

ILLINOIS STATE POLICE DIRECTIVE PER-005, INTEGRATED STRATEGIC PERFORMANCE/SPEAR365

RESCINDS: PER-005, 2024-025, revised 06-10-2024	REVISED: 02-20-2025 2025-008
RELATED DOCUMENTS: PER-014, PER-048, PER-061, PER-102	RELATED CALEA STANDARDS (6th Edition): 33.8.1, 33.8.3, 34.1.1, 34.1.2, 34.1.3, 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8

I. POLICY

The Illinois State Police (ISP) will build and maintain a climate conducive to strategically-focused high productivity and performance, personal development, and employee satisfaction by providing sworn employees with a clear statement of expectations, on-going coaching, and honest, accurate feedback. The ISP further strives to ensure rating evaluation sessions are conducted in a consistent fashion that is objective, fair, and transparent.

II. DEFINITIONS

- II.A. Career Counseling - counseling that addresses the future goals of an employee regarding such topics as advancement, specialization, or training appropriate for the employee's position as outlined in the Career Development Resource Guide.
- II.B. Career Development Resource Guide, form ISP 1-164 (available in the ISP Document Library) - a guide that lists programs, courses, training, and resources available to enhance an ISP employee's career development and is used by supervisors during employee ratings and/or evaluations. This form will also be available within the SPEAR365 system.
- II.C. Facility Employee File - work records maintained at the employee's work facility. Refer to ISP Directive PER-061, "Employee Files," for additional information.
- II.D. Non-ISP supervised position - a full-time position under the administrative and/or operational direction of a non-ISP entity when so designated by the Director. The incumbent may be on the ISP payroll, subject to an intergovernmental agreement, or on a leave of absence. (See ISP Directive PER-048, "Non-Illinois State Police Supervised/Detached Service Position.")
- II.E. Strategic Performance Evaluation Applications for Results (SPEAR365) – SPEAR365 is an on-line web application designed to improve the ISP Integrated Strategic Performance process. The SPEAR365 system will ensure performance evaluations are conducted in a consistent fashion that is objective, fair, and transparent.
- II.F. Supervisor - for purposes of completing the Integrated Strategic Performance instruments, "supervisors" are limited to ISP officers with the permanent rank of Master Sergeant, and above, and ISP code supervisors approved by the Director.
 - II.F.1. Supervisors must have been in the supervisory role for at least two months immediately prior to the end of the evaluation period. The Director may waive the two-month rule under special circumstances.
 - II.F.2. The employee's previous supervisor will complete the evaluation when an officer has had a supervisor for less than two months immediately prior to the end of the evaluation period.
- II.G. Work Unit Commander - the supervisor responsible for the control and performance of all personnel assigned to the specific work unit.

III. RESPONSIBILITIES

- III.A. The Office of Human Resources (OHR) is responsible for administering the Integrated Strategic Performance process, including:
 - III.A.1. Maintaining SPEAR365 application data for:
 - III.A.1.a. Individual Goals and Performance Objectives
 - III.A.1.b. Job Performance Evaluations

- III.A.1.c. Promotional Skills Evaluation
- III.A.1.d. Career Development Resource Guide receipts
- III.A.2. Acting as the reviewing authority for challenges involving supervisor/employee selections and assignments and any operational problems that arise during the evaluation period.
 - III.A.2.a. The OHR will make recommendations to the appropriate Deputy Director on all such challenges.
 - III.A.2.b. The Deputy Director will review these recommendations and issue the final decision.
- III.A.3. Creating profiles for new sworn personnel in the SPEAR365 system upon officer graduation from the ISP Academy.
- III.A.4. Receiving any comments or questions pertaining to the promotional evaluation process, which shall be forwarded through the chain-of-command to:
 - Office of Human Resources
 - Office of the Director
 - 801 South Seventh Street, Suite 800-A
 - Springfield, Illinois 62703-2487
- III.B. The ISP Academy is responsible for conducting training in the Integrated Strategic Performance Rating System and use of the form ISP 1-164.
- III.C. Each employee is responsible for actively participating in the Integrated Strategic Performance process with their immediate supervisor by:
 - III.C.1. Completing training for SPEAR365 and the Integrated Strategic Performance Rating process via on-line training tools.
 - III.C.2. Completing the My Goals, My Docs, and Self Evaluation sections of SPEAR365 annually. Each employee is responsible for uploading documents in the Self Evaluation section to justify/support their self-evaluation scores.
 - III.C.3. Discussing the content of the documents with their supervisor.
 - III.C.4. Offering suggestions for individual goals and performance objectives development.
 - III.C.5. Participating in open dialogue with their supervisor.
- III.D. The employee's supervisor is responsible for:
 - III.D.1. The timely preparation and execution of the following materials within SPEAR365:
 - III.D.1.a. Employee Individual Goals and Performance Objectives.
 - III.D.1.a.1) New objectives will be established for a transferring or promoted employee within 45 days of the transfer or promotion.
 - III.D.1.a.2) New objectives will be uploaded into SPEAR365 via the Strategic Goals Dimension.
 - III.D.1.a.3) The OHR should be contacted to unlock the Strategic Goals section of SPEAR365.
 - III.D.1.b. Job Performance Evaluation for each employee.
 - III.D.2. Releasing the Employee Evaluation after the collaboration session scores are finalized.
 - III.D.3. Providing career development counseling to employees during annual ratings using the ISP 1-164, or equivalent within SPEAR365.

- III.D.4. Gathering all pertinent documentation and consulting with other supervisors, if necessary.
- III.D.5. Preparing and discussing the contents of the completed forms with the evaluated employee.
- III.D.6. Alerting any acting supervisor regarding which evaluations, interim and/or final, are due during the permanent supervisor's absence.
- III.E. The employee's next higher-level supervisor is responsible for reviewing the completed information in SPEAR365 and the ISP 1-164 to ensure accuracy and completeness.
- III.F. The work unit Commander is responsible for:
 - III.F.1. Ensuring all supervisors who have officers under their command receive Integrated Strategic Performance Evaluation Training.
 - III.F.2. Ensuring all officers under their command comply with the procedures and timeliness established within this directive.
- III.G. Each division Chief of Staff, or designee, will serve as the Division SPEAR365 Liaison. The Division SPEAR365 Liaison is responsible for:
 - III.G.1. Running reports from SPEAR365 for work unit Commanders.
 - III.G.2. Ensuring SPEAR365 timelines are followed and notify work unit Commanders of delinquencies.
 - III.G.3. Coordinating personnel changes in SPEAR365.

IV. PROCEDURES

- IV.A. Individual Goals and Performance Objectives Planning and Review Process
 - IV.A.1. Annually, between March 1 and March 31, the supervisor and employee will establish three to five objectives that coincide with performing the mission and achieving goals of the Department, Division, and work unit.
 - IV.A.1.a. After discussing performance objectives, each employee will enter their individual goals and performance objectives into the SPEAR365 application.
 - IV.A.1.b. The process is based on shared communication between the supervisor and employee, which includes:
 - IV.A.1.b.1) Clear standards and expectations
 - IV.A.1.b.2) Evaluation of the performance
 - IV.A.1.b.3) Objectives for next rating period are mutually established.
 - IV.A.1.c. Individual Goals and Performance Objectives will be incorporated into the Job Performance Evaluation by SPEAR365.
 - IV.A.1.d. Probationary Troopers will not complete objective setting forms.
 - IV.A.1.d.1) Once an officer's probationary period is complete, performance objectives must be established within 30 days.
 - IV.A.1.d.2) Officers must be off probation for at least 60 days to be eligible to participate in the Promotional Skills Evaluation process.
- IV.B. Job Performance and Promotional Skills Evaluations
 - IV.B.1. The evaluation period for Job Performance and Promotional Skills will be from April 1 through March 31. An evaluation of job performance for the previous evaluation period will be completed for all employees annually, during the month of April (with the exception of Probationary Troopers, see section IV.A.2.d. of this directive). The Promotional Skills

Evaluation for all employees who are interested in promotional consideration will be completed annually during the Job Performance Evaluation. The Promotional Skills Evaluation focuses on the major skills and abilities required to attain the next rank. The ISP SPEAR365 system will be used for performance and promotional evaluations.

- IV.B.1.a. Work unit Commanders will coordinate with the OHR and the Division SPEAR365 Liaison to ensure all supervisors and subordinates are properly assigned.
- IV.B.1.b. Using the ISP 1-164, or equivalent in SPEAR365, employees will be counseled on such career development topics as advancement, specialization, or training appropriate for the employee's position.
- IV.B.2. The Job Performance Evaluation and the Promotional Skills Evaluation will be conducted simultaneously within SPEAR365. Employees electing not to participate in the promotional process will still participate in the Job Performance Evaluation. Employees participating in the promotional process must meet the eligibility requirements outlined by the ISP Merit Board.
- IV.B.3. Employees will be evaluated by their supervisor.
 - IV.B.3.a. In position(s) where the supervisor is not an employee of the ISP, the employee will be evaluated by the first ISP supervisor of higher rank in their respective chain-of-command.
 - IV.B.3.b. The non-ISP supervisor and the ISP supervisor will jointly participate in evaluating the employee.
 - IV.B.3.c. Some variations may arise due to shift rotation and/or special assignment where an employee may work for a supervisor in more than one chain-of-command. In such cases, both supervisors will jointly participate in evaluating the employee.
 - IV.B.3.d. Transfers or temporary duty assignments (TDA) affect supervisor assignments. Any employee who has been transferred or on TDA for:
 - IV.B.3.d.1) Two or more months prior to the end of the evaluation period will be evaluated by their TDA chain-of-command.
 - IV.B.3.d.2) Less than two months prior to the end of the evaluation period will be evaluated by their previous chain-of-command.
 - IV.B.3.e. Officers serving in a TDA as a Cadet or Recruit Class Coordinator, Counselor, or T.A.C. Officer will not be rated by the ISP Academy. These officers will be rated by their permanent work location supervisor and will appear on their permanent work location list.
 - IV.B.3.f. Officers serving in a TDA for cross-training purposes only will not be rated by their TDA chain-of-command. These officers will be rated by their permanent work location supervisor and will appear on their permanent work location promotional list. All other officers serving in a TDA, as described in IV.B.3.d.1 above, will be rated by their TDA chain-of-command and will appear on their permanent work location list.
 - IV.B.3.g. If an employee believes the selected supervisor in the direct chain-of-command should not evaluate them, the employee will notify the OHR using the Challenge of Rater form, ISP 2-389a, and forward the form through their next level supervisor in the chain-of-command no later than March 15. The OHR will:
 - IV.B.3.g.1) Act as the reviewing authority for challenges involving supervisor/employee rater challenges.
 - IV.B.3.g.2) Make recommendations to the appropriate Deputy Director on all such challenges.
 - IV.B.3.g.3) Facilitate the final decision of the Deputy Director. The Deputy Director will review these recommendations and issue a written final decision within ten working-days of receipt.
- IV.B.4. At any time during the evaluation period, an interim review may be completed between the employee and supervisor to review an employee's performance, determine progress, provide feedback, and revise objectives.

- IV.B.4.a. Additional reviews may be initiated by either the employee or supervisor as needed.
 - IV.B.4.b. Any revisions in objectives will be indicated on both the employee's and the supervisor's copy of the evaluation forms.
 - IV.B.4.c. A review will be completed 90 days or more prior to the annual evaluation when the employee's supervisor deems the employee's performance to be unsatisfactory. The supervisor will notify the employee in writing and provide written objectives to improve performance.
 - IV.B.4.d. The new objectives to improve performance will be uploaded into SPEAR365 within the individual goals and performance section.
- IV.B.5. An interim evaluation report may also be prepared for the affected employee whenever the following transactions occur:
- IV.B.5.a. Geographical transfer
 - IV.B.5.b. Demotion
 - IV.B.5.c. Discharge
 - IV.B.5.d. Layoff
 - IV.B.5.e. Leave of absence
 - IV.B.5.e.1) All raters must inquire with the ratee if they were on a leave of absence (other than voluntary) during the rating period (April 1st to March 31st). If so, the ratee's name, ID#, and the effective dates of leave shall be included in the supervisor's remarks.
 - IV.B.5.e.2) Supervisors rating personnel who are suspended without pay pursuant to a Merit Board Order or Official Disciplinary Action Letter will be instructed to consider the discipline during the ratings period in which they occurred and were noted. However, discipline will only be considered in the period in which it was issued.
 - IV.B.5.e.3) All personnel who are on a leave of absence (military, medical, etc.), other than those who are on a voluntary leave, will be afforded the opportunity to be rated and will be treated with the same respect to how their scores are derived.
 - IV.B.5.e.4) All personnel who have worked at least 60 consecutive days during the ratings period, regardless of when that period occurred, will be rated by the officer serving as their supervisor for that period based upon their performance during those 60 days pursuant to the ratings instrument and consistent with policy.
 - IV.B.5.e.5) All personnel who have worked less than 60 consecutive days due to a leave of absence other than a voluntary leave, will be rated as follows:
 - IV.B.5.e.5)a) If the officer in question received a rating on the same instrument for the rating period immediately prior to their current or most recent leave of absence, they will receive exactly the same overall score as they did the year immediately prior and will not receive scores for the individual categories.
 - IV.B.5.e.5)b) If the officer in question did not receive a rating or was not rated on the same instrument for the rating period immediately prior to their current or most recent leave of absence, they will receive a score equal to the average overall score of the other officers rated on the same ratings list as the officer on leave and will not receive scores for the individual categories.
 - IV.B.5.e.6) The OHR will generate a list of officers on a leave of absence who are eligible and electing to participate in the promotional process

but are unable to participate in the promotional process due to their leave of absence.

IV.B.5.e.6)a) The OHR will forward this list to each Division SPEAR365 Liaison for accuracy verification.

IV.B.5.e.6)b) The OHR will ensure the proper rating score is forwarded to the ISP Merit Board for final score calculation.

IV.B.6. Supervisors will evaluate employees within the SPEAR365 system using evaluation dimensions based upon the employee's rank and duty assignment.

IV.B.6.a. Each dimension will contain specific job-related scoring criteria.

IV.B.6.b. Each dimension may be weighted differently for calculating final evaluation scores.

IV.B.6.b.1) Dimensions may be weighted differently for the Job Performance Evaluation and the Promotional Skills Evaluation.

IV.B.6.b.2) Dimensions may be used to evaluate only job performance or only to evaluate promotional skills. The promotional skills dimensions focus on the major skills and abilities required to attain the next rank.

IV.B.6.b.3) The SPEAR365 system will clearly identify the weighted value of each evaluation dimension for both Job Performance and Promotional Skills Evaluations.

IV.B.7. The evaluation will be conducted from the lowest rank to the highest rank.

IV.B.7.a. Supervisors will be evaluated after the employee evaluations of their subordinates have been completed.

IV.B.7.b. The supervisor's rating will include the fairness and impartiality of the ratings given to subordinates in addition to their ability to carry out the rater's role in the evaluation process.

IV.B.8. Employees will complete a self-assessment within SPEAR365 for each evaluation dimension. Employees will provide a narrative and will upload supporting documentation into SPEAR365 to justify their self-assessment.

IV.B.9. The content of the evaluation will be reviewed by the supervisor and discussed with the employee.

IV.B.10. The supervisor will complete the employee evaluation in SPEAR365. The supervisor will provide a narrative and may upload additional supporting documentation to justify the evaluation scores.

IV.B.10.a. Supervisor's comments and justification will be provided in addition to the employee's narrative for all evaluation dimensions.

IV.B.10.a.1) If appropriate, the details of a performance development or improvement plan may be included.

IV.B.10.a.2) Suggestions for improvement that would serve as a guide for those who wish to perform at an increased level may also be included.

IV.B.10.b. Supervisor's comments are used to support and justify recommendations for promotions, demotions, discharges, transfers, and suspensions.

IV.B.10.b.1) Provide information regarding specific instances of above standard performance including times and dates of exceptional work performance.

IV.B.10.b.2) Provide a documented history of previous counseling warnings, reprimands, and incident reports including times and dates.

Additional written documentation regarding substandard performance will lend support to the case, i.e., violation of directives, rules, etc.

- IV.B.11. Each employee who declines to participate in the promotional process and participates in only the Job Performance evaluation may not go through the formal evaluation challenge process. Employees may write a statement to be saved with the evaluation, but no scores will be reviewed by the respective Deputy Director. Employees who decline to participate in the promotional evaluation will have the evaluation released to them in SPEAR365 by their supervisor promptly following their evaluation face-to-face meeting.
- IV.B.11.a. Employees may enter comments into SPEAR365 prior to accepting their evaluation. Employee comments are not required, but may include:
- IV.B.11.a.1) Statements in the document that seem ambiguous or have led to a disagreement between the employee and the supervisor.
 - IV.B.11.a.2) Statements regarding the evaluation meeting and its positive and negative aspects.
 - IV.B.11.a.3) Areas of disagreement in the general evaluation of the employee's performance that are still unresolved.
- IV.B.11.b. Employee comments will be saved in the SPEAR365 database and will be visible within the annual evaluation.
- IV.B.12. Employees who wish to participate in the promotional process must update their SPEAR365 profile to indicate this no later than March 1.
- IV.B.13. Each employee who participates in the Promotional Skills Evaluation process will have the results of Job Performance and Promotional Skills Evaluations released to them in SPEAR365 by their supervisor upon conclusion of the facilitated sworn collaboration rating session.
- IV.B.13.a. Employees shall review the evaluation in SPEAR365, including:
- IV.B.13.a.1) Correct type of evaluation (Patrol, Investigative, Administrative)
 - IV.B.13.a.2) Correct total score for the Performance and Promotional Evaluation
 - IV.B.13.a.3) Correct results for each evaluation dimension
 - IV.B.13.a.3)a) Score for each dimension
 - IV.B.13.a.3)b) Dimension weights
 - IV.B.13.a.3)c) Additional dimension information (Ratee and Rater Summary statements, Detailed Justifications, Supporting Documentation, and adjusted scoring from the Collaboration Session)
- IV.B.13.b. Upon completing the evaluation review, employees shall approve or challenge evaluation results. Employees must submit challenges in SPEAR365 within 14 calendar-days after the release of the results. Challenges submitted after the 14-day timeframe will not be accepted.
- IV.B.13.c. Evaluation Challenge Procedure
- IV.B.13.c.1) Ratee selects the "Challenge" icon in SPEAR365 within five working-days after the evaluation was released.
 - IV.B.13.c.2) Respective Collaboration Session Facilitator receives notice in SPEAR365 the Collaboration Session has an "Evaluation Challenge".
 - IV.B.13.c.3) Collaborator Session Facilitator relays evaluation challenge information to the employee's work unit Commander and the OHR.

- IV.B.13.c.4) Work unit Commander confers with rater to gather the facts of the challenge and must confirm the challenge was submitted within the allowable 14-day timeframe after the release of the evaluation results.
- IV.B.13.c.5) Work unit Commander writes a summary memo to the Deputy Director which includes their recommendation. (A copy of the summary memo should be attached within SPEAR365 by the facilitator upon Deputy Director's final determination).
- IV.B.13.c.6) Work unit Commander forwards the summary memo to the Major/Assistant Deputy Director.
- IV.B.13.c.7) Major/Assistant Deputy Director reviews the summary memo and makes a recommendation, or the Major/ Assistant Deputy Director could request additional information from the work unit Commander before making a recommendation.
- IV.B.13.c.8) Major/Assistant Deputy Director forwards recommendation along with the work unit Commander's recommendation to the Deputy Director no later than July 31.
- IV.B.13.c.9) The Deputy Director makes the final decision based on the preponderance of the evidence as the standard of proof and provides written notification to the respective Collaboration Session Facilitator and Ratee. The Facilitator will advise the work unit Commander and rater of the decision.
- IV.B.13.c.10) By August 15, a copy of the Deputy Director's decision must be attached to the challenged dimensions within SPEAR365 by the respective Collaboration Session Facilitator. The Collaboration Session Facilitator will capture any adjustments and justifications necessary within SPEAR365. Copies of documents uploaded into SPEAR365 by the Facilitator will be forwarded to the OHR.
 - IV.B.13.c.10)a) Only the OHR SPEAR365 Administrator and the Collaboration Session Facilitator are able to view the Challenged documents once they are attached to the Collaboration Session.
 - IV.B.13.c.10)b) Ratees may view their Challenged evaluation information through the SPEAR365 application after the Collaboration Session has been closed.

NOTE: For Target Exempt Collaboration Sessions, recommendation is to be made by Division Deputy Director with final determination to be made by First Deputy Director.

- IV.B.14. Upon conclusion of all rating sessions and challenges, the Division SPEAR365 Liaison will forward each work unit Commander within the Division a report detailing the final evaluation scores for personnel within the work unit.

IV.C. Sworn Rating Sessions

- IV.C.1. Rating Sessions will be conducted based upon the employee's target promotional list. The OHR will determine and distribute rating session dates, times, and location information to all supervisors by February 1.
- IV.C.2. A command officer holding the rank of Major or higher will be assigned to facilitate the rating session.
- IV.C.3. To ensure rating evaluation sessions are conducted in a consistent manner that is objective, fair, and transparent, ISP supervisors participating in rating evaluation sessions of sworn ISP personnel will adhere to the guidelines in Addendum 1 of this directive.

IV.D. Records Retention

- IV.D.1. Job Performance and Promotional Skills Evaluations and ISP 1-164s will be maintained in the SPEAR365 database indefinitely.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
PER-005, INTEGRATED STRATEGIC PERFORMANCE/SPEAR365
ADDENDUM 1, SWORN RATING COLLABORATION SESSIONS**

RESCINDS: PER-005, Addendum 1, 2024-025, revised 06-10-2024	REVISED: 02-20-2025 2025-008
RELATED DOCUMENTS: PER-014, PER-048, PER-061, PER-102	RELATED CALEA STANDARDS (6th Edition): 33.8.1, 33.8.3, 34.1.1, 34.1.2, 34.1.3, 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8

- I. The Illinois State Police (ISP) will enhance the sworn selection process by ensuring rating evaluation collaboration sessions are conducted in a consistent fashion that is objective, fair, and transparent.
- II. The rating collaboration session amongst supervisory peers extends the individual supervisor performance evaluation to a group setting in order to ensure similar standards, in alignment with the scoring dimensions, are applied to all employees. The session also ensures ratings are supported by evidence material and therefore, assists in identifying and correcting potential rating biases or errors.
- III. ISP supervisors participating in rating evaluation collaboration sessions of sworn ISP personnel will adhere to the following guidelines:
 - III.A. Facilitators will communicate with raters well in advance of the rating session to ensure timelines are being followed and expectations of the rating process are clear. The facilitator will ensure the ground rules are established and the raters are accountable to the ground rules.
 - III.B. The Facilitator will ensure that the raters are aware that if they are listed as a rater and will not be attending the session, a Certification of Acknowledgment of Ratings Presenter Proxy (ISP 2-652) is required to be submitted through the chain-of-command (to the respective Region) as soon as possible for approval by the respective Deputy Director.
 - III.C. All raters will view the Objectives Evaluation video and associated ratings guidelines documents annually, or they will not be allowed to participate. The video and associated documents are located inside the training materials link within the Strategic Performance Evaluation Applications for Results (SPEAR365) application.
 - III.D. The SPEAR365 application allows for remote rating processes. Individual facilitators will assess the upcoming rating collaboration session, and consideration should be given to the fact that face-to-face evaluation collaboration sessions allow for enhanced communication.
 - III.E. The facilitator will ensure the discussion during the rating process is focused and efficient. Should the facilitators find rating collaboration sessions getting side-tracked, they are expected to bring the session back on center.
 - III.F. The facilitator will ensure communication and input is received from the evaluation team (supervisor raters).
 - III.G. The facilitator will administer the rating collaboration session. If the group cannot come to a consensus, the facilitator will evaluate the facts for the respective dimension and serve as the final opinion.
 - III.H. Raters will approach the rating collaboration session as a management team. The goal is to establish consistency in determining the subordinate's strengths and areas of improvement based on demonstrated behaviors and provide feedback to the subordinate to build skills that are consistent with the skills applicable at the next rank of said employee.
 - III.I. Facilitators and other participating raters will ensure that extreme outlier evaluation scores are discussed at the rating collaboration session. It is the duty of all raters to input discussion indicators into the SPEAR365 system prior to the rating collaboration session to discuss outliers or challenges.
 - III.J. Raters will recognize their performance and conduct within the rating collaboration session directly reflect their performance as a supervisor. Raters arriving with insufficient material, inaccurate categorization of material, and rating scores that are NOT in alignment with work product will be clearly exposed in

- SPEAR365 sessions due to the transparency of the process. Raters will be appropriately prepared and accurate in their evaluations.
- III.K. Raters will arrive to rating collaboration sessions prepared. The rating process allows full transparency for all raters to pre-screen and flag discussion points for respective dimensions PRIOR to the evaluation collaboration session.
 - III.L. Raters will ensure adherence to the dimension scoring criteria outlined in SPEAR365 for each respective category. It is the responsibility of those being rated, as well as the rater, to ensure that submitted examples fall within the parameters of each dimension.
 - III.M. Prior to the ratings collaboration session, evaluators will be aware of the concepts of unconscious bias and their potential impacts on a ratings collaboration session. The fact that a rater is self-aware, safeguards the integrity of the evaluation process. All raters are required to view the Objective Evaluation training video which contains information pertaining to unconscious biases annually.
 - III.N. Raters will listen actively. Listening actively will shed light on understanding of different colleague perspectives. Any anecdotal evidence provided must be supported by evidence.
 - III.O. The spirit of the rating process does not allow for the comparison of individuals. Raters will hold true to the ratings dimensions for each respective individual, focusing on the individual dimension and the examples provided to ensure integrity in the ratings process.
 - III.P. Evaluators will keep material current to the applicable rating timeframe. If the action did not occur during the rating period, it cannot be considered.
 - III.Q. While keeping an open mind, raters will challenge their colleagues about their expectation levels and their interpretations of employee performance.
 - III.R. Raters will focus on fairness.
 - III.S. Information about specific employee performance can be shared with the supervisory team so that expectations and ratings can be applied consistently and fairly. Supervisors will share only what is necessary. All participants are required to maintain confidentiality. Information will not be shared outside of the rating discussions. Any changes in scores will be documented to ensure transparency.
 - III.T. A rating collaboration session will be postponed if it is determined an evaluator cannot attend, is not prepared, or other circumstances necessitate the postponement as deemed necessary by the facilitator.
- IV. Attendance at rating collaboration sessions is restricted to the facilitator and evaluators. Acting supervisors who are not eligible to evaluate but are directly supervising employees being evaluated are authorized to attend. Acting supervisors are only to speak when called upon to provide insight about the respective employee(s) they are supervising. The work unit Commander is authorized to attend as well as representatives from Senior Command Staff, EEO, Ethics Office, Labor, and ISP Legal. EEO, Ethics Officer, and Labor will serve as observers during sample rating collaboration sessions and report back to the Office of the Director (OOD) after completion. Any additional requests must be forwarded through the chain-of-command for authorization by the OOD. An acting supervisor is NOT authorized to attend a rating collaboration session in which he or she is being rated in.

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE
PER-005, INTEGRATED STRATEGIC PERFORMANCE/SPEAR365
ADDENDUM 2, SPEAR365 EVALUATION TIMELINE**

RESCINDS: PER-005, Addendum 1, 2024-025, revised 06-10-2024	REVISED: 02-20-2025 2025-008
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SPEAR365 EVALUATION TIMELINE

TASK	FROM	TO	DESCRIPTION
OHR Establishes Rating Session Dates, Times, and Facilitators	January 1	January 31	By February 1
Create New "MY GOALS"	March 1	March 31	Month of March – create goals for the next evaluation period
Promotional Consideration Selected		March 1	By March 1
Full Evaluation Period – Uploading "MY DOCS"	April 1	March 31	April 1 through March 31 – Upload documents and narrative throughout evaluation period.
Ratee Completes "SELF EVAL"	April 1	April 15	First half of April
Rater Completes "RATER EVAL"	April 16	April 30	Second half of April
Review Period	May 1	May 15	First half of May – Allows for review period for earliest collaboration sessions.
Collaboration Sessions	May 16	June 15	Mid-May through mid-June
Raters Release Evaluations	May 16	June 30	By July 1
Evaluation Challenge Completion	14 calendar-days after release		Evaluations must be challenged within a 14 calendar-day period of being released to ratee.
Evaluation challenges to Deputy Directors	Challenge Date	July 31	Evaluation challenges are forwarded through the chain-of-command to Deputy Directors by August 1.
Deputy Director's Decision		August 15	Deputy Director's Decision is returned to Facilitators and uploaded to SPEAR365 by August 15.
ISPMB Submission	August 30		OHR submits promotional scores to ISP Merit Board

| Indicates new or revised items.

-End of Addendum-