



# PERFORMANCE EVALUATION FORM



|                  |  |                    |  |
|------------------|--|--------------------|--|
| OFFICER NAME:    |  | EVALUATION PERIOD: |  |
| DIVISION:        |  | EVALUATION DATE:   |  |
| SUPERVISOR NAME: |  | MEETING DATE:      |  |

| <b>Type of Evaluation (Select One)</b> |                         |
|----------------------------------------|-------------------------|
| <input type="checkbox"/>               | Annual Evaluation       |
| <input type="checkbox"/>               | Probationary Evaluation |
| <input type="checkbox"/>               | Mid-Year Evaluation     |

## **INSTRUCTIONS**

Based on the definitions outlined below, select the corresponding number that best indicates your assessment of the employees performance in each of the criteria. Enter the whole number (no decimals) in the block provided. The supervisor should review performance criteria with the employee at the start of the evaluation period or when the employee begins employment, to discuss how each criteria will be evaluated.

|   |                                                                                                                                                                                                                                                                                                                                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <b><u>Outstanding Performance</u></b><br>A level of performance that is consistently outstanding, characterized by extraordinarily consistent work of the highest quality in scope, accuracy and thoroughness requiring minimum supervision.                                                                                             |
| 4 | <b><u>Exceeds Expectations</u></b><br>A level of performance that consistently exceeds the expectation of the supervisor, characterized by work of high quality, self-initiative, requiring little supervision and occasionally extraordinary and highly effective contributions to the department.                                      |
| 3 | <b><u>Meets Expectations</u></b><br>A solid level of performance in the full scope of the employees job, characterized by the thoroughness and efficiency in what is expected of a qualified, experienced employee in this position.                                                                                                     |
| 2 | <b><u>Improvement Required</u></b><br>A level of performance characterized by inconsistencies in application of relevant job knowledge, skills and abilities. Completion of the Performance Improvement Plan (PIP) and written justification is <u>required</u> .                                                                        |
| 1 | <b><u>Unsatisfactory Performance</u></b><br>An overall unacceptable performance by an employee, characterized as not meeting the minimum expected departmental standards. An unsatisfactory rating must receive immediate attention. Completion of the Performance Improvement Plan (PIP) and written justification is <u>required</u> . |

## EVALUATION CRITERIA

| RATING (1-5): |       | TRAINED AND PREPARED FOR DUTY                                                                                                                                                                                                                  |
|---------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Uniform, equipment and other materials needed to perform duties are readily available and operational.</li> </ul>                                                                                       |
|               |       | <ul style="list-style-type: none"> <li>Vehicle and equipment inspected and ready for use.</li> </ul>                                                                                                                                           |
|               |       | <ul style="list-style-type: none"> <li>Pertinent information (crime analysis bulletins, emails, and other notices) relevant to criminal intelligence work assignments and general operations has been read and digested. Power DMS.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Appearance, care of equipment.</li> </ul>                                                                                                                                                               |
|               |       | <ul style="list-style-type: none"> <li>Observation of work hours.</li> </ul>                                                                                                                                                                   |
| <b>TOTAL:</b> | -0.67 | Additional Information (Optional)                                                                                                                                                                                                              |

| RATING (1-5): |       | JOB PERFORMANCE                                                                                                                                                                                                                                                                                                                    |
|---------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Monitor's C.A.D. and radio calls for service to respond to assigned incidents and/or assist other officers.</li> </ul>                                                                                                                                                                      |
|               |       | <ul style="list-style-type: none"> <li>Assess situation at call/incident to determine appropriate response; request other department and external resources as needed.</li> </ul>                                                                                                                                                  |
|               |       | <ul style="list-style-type: none"> <li>Use of force only when necessary to restrain or control a violent or resisting person.</li> </ul>                                                                                                                                                                                           |
|               |       | <ul style="list-style-type: none"> <li>How well the member accomplishes the job.</li> </ul>                                                                                                                                                                                                                                        |
|               |       | <ul style="list-style-type: none"> <li>Quality and efficiency of acceptable work. Results will directly correlate to duties of specific assignment.</li> </ul>                                                                                                                                                                     |
|               |       | <ul style="list-style-type: none"> <li>Demonstrates knowledge and skill in the execution of overall duties. Effectively utilizes training, education, experience, and resources.</li> </ul>                                                                                                                                        |
|               |       | <ul style="list-style-type: none"> <li>Understands and applies proper charges and/or ordinances.</li> </ul>                                                                                                                                                                                                                        |
|               |       | <ul style="list-style-type: none"> <li>Willingness to lead or follow through with a plan or task in the absence of specific direction. Displays creativeness and enthusiasm and transforms opportunity into accomplishment through action.</li> </ul>                                                                              |
|               |       | <ul style="list-style-type: none"> <li>Provides timely and practical solutions to problems and tasks. Choices reflect training received and are consistent with the goals and policies of or implemented by the department. Anticipation, mental agility, intuition, knowledge, and common sense are important factors.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Conveys ideas, suggestions and information clearly whether verbally or in writing. Oral expressions are thoughtful and reflect good judgement.</li> </ul>                                                                                                                                   |
|               |       | <ul style="list-style-type: none"> <li>Written/typed reports are timely, accurate and utilize proper grammar and spelling.</li> </ul>                                                                                                                                                                                              |
|               |       | <ul style="list-style-type: none"> <li>Understands and utilizes existing information systems within the work unit. For example, A.E.G.I.S., Mobile and E-Ticket.</li> </ul>                                                                                                                                                        |
|               |       | <ul style="list-style-type: none"> <li>Ability to think, assess and act in an appropriate and effective manner while under mental and physical pressure and/or duress. Demonstrates flexibility in changing circumstances.</li> </ul>                                                                                              |
| <b>TOTAL:</b> | -0.29 | Comments/ Additional Information (Optional)                                                                                                                                                                                                                                                                                        |

| RATING (1-5): |       | TRAFFIC ENFORCEMENT                                                                                                                                                  |
|---------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Actively observes motor vehicle violations and performs motor vehicle stops for appropriate and justified reasons.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Demonstrates proficiencies in issuing warnings and summonses.</li> </ul>                                                      |
|               |       | <ul style="list-style-type: none"> <li>Ability to stabilize, secure and protect the scene of a traffic crash.</li> </ul>                                             |
|               |       | <ul style="list-style-type: none"> <li>Accurately investigate traffic crashes and collect the required information.</li> </ul>                                       |
| <b>TOTAL:</b> | -0.80 | Comments/ Additional Information (Optional)                                                                                                                          |

## EVALUATION CRITERIA

| RATING (1-5): |       | INVESTIGATIONS                                                                                                                                                                      |
|---------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Effectively protects crime/incident scenes and maintains the appropriate chain of evidence.</li> </ul>                                       |
|               |       | <ul style="list-style-type: none"> <li>Accurately relays information about the scene of an incident, request department and external resources as needed.</li> </ul>                |
|               |       | <ul style="list-style-type: none"> <li>Document all elements of crimes while identify potential witnesses and suspects in accordance with policy and legal requirements.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Consistently demonstrates an understanding of probable cause and search and seizure.</li> </ul>                                              |
|               |       | <ul style="list-style-type: none"> <li>Demonstrate effective interview and interrogation skills.</li> </ul>                                                                         |
|               |       | <ul style="list-style-type: none"> <li>Provide needed information and follow-up to victims, family members or witnesses.</li> </ul>                                                 |
| <b>TOTAL:</b> | -0.57 | Comments/ Additional Information (Optional)                                                                                                                                         |

| RATING (1-5): |       | ADHERENCE TO GENERAL ORDERS AND POLICIES                                                                                                                                                                 |
|---------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Promotes a safe working environment and demonstrates appropriate safety practices.</li> </ul>                                                                     |
|               |       | <ul style="list-style-type: none"> <li>Understands and follows department policies, general orders, and standard operating procedures.</li> </ul>                                                        |
|               |       | <ul style="list-style-type: none"> <li>Adheres to constitutional requirements, statutes, department rules and regulations, standard operating procedures, department policies and guidelines.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Demonstrate proper bearing, attitude and conduct.</li> </ul>                                                                                                      |
|               |       | <ul style="list-style-type: none"> <li>Effectively interacts with others toward goal accomplishment.</li> </ul>                                                                                          |
|               |       | <ul style="list-style-type: none"> <li>Judicious use of command presence (Contributes to a positive workplace attitude).</li> </ul>                                                                      |
|               |       | <ul style="list-style-type: none"> <li>Works with a diverse work force and fosters sensibility within the work group, strengthens sense of team spirit among all members.</li> </ul>                     |
|               |       | <ul style="list-style-type: none"> <li>Properly manages Flex time and work details.</li> </ul>                                                                                                           |
| <b>TOTAL:</b> | -0.44 | Comments/ Additional Information (Optional)                                                                                                                                                              |

| RATING (1-5): |       | COMMITMENT TO EXCEPTIONAL PUBLIC SERVICE                                                                                                                                   |
|---------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Promptly responds to requests for assistance; returns telephone calls and emails promptly and with courtesy and respect.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Takes responsibility for responding to public inquiries and solving public problems as authorized.</li> </ul>                       |
|               |       | <ul style="list-style-type: none"> <li>Personal contact with the public demonstrates competence and courtesy.</li> </ul>                                                   |
|               |       | <ul style="list-style-type: none"> <li>Public service requests are met in a timely, efficient manner.</li> </ul>                                                           |
| <b>TOTAL:</b> | -0.80 | Comments/ Additional Information (Optional)                                                                                                                                |

| RATING (1-5): |       | ATTENDANCE AND PUNCTUALITY COMMITMENT TO DEPARTMENTS MISSION AND VALUES                                                     |
|---------------|-------|-----------------------------------------------------------------------------------------------------------------------------|
|               |       | <ul style="list-style-type: none"> <li>Workday begins and ends at specified time unless changes are preapproved.</li> </ul> |
|               |       | <ul style="list-style-type: none"> <li>Adheres to authorized times for breaks and meal periods.</li> </ul>                  |
|               |       | <ul style="list-style-type: none"> <li>Demonstrates a commitment to the core values</li> </ul>                              |
|               |       | <ul style="list-style-type: none"> <li>Understands and supports the culture of the organization.</li> </ul>                 |
|               |       | <ul style="list-style-type: none"> <li>Supports organizational cultural diversity.</li> </ul>                               |
| <b>TOTAL:</b> | -0.67 | Comments/ Additional Information (Optional)                                                                                 |

## OVERALL PERFORMANCE

| <u>Category</u>                                                         | <u>Score</u> |
|-------------------------------------------------------------------------|--------------|
| TRAINED AND PREPARED FOR DUTY                                           | -0.67        |
| JOB PERFORMANCE                                                         | -0.29        |
| TRAFFIC ENFORCEMENT                                                     | -0.80        |
| INVESTIGATIONS                                                          | -0.57        |
| ADHERENCE TO GENERAL ORDERS AND POLICIES                                | -0.44        |
| COMMITMENT TO EXCEPTIONAL PUBLIC SERVICE                                | -0.80        |
| ATTENDANCE AND PUNCTUALITY COMMITMENT TO DEPARTMENTS MISSION AND VALUES | -0.67        |
| <b>Average Score</b>                                                    | <b>-0.61</b> |

OVERALL PERFORMANCE SUMMARY:

ACCOMPLISHMENT OF ESTABLISHED GOALS:

GOALS AND DEVELOPMENTAL OPPORTUNITIES:

ADDITIONAL INFORMATION:

OFFICER COMMENTS:

☐

OFFICER RECEIVED A COPY.

☐

I WISH TO DISCUSS THIS EVALUATION WITH THE REVIEWER.

|                        |       |
|------------------------|-------|
| SUPERVISORS SIGNATURE: | DATE: |
| OFFICER SIGNATURE:     | DATE: |
| DIVISION COMMANDER:    | DATE: |
| CHIEF OF POLICE:       | DATE: |

# PERFORMANCE IMPROVEMENT PLAN (P.I.P.)

AREA OF DEFICIENCY:

REMEDIATION PLAN:

ACTION TAKEN BY SUPERVISOR:

ACTION TAKEN BY OFFICER:

FOLLOW UP: