



## Performance Appraisal Police Department Civil Service Employees

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** Police Department

**Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

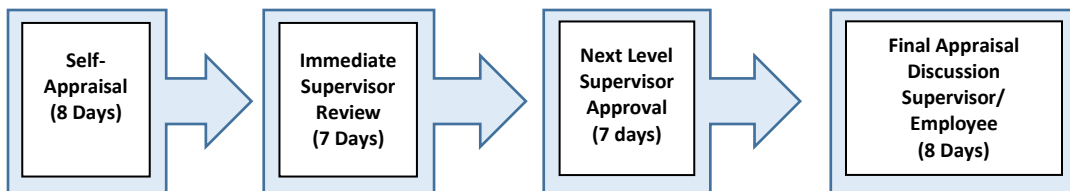
**Supervisor:** \_\_\_\_\_ **Payroll Acct #:** \_\_\_\_\_  
(ex. 101-1400-411.01-10)

**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.



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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.						
<b>Overall Rating</b>						

**Comments:**

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## Performance Appraisal Police Department Civil Service Employees

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

**Comments:**

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## Performance Appraisal Police Department Civil Service Employees

**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.						
<b>Overall Rating</b>						

**Comments:**

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# Performance Appraisal Police Department Civil Service Employees

**Reports/Written Work:** Examines the employee’s ability to complete documents in a professional and timely manner.

	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.						
<b>Overall Rating</b>						

**Comments:**

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## Performance Appraisal Police Department Civil Service Employees

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

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

**Comments:**

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## Performance Appraisal Police Department Civil Service Employees

**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.

Description	Target Completion Date
1.	
2.	
3.	
4.	

### Summary of Category Ratings

	n/a	1	2	3	4	5
<b>1. Initiative/Service Delivery</b>						
<b>2. Investigative Skills</b>						
<b>3. Interaction and Interpersonal Skills</b>						
<b>4. Safety/Officer Safety</b>						
<b>5. Reports/Written Work</b>						
<b>6. Dependability/Work Habits</b>						
<b>7. Equipment Use/Maintenance</b>						
<b>8. Appearance/Grooming</b>						
<b>Overall Performance Rating (OPR)*</b>						

\* If OPR is 1 or 2 then a Performance Improvement Plan (PIP) must be established and discussed on a Separate Form.

**Supervisor’s Overall Comments for this Appraisal:**

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