

# Memorandum

**Date:** August 14, 2018  
**To:** All Sheriff's Employees  
**From:** Undersheriff Bernard Melekian  
**Subject:** Authorization to Utilize the Short Form EPR  
for Appropriate Yearly Evaluations



**Sheriff's Bulletin: 18-10**

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Effective today's date, Sheriff's Office supervisors may begin using the countywide EPR short form to document appropriate yearly evaluations of Sheriff's employees within their areas of responsibility. Our intent in authorizing the short form is to streamline the process of conducting routine yearly evaluations and enhance our organizational capability to remain punctual in the delivery and filing of the evaluations. The EPR short form is now available within the templates section of Word (File →New Document →Shared →SBSO Admin).

The standard EPR form should still be used if any of the below conditions are present:

- Employee is on probation
- Employee is up for a merit or step increase
- Employee's overall performance is less than satisfactory or there are significant performance issues in critical areas
- The employee's job assignment has changed significantly since being issued their most recent standard EPR form
- Employee requests the completion of a standard EPR form
  - Examples might include situations wherein the employee is seeking to promote or to be chosen for a specialty assignment.
  - Supervisors should check with the applicable employee before deciding to utilize the short form EPR.
- Administrative Office Professionals: Per the SEIU620 MOU, the appropriate IDP form must be used to document AOP performance.

When completing the short form EPR, supervisors should still ensure that sufficient detail is present to clearly identify:

- Accomplishments over the past year
- The employee's strengths
- Areas needing improvement
- Suggestions relating to professional development and preparing the employee for future assignments and promotions.

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It is always helpful to ask the employee to provide input on how they view themselves with respect to the above rating areas.

Irrespective of which EPR form is used, the underlying purpose of the evaluation process is the same. It is important that the short form EPR not be misused, nor that it be seen as a means of avoiding our duty to provide personnel with the meaningful performance feedback they expect and deserve. Specifically, supervisors should use the EPR, whether the long or short form, to have a direct conversation with the employee.



BERNARD MELEKIAN

Undersheriff