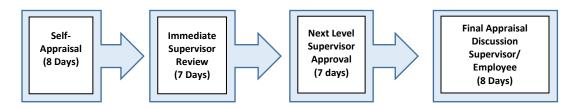


Employee Name:	Employee Number:
Job Title:	Department: Police Department
Division:	Date:
Supervisor:	Payroll Acct #:
	(ex. 101-1400-411.01-10)
Appraisal Period Start Date:	End Date:

One of the most challenging areas in any manager/employee relationship centers on discussing an employee's performance, whether it be coaching, counseling, reinforcing positive actions, or discussing career goals.

Feedback on performance is necessary to reflect actual performance in comparison to expectations. Additionally, it speaks to the employee's role in meeting the challenges of the City's mission. This form exists to assist in providing continuous and systematic feedback as a basis for enhanced employee development and contributions to City goals. As a reminder, performance issues are addressed as they arise, these discussions are not postponed to the annual performance appraisal.

The flow chart below outlines the steps in the City of San Angelo's 30-day performance appraisal process:



As you complete each item below, select the corresponding number to your performance rating. The rating definitions listed below are prescribed throughout this form.

Number Rating	Description	Definition
N/A	Not Applicable	This area of the evaluation is not applicable to the employee being appraised.
1	Below Expectations	Consistently fails to meet expectations related to performance quality, efficiency, and output; significant additional experience and development is necessary.
2	Improvement Needed	Inconsistently demonstrates solid performance; does not consistently meet expectations related to performance quality, efficiency, and output.
3	Meets Expectations	Consistently demonstrates solid performance and meets expectations related to performance quality, efficiency, and output.
4	Exceeds Expectations	Consistently demonstrates a higher level of performance; performance quality, efficiency, and output are routinely greater than the defined expectations.
5	Outstanding/Leader	Consistently demonstrates the highest level of performance; work and behavior serve as an example to others; consistently excels beyond expectations related to performance quality, efficiency, and output; routinely demonstrates an ability to excel in a large variety of assignments.

Employee's Initials	Supervisor's Initials	Performance Appraisal/Managerial-Executive	Page 1	Ĺ
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Initiative/Service Delivery: Examines the employee's work habits in relation to self-initiated activity, time management and productivity.

	n/a	1	2	3	4	5
1. Employee initiates their duties without being directed and completes work with little or no oversight.						
2. Identifies and implements ways to increase productivity.						
3. Uses discretionary time appropriately and maintains good self-initiated activity in relation to others in the unit.						
4. Manages time effectively by prioritizing work activities.						
5. Patrols in assigned area unless cleared to go into another area due to an emergency or assignment.						
6. Responds expediently to assigned calls using the most efficient route.						
7. Monitors the radio and MDC at all times.						
8. Handles calls or investigations per law and Department Written Directives.						
9. Activity levels are comparable to peers in the same unit, i.e., assigned calls,						
accident/offense reports, supplements, arrests, field contacts, citations.						
10. Volunteers and/or accepts assignments eagerly.						
Overall Rating						

Comments:		



Investigative Skills: Examines employee's ability to skillfully carry out investigations as well as prepare and present court cases in a manner which supports successful prosecution.

	n/a	1	2	3	4	5
1. Effectively manages crime scenes.						
2. Handles evidence properly, according to department written directives.						
3. Conducts interviews, follows investigative procedures, applies and files appropriate						
charge(s) and documents the stages of an investigation.						
4. Coordinates work with others and initiates proper follow-up.						
5. Arrives to court as scheduled wearing proper attire.						
6. Completes case preparation. Coordinates and follows-up with prosecutor as necessary.						
7. Provides credible, clear, complete, knowledgeable and courteous testimony.						
8. Complies with department written directives regarding court appearances and investigations.						
9. Attends to assigned cases investigating them thoroughly and maintaining contact with victims as applicable.						
Overall Rating						
Comments:						

Employee's Initials ______ Supervisor's Initials _____ Performance Appraisal/Managerial-Executive Page 3



Interaction and Interpersonal Skills: Builds and maintains effective / cooperative relationships; Understands and contributes towards team goals; Demonstrates a respectful, helpful and willing attitude and works towards resolving any issues and / or conflict.

	n/a	1	2	3	4	5
1. Maintains a professional demeanor while serving the public.	III/ G	_			_	
2. Poised and confident presence, is receptive and shows empathy.						
3. Displays a positive perspective and respect for fellow employees, supervisors and						
citizens, values input.						
4. Looks for constructive methods to handle differences or conflict.						
5. Complies with city/department discrimination/harassment policy.						
6. Attempts to resolve issues before seeking supervisor input or assistance.						
7. Does not belittle other Department members or citizens.						
8. Avoids open and repeated complaints about the Department and/or City						
administration, policies and procedures. When in disagreement discusses differences in a respectful and constructive manner.						
9. Promotes teamwork by sharing useful information to achieve desired results.						
10. Avoids behavior which could result in complaints or claims. Conducts self in a						
manner worthy of respect.						
Overall Rating						
Comments:						

Employee's Initials ______ Supervisor's Initials _____ Performance Appraisal/Managerial-Executive Page 4



Safety/Officer Safety: Examines employee's ability to maintain a safe working environment during both routine and hazardous situations.

	n/a	1	2	3	4	5
1. Safety of self and others is a priority when performing job functions.						
2. Follows safety guidelines and utilizes proper tactics.						
3. Follows applicable laws, city/department written directives pertaining (but not						
limited to):Vehicles and equipment; Pursuits; Firearms; Use of Force; Communicable						
Diseases; Approved field tactics; Arrest and handcuffing techniques; Radio/MDB;						
Hazardous substances and materials; and Work places						
4. Practices safe behavior to prevent accidents, crashes, injury and damage.						
5. Takes immediate action to correct and/or report unsafe acts and conditions.						
6. Participates in and complies with city/department safety training.						
7. Reports all accidents, injuries, incidents, threats, or threatening behavior per						
city/department written directives and/or law.						
Overall Rating						

Employee's Initials Super	rvisor's Initials Performand	e Appraisal/I	Managerial-	-Executive	Page 5
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Reports/Written Work: Examines the employee's ability to complete documents in a professional and timely manner.

	,					
1. Demonstrates the chility to prevent desuments and someone described in	n/a	1	2	3	4	5
1. Demonstrates the ability to prepare documents and correspondence that is						
accurate, timely and completed in accordance with department written directives.						
2. Completes paperwork within established time-frames and submits according to						
department written directives. 3. Takes reports of incidents as outlined in department written directives.						
4. Reports are not returned because of errors, omissions, elements, incomplete						
preliminary investigation or lack of elements of the crime, spelling, grammar,						
sentence structure, format, etc.						
5. Department forms are utilized when applicable and necessary, submitted only						
when complete and filed with the appropriate bureau or in accordance with						
department written directives.						
6. Case files are maintained with all related investigative efforts, victim/witness and						
suspect contacts, and any other pertinent information.						
Overall Rating						
Comments:						



Dependability/Work Habits: Examines the employee's reliability and accountability.

	n/a	1	 3	4	5
1. Prepared for duty in appropriate attire and with all necessary equipment.					
2. Makes proper notification when use of leave is necessary (i.e., sick leave).					
3. Completes assignments within established time-frames, unless authorization is					
secured from a supervisor.					
4. Complies with city/department overtime and leave policies.					
5. Complies with city/department policies for meals and breaks.					
6. Performs work while on duty; not loafing or neglecting duty.					
7. Takes responsibility for errors and seeks methods to reduce or eliminate repeated					
errors in the future.					
Overall Rating					
Comments:					
confinents.					



Equipment Use/Maintenance: Examines the employee's ability to care for and utilize all equipment applicable to his or her assignment.

		4	_			_
	n/a	1	2	3	4	5
1. Effectively uses and maintains all equipment.						
2. Maintains a clean vehicle, free of contraband, evidence and debris. Ensures vehicle						
is fueled and reports damage or deficiencies to include proper documentation						
promptly.						
3. Conducts vehicle inspections according to department written directives.						
4. Checks out and returns all applicable equipment according to department written directives.						
5. Maintains all firearms in clean, working condition. Immediately reports damage or malfunctions to supervisor.						
6. Maintains Taser to include daily spark tests according to department written						
directives.						
7. Radios, uniforms and other issued equipment are properly maintained. Any						
damage or deficiencies are reported as necessary.						
Overall Rating						

Employee's Initials ______ Supervisor's Initials _____ Performance Appraisal/Managerial-Executive Page 8



Appearance/Grooming: Examines the employee's care and attention to personal appearance and hygiene.

	n/a	1	2	3	4	5
1. Maintains a clean, well-groomed, professional appearance.						
2. Presents self in a manner most likely to inspire public confidence and respect.						
3. Employee projects a command presence.						
4. Complies with department standards related to uniform and appearance.						
5. Exercises good personal hygiene.						
Overall Rating						
Comments:						



Professional Goals: Goals can change periodically throughout the year – especially when employees change positions. Supervisors and employees should list and discuss goals and target dates throughout the year. Goals need to be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. Next year's performance assessment should include whether or not these goals and expectations were met.

escription	Target Completion Date						
mmary of Category Ratings							
		n/a	1	2	3	4	5
. Initiative/Service Delivery							
. Investigative Skills							
. Interaction and Interpersonal Skills							
Safety/Officer Safety							
. Reports/Written Work							
Dependability/Work Habits							
. Equipment Use/Maintenance							
• •							
. Appearance/Grooming Overa	all Performance Rating (OPR)* nce Improvement Plan (PIP) must be establ	ished a	nd disc	ussed	on a Se	eparate	e Fo
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. Appearance/Grooming Overa * If OPR is 1 or 2 then a Performan		ished a	nd disc	ussed	on a Se	eparato	



Chief Signature

Employee's Initials ______ Supervisor's Initials _____

Performance Appraisal Police Department Civil Service Employees

Employee completes this section: Has this performance appraisal been explained to you? Yes \Box or No \Box **Employee Comments:** The contents of this appraisal have been reviewed and discussed with me by the appraiser and I am aware of my overall rating. Employee's Signature Date I have reviewed the contents of the assessment and have discussed it with the employee. Appraiser's Signature Date Next Level Supervisor Signature Date

Date

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