

Judge Evaluation Process

Section 1-2-13 #2h of the Ponca Tribal Law and Order Code states that one of duties of the Law & Justice Committee is: *To provide annual evaluations of the Judges and Justices of the Tribal Court and provide the same to the Tribal Council and members of the Tribe. In order to comply with the Code, the Law & Justice Committee adopts this process.*

1. The Court Administrator will notify the director of the Human Resource Department (HR) when a Judge has been selected, what the start date of the Judge will be and the date that the self-evaluation should be sent to the Judge. The self-evaluation should be sent to the Judge one month before their yearly anniversary date. The director of HR is responsible to see that all requirements of HR listed in this process are completed as required.
2. HR will send out the self-evaluation link to the Judge with a request that the self-evaluation be completed no later than 21 days from the date of notice.
3. The same day that the self-evaluation link is sent to the Judge, HR will notify the Court Administrator to compile a list of those who should receive the link for the evaluation of the Judge. A copy of the notice to the Court Administrator will be provided to the Law and Justice Committee. The list shall include: all court staff; all of the attorneys admitted to practice before the Ponca Tribal Court; all pro se litigants who have received a final Order in the last year; all PTN social services workers, all PTN DV workers; and all Law & Justice committee members.
4. The Court Administrator will provide that list to HR and the Law and Justice Committee within 7 days of being notified by HR. The Law and Justice Committee may provide additional names to HR.
5. HR will send out the link to the people on the list that the Court Administrator and the Law and Justice Committee provided to HR within 7 days with a request that the evaluation of the Judge be completed within 14 days of receiving the link.
6. HR will provide all evaluations including the Judge's self-evaluation to the Law & Justice Committee along with a report of the results of the evaluations not more than 7 days after the survey was to be completed.
7. The Law & Justice committee will include the review of the surveys and the report on the agenda at their next upcoming meeting. The Law and Justice Committee will review the evaluations, approve the evaluation report and appoint one to three spokesperson(s) to review the evaluation report with the Judge.
8. The spokesperson(s) will schedule a review with the Judge within 21 days. During this review- the Judge will be notified that the report with any comments the Judge would like to add will be provided to the Law & Justice Committee, Tribal Council and Tribal members in accordance with the Code.

9. The Spokesperson(s) will provide an updated evaluation report with any comments the Judge added during the review to the Law & Justice Committee within 7 days following the review with the Judge.
10. The Law & Justice Committee will approve the written evaluation report and provide the approved evaluation report to Council along with notice that the evaluation report will be deemed accepted and provided to the public in 7 days unless Council contacts the Law & Justice committee to schedule a meeting regarding the evaluation report.
11. Once the report is deemed accepted, the Court Administrator on behalf of the Law & Justice Committee will provide the report to the tribal communications director to notify members.