score for this question was **52%** vs. the previous score of 60%. Supervisors did not use specific examples, details, or analysis of the examples used. **SOD scored compliant.**

Q4A – B Community Engagement and Problem Solving - Did the supervisor include at least two (2) specific examples for Q4A with at least one (1) example that is not related to community meetings or toy drives? Did the supervisor include at least two (2) specific examples for Q4B (Problem-solving Strategies)? These questions are asked independently of each other in the audit tool, but their scores were combined for the scorecard. The overall composite score for these questions was **49%** vs. the previous score of 56%. Q4A scored **55%** vs. the previous score of **58%**, and Q4B which scored **41%** vs. the previous score of 53%. Supervisors did not use specific examples, details, or analysis of the examples used. **SOD scored compliant.**

## **INSIGHT SECTION**

**Q5A–H Insight Verification** – Questions 5 A–H were asked independent of each other on the audit tool, but their scores were combined for the scorecard. **The 1<sup>st</sup> District and Homicide scored compliant.**

**Q5A** Did the supervisor verify compliance with attendance policies as reported in Insight’s Employee Activity Report? **69%** vs. the previous score of 77%. **(Non-Compliant)**

**Q5B** Did the supervisor verify the employee completed all required training as reported in Insight’s Employee Summary Report (ESR)? **68%** vs. the previous score of 73%. **(Non-Compliant)**

**Q5C** Did the supervisor verify the employee did not have any violations of bias-free policing as reported in Insight’s Employee Summary Report? **68%** vs. the previous score of 73%. **(Non-Compliant)**

**Q5D** Did the supervisor verify the employee did not have any citizen complaints as reported in Insight’s Employee Summary Report? **63%** vs. the previous score of 69%. **(Non-Compliant)**

**Q5E** Did the supervisor verify the employee did not have any supervisor-initiated complaints as reported and Insight’s Employee Summary Report? **67%** vs. the previous score of 67%. **(Non-Compliant)**

**Q5F** Did the supervisor verify the employee did not have any discipline levied against him/her as reported in Insight’s Employee Summary Report? **68%** vs. the previous score of 71%. **(Non-Compliant)**

**Q5G** Did the supervisor verify the employee did not have any violations of the Secondary Employment Policy as reported in Insight’s Employee Summary Report? **69%** vs. the previous score of 68%. **(Non-Compliant)**

**Q5H** Did the supervisor document any awards and/or commendations received by the employee as reported and Insight’s Employee Summary Report? **67%** vs. the previous score of 71%. **(Non-Compliant)**

The combined score for **Q5 A–H** was **68%** vs. the previous score of **72% (non-compliant)**. This was because supervisors **DID NOT** attach the required Employee Summary Report or Activity Report. Auditors could not verify that supervisors reviewed the items and their accuracies without having attached the reports to the evaluation.

## **PERFORMANCE SECTION**

**Q6 Search Warrant Log Verification** - Did the supervisor describe the quality and accuracy of any search warrant written by the employee, as documented in the Search Warrant Log? The overall score for this question was **94%** vs. the previous score of 96% **(Compliant)**. **3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, SOD,**

**FOB, CID, Homicide, MSB, PIB, SVS all scored compliant.**

Q7 Stops, Pat-Downs, or Arrests Verification - Did the supervisor list all non-compliance documented in raw data for stops, pat-downs and/or arrest scorecards, as distributed by the Audit and Review Section? The overall score for this question was **99%** vs. the previous score of 99%. **All units are compliant except for the 1<sup>st</sup> District.**

Q8 A–B Quarterly Check-ins Date(s) Verification - Questions 8 A–B were asked independent of each other on the audit tool, but their scores were combined for the scorecard.

Q8A - Did the employee list dates of ALL quarterly check-ins that occurred during the reporting year? **70%** vs. the previous score of 61%. **(Non-Compliant).**

Q8B - Did the employee briefly describe discussions during each check-in related to areas of growth and challenges? **75%** vs. the previous score of 81%. **(Non-Compliant).**

The combined score Q8 A–B was **70%** vs. the previous score of 49%. **(Non-Compliant).** Supervisors did not list the requisite quarterly check-ins, or the listing did not contain any specific details of what was discussed. **SOD, CID, Homicide scored compliant.**

Q9 Bilingual Pay Verification - Did the supervisor accurately record whether the officer receives bilingual pay? (Refer to latest NOPDAI list). The overall score for this question was **99.7%** vs. the previous score of 100%. **All units are compliant.**

**SUPERVISOR SECTION** (Supervisor was the person being evaluated)

Q10.1 Described How Employee Deterred and/or Addressed Misconduct - Did the reporting supervisor describe how the employee deterred and/or address misconduct? The overall score for this question was **99%** vs. the previous score of 98%. **(Compliant).**

Q10.2 A–D Conducted Regular Reviews in Insight – These questions were asked independent of each other on the audit tool, but their scores were combined for the scorecard.

Q10.2A - Did the employee conduct regular reviews of Insight? **96%** vs. the previous score of 96%. **(Compliant)**

Q10.2B - Did the employee list the number of late quarterly reviews, as reported in Insight? **98%** vs. the previous score of 97%. **(Compliant)**

Q10.2C - Did the employee list the number of patterns identified and documented, as reported in Insight? **96%** vs. the previous score of 97%. **(Compliant).**

Q10.2D - Did the employee list the number of non-disciplinary corrective actions, as reported in Insight? **99%** vs. the previous score of 96%. **(Compliant).**

The combined score for Q10.2 A–D was **97%** vs. the previous score of 97%. **(Compliant).**

Q10.3 Addressed All Non-Compliance as Distributed by ARS - Did the employee address all non-compliance documented in raw data for stops, pat downs, and/or arrests scorecards, as distributed by the Audit and Review Section? The overall score for this question was **99%** vs. the previous score of 99%. **(Compliant)**.

Q10.4 Ability and Effectiveness in Conducting Supervisory Reviews - Did the reporting supervisor describe the employee's ability and effectiveness in conducting supervisory reviews? The overall score for this question was **96%** vs. the previous score of 97%. **(Compliant)**.

## **OTHER SECTION**

BWC Video is referenced in the Eval - Did the supervisor reference video in the evaluation? The overall score for this question was **55%** vs. the previous score of 76%. **(Non-Compliant)**.

SVS Examples of Victim Interactions Used - If the employee is assigned to SVS, did the supervisor include specific examples of victim interactions and services in the evaluation? The overall score for this question was **95%** vs. the previous score of 95%. **(Compliant)**.

Reporting Supervisor Signed the Eval - Did the reporting supervisor sign the evaluation indicating he/she met with the employee? The overall score for this question was **99.7%** vs. the previous score of 100%. **(Compliant)**.

Employee Signed the Eval - Did the employee sign evaluation indicating he/she met with the reporting supervisor? The overall score for this question was **99%** vs. the previous score of 98%. **(Compliant)**.

Reviewing Supervisor Signed the Eval - Did the reviewing supervisor sign the evaluation indicating he/she reviewed and approved the reporting supervisor's ratings? The overall score for this question was **98%** vs. the previous score of 89%. **(Compliant)**.

Self-Assessment Attached - Is the self-assessment attached to the evaluation? The overall score for this question was **85%** vs. the previous score of 79%. **(Non-Compliant)**.

Employee Summary Report Attached - Is the Employee Summary Report attached to the evaluation? The overall score for this question was **80%** vs. the previous score of 84%. **(Non-Compliant)**.

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## Recommendations

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The completion and audit of Performance Evaluations continue to show an overall improvement compared to the previous audit. However, there are opportunities to improve in the following areas:

### Narrative Section (Q1 – Q4B):

While examples and detailed descriptions are improving, supervisors need continuous reinforcement of the expectations around clear and concise explanations for any given answers or responses.

1. This report will serve as notification of district/unit performance during this audit.
2. Work with Policy Standards Section to develop DTB's to address the training issues identified in this report.
3. Additional Academy training is recommended to inform supervisors of the proper writing format and following instructions as given.
4. "Train the Trainer" sessions may be helpful to have a specific person in each district/division to assist supervisors completing evaluation and to answer on-going questions in each district/division.
5. Revert to requiring subordinates to give two (2) examples in the Self-Assessments for guidelines or bases for reporting supervisors to use as a guideline when completing subordinate evaluations.
6. Continue to give district/division status reports to show the completion process of all assigned evaluations.

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## Supervisor Reevaluation Requests and PSAB Responses

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### 4<sup>th</sup> District Review and Request

#### Sergeant

- DSA Response: While reviewing the Fourth District scorecard data to seek the areas of improvement needed, Sgt. noticed that officer is listed under 4<sup>th</sup> District with a score of 44%. The data also shows that he audited an employee not known. Neither were in the Fourth District during 2024.

#### PSAB Response

- Officer moved to ISB-SID. The 4<sup>th</sup> District audit score was then re-adjusted.

#### Sergeant

- DSA Response: Sgt advised she did not complete the evaluation. Advised it was routed to her somehow on to sign. She's advising that she received a score for an evaluation she didn't complete.

#### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons: We do not have any way to determine who completed the evaluation for Detective. Based on the completed signature of Sgt., the score will remain with this supervisor for completion.

### ISB Review and Request

#### Lieutenant

- DSA Response: Lines 262 and 263 column R on the raw data workbook. Both employees work in a unit that does not interact with the public; therefore, no examples were provided. Line 262 and 263 Q5 questions were all answered, and the employee summary was attached as verification.

#### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been denied for the following reasons:
- Q4a: All commissioned officers are required to provide examples of Community Engagement. All officers may or may not have examples of Community Problem Solving which is acceptable based on officer assignment.
- Q5: As stated on the Raw data comments and reviewing the attached INSIGHT Employee Summary Report, the INSIGHT report attached does not cover the entire 2024 year it only covers the timeframe of Oct 2024 - Dec 2024. The date range on this report should have included the entire year to ensure all questions were answered for the full evaluation period.

## PIB Review and Request

### Detective

- DSA Response: For Detective's 2024 NOPD-Specific Annual Performance Evaluation, I respectfully request the following audit results be re-evaluated:
- Q1. Did the employee produce quality written documentation - These two examples document the process of Detective's investigations and Sergeants' method for evaluating the quality of his reports.
- Q3. Did the employee employ safety measures - These two examples, while they seem similar, due to Detective Guirrerri's assignment as a FIT Criminal investigator, the protocols followed regarding crime scene investigations are followed according to our standard operating procedures. As a criminal investigator, these tasks will most often be similar regarding on-scene safety protocols.
- Q5B, Q5C, Q5D, Q5D, Q5E, Q5F, Q5G, Q5H - All these questions were answered by Sergeant.
- ESR Attached: Sergeant attached both the Detective's Employee Summary Report and Employee Activity Report to the evaluation - these documents are listed on the printed version of the evaluation.

### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- Q1: While the first example could be considered a compliant answer, the second example does not discuss the quality of the documentation only that "Detective documented his findings in a logical order and arrived at a conclusion that was supported by the evidence" which is also the phrase and term used for the first example. The supervisor used the same description to describe both written reports by the detective.
- Q3: Although the examples describe the same action of safety measure, they are boilerplate language and a vague description of the safety actions taken by the officer. The term (cordoning) does not give any specific measures taken by the officer. PSAB considers officer assignment into consideration while auditing evaluations when details are given to establish an act and clear explanation of consideration.
- Q5 series: The INSIGHT Summary Report attached did not include the entire 2024. The date range listed in the attached report is 10/01/2024 - 12/31/2024

### Captain

- DSA Response: Captain formally requests that the auditing team reevaluate her two Evaluations. Please see the request form: Officer: q4 States that statements are cut off. They are clear in my copy of the evals q10 Sgt. does not have subordinates, she would not have any quarterly reviews. Officer: q4 failed to provide two examples: Bagneris oversees the firing range at the Academy. I can't review his eval anymore but I'm sure that I explained that. Please review.
- Also, in the Reviewing Supervisor Scorecard, I have zeros: PLEASE review this. I cannot believe that either I approved evals without the necessary information or I failed to provide the necessary information. 4 0% 50% 0% 0% 0% 100% - 50% 100% 100% - - 100% - - 100% 100% 100% 75% 100% 63%

### PSAB Response

- **Approved:** Adjustments were made to the evaluation for Sgt. and your score will be updated.
- **Denied:** Q4a: you used the same examples for this question and that is why it was deemed non-compliant. The examples should be of two different types of community interaction which could have also been taken from special events, details, or simple interactions with citizens.
- Also, the scorecard for the Reviewing Supervisor just shows what the score for the evaluations were under you as a second level supervisor, not as the Rating or Direct Supervisor.

## 4<sup>th</sup> District Review and Request

### Officer

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisor's evaluation on Officer stated in Q5a that the supervisor did not verify compliance with attendance policies as reported in the employee's activity report. The activity report generated in Insight does not contain correct data. This flaw was verified by the Innovation Manager in an email on 6/27/24 and again on 4/7/2025. There may be more emails affirming this information. It is not only unfair to negatively score the supervisors for not verifying false information, but illogical. If you require supervisors to base their answers on incorrect information, this will falsify the evaluation. It would be more plausible for a supervisor to review the attendance record in ADP that contains correct information. The fact that a supervisor did not attach a falsified activity report should not equate to non-verification of attendance. There should be a more efficient process for audit purposes.
- Due to this new information, the Sixth District respectfully request our score be reevaluated.

### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- Q5 series: The evaluation requires the INSIGHT Summary Report and INSIGHT Activity Report to be attached in the evaluation for Auditor Review and verification of supervisor's answers on subordinate evaluations. The supervisor did not attach either INSIGHT Report to the evaluations. If you are disputing the information in INSIGHT is incorrect, that is to be explained with your answers on the evaluations. However, the documents should have been attached to the evaluation.
- As a note, the report that is not functioning in INSIGHT is the Supervisor Activity Report.

### Sergeant

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District.  
The Raw data for supervisor's evaluation on Sgt. stated in Q5a that the supervisor did not verify compliance with attendance policies as reported in the employee's activity report. The activity report generated in Insight does not contain correct data. This flaw was verified by the Innovation Manager in an email on 6/27/24 and again on 4/7/2025. There may be more emails affirming this information. It is not only unfair to negatively score the supervisors for not verifying false information, but illogical. If you require supervisors to base their answers on

incorrect information, this will falsify the evaluation. It would be more plausible for a supervisor to review the attendance record in ADP that contains correct information. The fact that a supervisor did not attach a falsified activity report should not equate to non-verification of attendance. There should be a more efficient process for audit purposes.

- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### **PSAB Response**

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- Q5 series: The evaluation requires the INSIGHT Summary Report and INSIGHT Activity Report to be attached in the evaluation for Auditor Review and verification of supervisor's answers on subordinate evaluations. The supervisor did not attach either INSIGHT Report to the evaluations. If you are disputing the information in INSIGHT is incorrect, that is to be explained with your answers on the evaluations. However, the documents should have been attached to the evaluation.

#### **Officer**

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisor's evaluation on Sgt. stated in Q5a that the supervisor did not verify compliance with attendance policies as reported in the employee's activity report. The activity report generated in Insight does not contain correct data. This flaw was verified by the Innovation Manager in an email on 6/27/24 and again on 4/7/2025. There may be more emails affirming this information. It is not only unfair to negatively score the supervisors for not verifying false information, but illogical. If you require supervisors to base their answers on incorrect information, this will falsify the evaluation. It would be more plausible for a supervisor to review the attendance record in ADP that contains correct information. The fact that a supervisor did not attach a falsified activity report should not equate to non-verification of attendance. There should be a more efficient process for audit purposes.
- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### **PSAB Response**

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- The supervisor listed the subordinate as a patrol officer and a detective in the employee's evaluation. The supervisor answered the question "Is the employee assigned a BWC for their regular duties/responsibilities?" as listed below:
- "Yes, as a Patrol Officer. No as a detective."
- The auditor relied on the supervisor's answers to determine if BWC information should have been documented in the subordinate's Performance Evaluation and none was found.

#### **Officer**

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisor's evaluation on Officer, stated in Q8A that he did not list all quarterly check ins. After a review of the evaluation, it was shown that only the date of the fourth quarter check-in was listed. This

was due to Officer being transferred to the day watch under Sgt. during the fourth quarter. The first three quarters of 2024, Officer was on the night watch. Sgt. has attached three Sixth District manpower reports for the months of the first three quarters in the NOPDAUDITS@nola.gov email.

- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- Q8a: The supervisor did not list 4 dates for quarterly check-ins, nor did the supervisor give a reason for the missing evaluation dates.
- All supervisors are instructed to provide 4 dates for INSIGHT Quarterly reviews for the entire year or an explanation as to why the dates are missing, if reviews were not completed by the previous supervisor or otherwise. The supervisor in this case did not provide the information required.

#### Sergeant

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisors' evaluation on Sgt., stated in Q1, Q2, and Q4b, that the supervisor did not provide two examples due to "copy and paste". After a review of the evaluation, it was shown that though the answers were very similar in nature, they were not copy and pasted. The words "copy and paste" themselves describe an action that would make each word identical. Lt.'s answers were not identical to that of the answers given in Sgt. self-evaluation, which was attached.
- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### PSAB Response

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **partially denied and partially approved** for the following reasons:
- **Denied:** Q1 and Q2 are copied from the employee self-assessment with no additional information or reasonings to why the examples given are good examples of report writing and decision making.
- **Approved:** Q4b: Provided an exception of the copy and paste reasoning. This audit answer will be changed.

#### Sergeant

- DSA Response: On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisor's evaluation on Officer stated in Q5a that the supervisor did not verify compliance with attendance policies as reported in the employee's activity report. The activity report generated in Insight does not contain correct data. This flaw was verified by the Innovation Manager in an email on 6/27/24 and again on 4/7/2025. There may be more emails affirming this information. It is not only unfair to negatively score the supervisors for not verifying false information, but illogical. If you require supervisors to base their answers on incorrect information, this will falsify the evaluation. It would be more plausible for a supervisor to review the attendance record in ADP that contains correct information. The fact that a supervisor did not attach a

falsified activity report should not equate to non-verification of attendance. There should be a more efficient process for audit purposes.

- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### **PSAB Response**

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been denied for the following reasons:
- Q5 series: The evaluation requires the INSIGHT Summary Report and INSIGHT Activity Report to be attached in the evaluation for Auditor Review and verification of supervisor's answers on subordinate evaluations. The supervisor did not attach either INSIGHT Report to the evaluations. If you are disputing the information in INSIGHT is incorrect, that is to be explained with your answers on the evaluations. However, the documents should have been attached to the evaluation.

#### **Officer**

- On Tuesday, June 24, 2025, Sixth District DSA, Sgt., reviewed the Supervisor Performance Evaluation audit scorecard for the Sixth District. The Raw data for supervisor's evaluation on Officer, stated in Q5a that the supervisor did not verify compliance with attendance policies as reported in the employee's activity report. The activity report generated in Insight does not contain correct data. This flaw was verified by the Innovation Manager in an email on 6/27/24 and again on 4/7/2025. There may be more emails affirming this information. It is not only unfair to negatively score the supervisors for not verifying false information, but illogical. If you require supervisors to base their answers on incorrect information, this will falsify the evaluation. It would be more plausible for a supervisor to review the attendance record in ADP that contains correct information. The fact that a supervisor did not attach a falsified activity report should not equate to non-verification of attendance. There should be a more efficient process for audit purposes.
- Due to this new information, the Sixth District respectfully request our score be reevaluated.

#### **PSAB Response**

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has been **denied** for the following reasons:
- Q5 series: The INSIGHT Summary Report attached does not include the entire year of 2024 for Auditor Review and verification of supervisor's answers on subordinate evaluations. The summary report attached only covers Oct 1, - Dec. 31, 2024.

### **5<sup>th</sup> District Review and Request**

#### **Captain**

- DSA Response: For this evaluation period, the captain received 50% on QSA-H, however, all the answers are yes stating that they are in compliance. This question should be changed 100%.

#### **PSAB Response**

- There was an error in the spreadsheet which has been corrected and the score changed.

### Lieutenant

- DSA Response: Lt. completed the evaluations of two Sgt's. Q3: auditor wrote that supervisor did not provide two examples. Two different examples were used for them. Sergeant's positions should be considered. The examples given were not routine. QSA (Self-Assessment): For the first Sgt., the auditor stated that there was no list of quarterly check-ins, however, it lists all the quarterly reviews that the Sgt. completed.

### PSAB Response

- Q3 for both evaluations has been changed. The assessment for Sgt. Q8a has not been changed due to the supervisor not answering the question correctly. Because of your concern this question will be **adjusted for the 2025 evaluations**.

### Sergeant

- DSA Response: For this evaluation period Officers job positions should have been taken into consideration for Q2 and Q3. For Q4, there is no copy and paste. Officers have two different dates and incidents. QS auditor states supervisor failed to check attendance record and Officer had 79 hours of sick time used. However, that is not accurate. I checked Employee Activity and compared it to ADP, Officer only used 5 sick days for bereavement which does not violate policy. The auditor did not take into consideration that the activity report is dated 7/15/2023 which is auto populated by Insight and cannot be changed. In ADP, Officer took only five sick days of bereavement for his brother's death, which is in compliance with Civil Service Rules and NOPD policy. The employee's activity has sick time dated from 7/15/2023 to 1/5/2025. The employee activity report comes from Insight. Based on the emails sent, the department was fully aware that Insight had been having issues. I printed out another Insight Employee Activity for Officer, stating he had no sick usage, which is dated 12/23/2023. Q5D for Officer, I compared the employee summary to PIB records, the citizen complaint was dated wrong and was in 2023. Once I notified PIB, they updated the system. When completing the evaluation, I used that information and reviewed another employee's summary, but the information had been removed. Insight had not been updated before the completion of the evaluations.

### PSAB Response

- Officer Q2, 3, and 5a **have been changed**
- Officer Q2, Q3, and Q5d **have been changed**. Q5d has been changed based on the system error, even though it was audited correctly based on the information presented.
- Q4b **will not be changed**. Taking their job duties into consideration, the task is acceptable. However, the language on example 1 is the same as the other officer's evaluation.

### Sergeant

- DSA Response: For this evaluation period, Sergeant completed evaluations for Detectives. Q1: Sergeant provided two examples for Detective. Same suspect just different incidents. Q2: Sergeant provided two different examples for both detectives. The detective's positions should have been taken into consideration. Q3: Sergeant provided two examples for Detective and his position is not routine. Q4A: Two examples were provided for each detective. Q4B: Two examples were provided, and it is not routine.

### PSAB Response

- Det.: Q1 **will not be changed**. The supervisor did not explain why the reports were good report writing. Q2 **will not be changed** because these are the same types of decisions being made. Q3 **will be changed** for the job assignment exception. Q4a **will not be changed** as the example gives 2 item numbers relative to the engagement with the same individuals for the same purpose. Q4b **will not be changed** as these examples describe engagement/communication and not problem-solving strategies with the businesses.
- Det. Antoine Q2 **will not be changed** because these are the same types of decisions being made with no clear explanation of why these are good decisions. Q4a **will not be changed**. The supervisor does not explain what the engagement is in the first example. The supervisor also lists a date range and not one specific date or incident. Q4b **will not be changed**. These examples do not include enough analysis of the events described for community problem solving.

### Sergeant

- DSA Response: For this evaluation period, Sergeant completed evaluations for Detectives. Q3: Sergeant provided two examples for both detectives, and their position is not routine. The detective's positions should be taken into consideration. Q4A: Two examples were provided for each detective. Q4B: Two examples were provided, and it is not routine. Dates were provided. QSA: Dates were listed.

### PSAB Response

- Detective: Q3 **will not be changed**, the second example is routine action. Q4a will not be changed, the first example does not have a specific date the supervisor quotes "throughout 2024". Q4b **will be changed**, however more explanation should have been added to clarify the problems and solutions by doing these specific actions. Q8a **will not be changed**, as the Q4 review lists Q4- 1/7/2024 as the review date which is incorrect.
- Detective: Q3 **will not be changed**, the first example does not give a clear explanation of what the safety measure is and why it was a good example. Q4a **will not be changed**, the examples given do not describe the officer's engagement with the community while at these events just that she simply attended. Q4b **will not be changed**, as the second example is community engagement and does not explain the problem-solving strategies for this event or what her participation was during the meeting.

## Homicide Review and Request

### Sergeant

- DSA Response: BWC was graded as 0% for 2 evaluations, yet I was only marked as noncompliant for Michael Asevedo's Evaluation. For Detective's evaluation I was marked as compliant for the BWC question. If this is the case, I should have an overall score of 50% for this category.
- Sgt. BWC- This was a typo. Should've read "is not issued a BWC". Officer is assigned to ADD/Crime Lab and does not utilize a BWC. Q1 The auditor claimed that I, Sgt., copied the information from the self-assessment, however it was reworded and not copied verbatim. Also,

three separate examples were given.

#### **PSAB Response**

- Sgt. BWC score: this is a calculation error and **will be corrected** and updated accordingly.
- Evaluation of officer: The evaluation states "Officer is issued a BWC as part of his regular duties." The auditor used this information to determine if BWC information should have been addressed. This score will not be changed. Q1 **will not be changed**. The first paragraph does not specifically identify a report that was written by the officer but rather give background information about his duties. The second paragraph (example one) is copied from the self-assessment by only changing a few words. The third paragraph (which would be counted as the second example) is compliant however because the first example is copied the evaluation only has one compliant example to use.

#### **Sergeant**

- Q1- Sergeant was accused of not including an analysis or the impact of the action or why it was a good example. Sergeant explained that the reports were free of grammatical errors and included all factual and relevant information. This explained why it was a good report.
- Q 1- Sergeant was accused of not including an analysis or the impact of the action or why it was a good example. Sergeant explained that the reports were free of grammatical errors and included all factual and relevant information. This explained why it was a good report.

#### **PSAB Response**

- Evaluation for officers: Q1 this score **will be changed** based on the reasoning.

#### **Lieutenant**

- DSA Response: Lt. requesting a re-evaluation/explanation of how I received 80% on the 2024. Q1 Reporting Skills on the Supervisor Performance Evaluation. I believe this score was derived from the 2024 Insight First Quarter Quarterly Review Supplemental questions. In reviewing the 2024 Q1 Reviews I did, I see the three evaluations I completed all had the proper documentation required. See where Sgt shows up under my 2024 Q1 completed reviews, and that her review is missing the documentation. I did not complete Sgt's review, as it was transferred to Lt. See attached document for screenshots.

#### **PSAB Response**

- The scorecard for the Reviewing Supervisor just shows what the score for the evaluations that were under you as a second level supervisor, not as the Rating or Direct Supervisor. Q1 does not refer to the quarter but instead that is Question 1 on the evaluation.

### **3<sup>rd</sup> District Review and Request**

#### **Sergeant**

- DSA Response: Officer - Question #3) I provided 2 BWC examples with the minute marker. Question #4b) I stated improvement was needed because he did not have examples.
- For Officers, I attached all the attachments to their Evaluations.

**PSAB Response**

- After reviewing the submitted Audit Reevaluation Form, your request for a change in score has **been approved and your score will be updated.**

Faith Butler

**Innovation Manager, Performance Evaluations  
Professional Standards and Accountability Bureau**

Timothy A. Lindsey

**Innovation Manager, Auditing  
Auditing and Review Section  
Professional Standards and Accountability Bureau**

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## Appendix A – NOPD NeoGov Performance Evaluation Form

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### Example NOPD NeoGov Evaluation Form:

<b>Employee Name</b>		<b>Direct Manager:</b>
<b>YEAR 2022 NOPD-Specific Annual Performance Evaluation</b> Due Date: Weekday, Month, Day, Year		
<b>General Information</b>		
<b>Position</b>	<b>Division</b>	<b>Evaluation Type</b>
		Periodic
<b>Department</b>	<b>Class Spec</b>	
Police Department		
<b>Content</b>		
Narrative Section I Text Only		
<b>Title/Job Assignment</b>		
<b>Please list the employee's title(s)/job assignment(s) during the evaluation period including specific duties and responsibilities.</b>		
Rater	Comment	
Evaluation Statement Section I NOPD Consent Decree Evaluation (Rating Scale)		
<b>Evaluation Section I - Narratives</b>		
Rate the employee on a scale of 1 to 5, with 1 being the least contribution possible, 3 being meets average and 5 being the highest. If "N/A" is selected, an explanation is required. For each section, at least TWO specific examples are REQUIRED. Refer to training materials. Note: If the employee is assigned to SVS, the performance evaluation must include descriptive language which incorporates victim interactions and services (201f).		
<b>1. Did the employee produce quality written documentation?</b>		
At least TWO specific examples are REQUIRED. Provide them in a given comment box.		
Refer to training materials.		
If "N/A" is selected, an explanation is required.		
Rater & Rating	Comment	

**2. Did the employee demonstrate good decision-making skills?**

At least TWO specific examples are REQUIRED. Provide them in a given comment box.

Refer to training materials.

If "N/A" is selected, an explanation is required.

Rater & Rating	Comment
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**3. Did the employee employ safety measures?**

At least TWO specific examples are REQUIRED. Provide them in a given comment box.

Refer to training materials.

If "N/A" is selected, an explanation is required.

Rater & Rating	Comment
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**4(a). Did the employee conduct community policing by engaging and communicating with the community?**

At least TWO specific examples are REQUIRED. Provide them in a given comment box.

Refer to Training Guide, page 18, Common Non-Compliant Errors, Community Policing.

If "N/A" is selected, an explanation is required.

Rater & Rating	Comment
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**4(b). Did the employee conduct community policing by using problem-solving strategies regarding community needs?**

At least TWO specific examples are REQUIRED. Provide them in a given comment box.

Refer to Training Guide, page 18, Common Non-Compliant Errors, Community Policing.

If "N/A" is selected, an explanation is required.

Rater & Rating	Comment
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### Evaluation Section II - Insight Documentation

Attendance, Training, Bias-Free Policing, Citizen and Supervisor-initiated Complaints, Discipline, Secondary Employment and Commendations. Please upload the Employee's Summary Report to this evaluation.

#### 5(a). Attendance: I verify the employee is compliant with attendance policies.

Supervisors must refer to Insight's Employee Activity Report to verify the above statement. Please upload the Employee's Activity Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Activity Report.

Rater & Rating	Comment
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#### 5(b). Training: I verify the employee has completed all required training.

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating	Comment
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#### 5(c). Bias-Free Policing: I verify the employee did not have any violations of bias-free policing.

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating	Comment
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**5(d). Citizen Complaints: I verify the employee did not have any citizen complaints.**

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating

Comment

**5(e). Supervisor-Initiated Complaints: I verify the employee did not have any supervisor-initiated complaints.**

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating

Comment

**5(f). Discipline: I verify the employee did not have any discipline.**

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating

Comment

**5(g). Secondary Employment: I verify the employee did not have any violations of NOPD secondary employment policy.**

Supervisors must refer to Insight's Employee Summary Report to verify the above statement. Please upload the Employee's Summary Report at the end of this form.

If "NO" is selected, a narrative that includes descriptions and incident identifiers is required.

All incident identifiers should correspond to documentation listed in the Insight Employee Summary Report.

Rater & Rating

Comment

Evaluation Statement Section | Text Only

### 5(h) AWARDS & COMMENDATIONS

Supervisors must refer to Insight's Employee Summary Report to verify the below sections. Please upload the Employee's Summary Report to this form.

5(h). Describe any awards and/or commendations.

Rater

Comment

Evaluation Statement Section | Text Only

### Evaluation Section III - Performance Details

6. If the employee wrote a search warrant, describe the quality and accuracy.

Refer to search warrant logs.

Rater

Comment

7. List ALL non-compliance documented in raw data for stops, pat-downs, and/or arrests scorecards, as distributed by the Audit and Review Unit.

Refer to Audit and Review raw data.

Rater

Comment

8.(a) List dates of ALL quarterly check-ins that occurred during the evaluation year, reported in Insight.

Refer to Insight's quarterly tiles.

Rater

Comment

8.(b) Briefly describe discussions during each check-in related to areas of growth and challenges. Documentation of check-ins for the entire year is required.

Rater

Comment

Evaluation Statement Section I Consent Decree: Bilingual Pay

9. The employee is an Authorized Interpreter receiving bilingual pay in:

9. The employee is an Authorized Interpreter receiving bilingual pay in:

Refer to the authorized interpreters list.

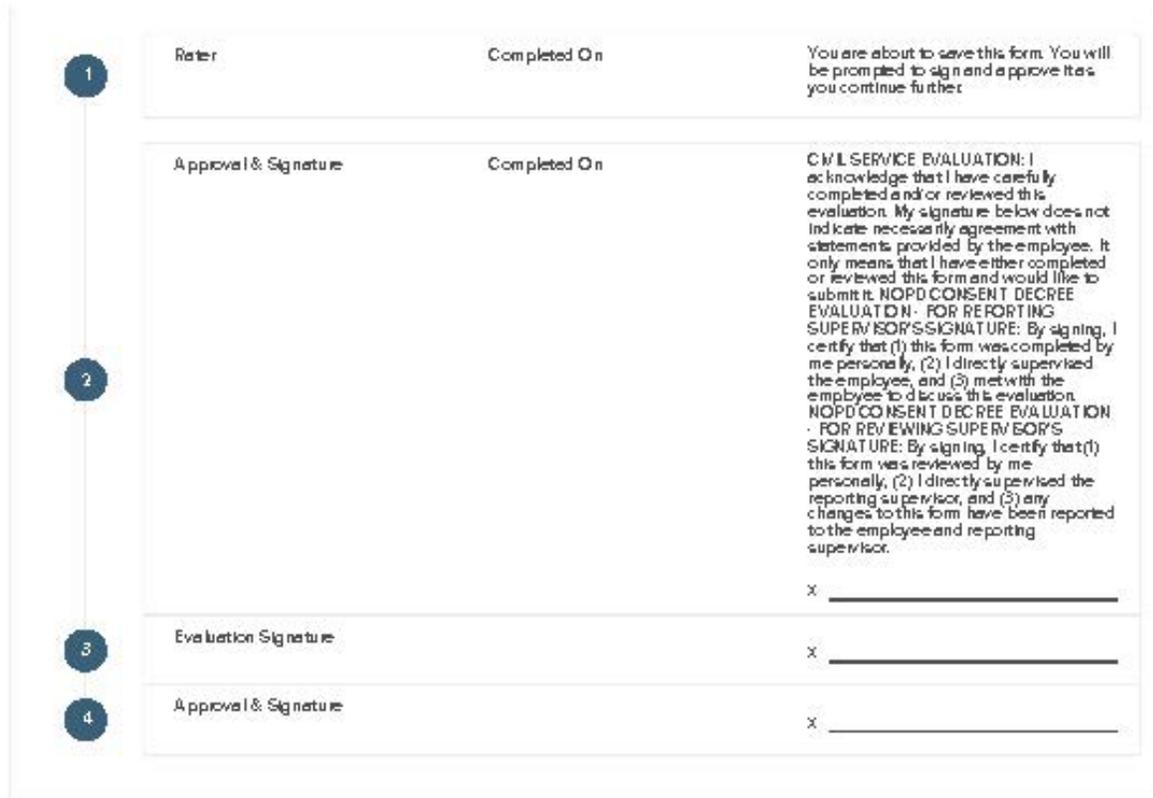
Rater & Rating	Comment
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Notes & Attachments

Created By Created On

Note  
Refer to these resources to evaluate your employee:

Process



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## Appendix B – Performance Evaluation Audit Forms

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Performance Evaluation Audit Forms:

**Performance Evaluation Audit**

**ID Info**

Auditor <input style="width: 90%;" type="text" value="Find items"/>	Evaluation Period <input style="width: 90%;" type="text" value="Find items"/>	What is Evaluation Status of Employee? <input style="width: 90%;" type="text" value="Find items"/>	Supervisor Assignment <input style="width: 90%;" type="text" value="Find items"/>
Supervisor Conducting Evaluation <input style="width: 95%;" type="text"/>	Employee Being Evaluated <input style="width: 95%;" type="text"/>	Reviewing Supervisor <input style="width: 95%;" type="text"/>	
Employee Rank <input style="width: 90%;" type="text" value="Find items"/>			

**Narrative Section**

Q1: Did the supervisor include at least 2 specific examples for Q1 (written quality reports)?

Q1: Please pick the reason(s) for the non-compliance for Q1:

Q1: Explain other

Q2: Did the supervisor include 2 specific examples for Q2 (Decision Making)?

Q2: Please pick the reason(s) for the non-compliance for Q2:

Q2: Explain Other

Q3: Did the supervisor include at least 2 specific examples for Q3 (Safety)?

Q3: Please pick the reason(s) for the non-compliance for Q3:

Q3: Explain Other

Q4 A: Did the supervisor include at least 2 specific examples for Q4 with at least one example that is not related to community meetings or toy drives?

Q4A: Please pick the reason(s) for the non-compliance for Q4A:

Q4 A: Explain Other

Q4 B: Did the supervisor include at least 2 specific examples for Q4B (Problem Solving)

Q4B: Please pick the reason(s) for the non-compliance for Q4B:

Q4 B Explain Other

### Insight Section

Q5A: Did the supervisor verify compliance with attendance policies as reported in Insights Employee Activity Report?

Q5B: Did the supervisor verify the employee completed all required training as reported in Insight's Employee Summary Report?

Q5C: Did the supervisor verify the employee did not have any violations of bias-free policing as reported in Insight's Employee Summary Report?

Q5D: Did the supervisor verify the employee did not have any citizen complaints as reported in Insight's Employee Summary Report?

Q5E: Did the supervisor verify the employee did not have any supervisor initiated complaints as reported in Insight's Employee Summary Report?

Q5F: Did the supervisor verify the employee did not have any discipline levied against him/her as reported in Insight's Employee Summary report?

Q5G: Did the supervisor verify the employee did not have any violations of the Secondary Employment Policy as reported in Insight's Employee Summary Report?

Q5H: Did the supervisor document any awards and/or commendations received by the employee as reported in Insight's Employee Summary Report?

## Performance Section

Q6: Did the supervisor describe the quality and accuracy of any search warrants written by the employee, as documented in the Search Warrant Log?

Q7: Did the supervisor list all non-compliance documented in raw data for stops, pat-downs, and/or arrests scorecards, as distributed by the Audit and Review Unit?

Q8A: Did the employee list dates of ALL quarterly check ins that occurred during the reporting year?

There should be 4 dates recorded in the evaluation based on the reporting cycle:

- Jan - Mar, reported in April
- Apr - Jun, reported in July
- Jul - Sept, reported in October
- Oct - Dec, reported in January

Q8B: Did the employee briefly describe discussions during each check-in related to areas of growth and challenges?

Q9: Did the supervisor accurately record whether the officer receives bilingual pay?

Refer to NOPD AI list

## Supervisor Section

Q10.1 Did the reporting supervisor describe how the employee deterred and/or addressed misconduct?

Q10.2A: Did the employee conduct regular reviews of insight?

Q10.2B: Did the employee list the number of late quarterly reviews, as reported in insight?

Q10.C: Did the employee list the number of patterns identified and documented, as reported in Insight?

Q10.D: Did the employee list the number of non-disciplinary corrective actions, as reported in Insight?

Q10.3: Did the employee address all non-compliance documented in raw data for stops, pat-downs, and/or arrests scorecards, as distributed by the Audit and Review Unit?

Q10.4: Did the reporting supervisor describe the employee's ability and effectiveness in conducting supervisory reviews?

### Other Section

BWC: Did the supervisor reference video in the evaluation?

Supervisors must include time stamp/minute mark at least twice to be compliant.

SVS: If the employee is assigned to SVS, did the supervisor include specific examples of victim interactions and services in the evaluation?

Reporting Supervisor Signature: Did the reporting supervisor sign the evaluation indicating he/she met with the employee?

Employee Signature: Did the employee sign the evaluation indicating he/she met with the reporting supervisor?

Reviewing Supervisor Signature: Did the reviewing supervisor sign the evaluation indicating he/she reviewed and approved the reporting supervisor's ratings?

Signature Comments: If any Signatures marked as N/A, please explain the reason(s) why those signature(s) were skipped.

Is the Self-Assessment attached to the Evaluation?

Self-Assessment Explanation: For N/A, please explain if the supervisor documents why the self-assessment is not included as an attachment.

ESR Attached: Is the Employee Summary Report attached to the Evaluation?

Other Attached: Are there additional attachments uploaded to the evaluation?

Auditor Comments

Reviewer Comments

[Back to Menu](#)

[Submit Audit](#)

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## **Appendix B – Report Distribution**

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Superintendent – NOPD

Assistant Superintendent - NOPD

Deputy Superintendent – Field Operations Bureau

Deputy Superintendent – Investigative Services Bureau

Deputy Superintendent – Professional Standards and Accountability Bureau

Deputy Superintendent - Public Integrity Bureau

Deputy Superintendent - Management Services Bureau

Captain – Professional Standards and Accountability Bureau

City Attorney – City Attorney’s Office

Assistant City Attorney – Superintendent's Office