

**CITY OF CENTRALIA
EMPLOYEE PERFORMANCE REVIEW**

Employee Name Murphy, Tracy Payroll Number [REDACTED]
Title Police Officer Department POLICE
Date of Hire 07-26-95 Date of Last Review 01-01-05
Rating Supervisor Sgt. Fitzgerald Date of Promotion _____

I have reviewed my job description with my supervisor and understand my duties/responsibilities.

_____ Employee's Initials

Reason for Review:

- Annual
- Promotion
- End of Probation Period
- Unsatisfactory Performance
- Other- Semi-Annual _____

DEFINITION OF PERFORMANCE

- (E) EXCELLENT-Individual performs all tasks in an exceptional manner. Requires little or no supervision.
- (G) GOOD-Individual performs many tasks well, and all tasks adequately. Requires little or no supervision.
- (S) SATISFACTORY-Individual performs all tasks satisfactorily. Requires normal supervision.
- (M) MARGINAL-Individual performs most tasks satisfactorily, but not all. Requires more than normal supervision.
- (U) UNSATISFACTORY-Individual fails to perform many tasks well. Requires close constant supervision.
- (N/A) NOT APPLICABLE-Too soon to rate.

1. Goals set at last review:

Continue to maintain the Canine program and coordinate training with other agency's programs.

Finish your degree.

2. **GOALS**-Evaluate the goals the employee has accomplished since the last review.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: You continue to be the driving force behind the K9 program, however you have neglected to continue your education, which was a goal for the last evaluation period. I will eliminate it as a goal for this period, since scheduling and planning have been an issue in achieving the goal. I would like to see you attend the FTO academy and continue to work towards being a master canine trainer.

3. **JOB KNOWLEDGE**- Employee possesses a clear understanding of the responsibilities and tasks he or she must perform.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: You continue to be one of the most knowledgeable members of the department. You carry out your duties with little hesitation. I can trust you with any task, and have confidence that it will be carried in a competent, professional manner. You continue to seek out training for yourself and Bak in order to improve your skills as a handler. I would ask, that you make a more diligent effort to complete your reports prior to your end of shift, as opposed to leaving them for the following day, and starting that shift already behind.

4. **JOB PERFORMANCE**: The neatness, thoroughness, accuracy and overall quality of the employee.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: Your overall job performance is not an issue. Your work product is generally excellent and seldom requires correction. I have no issues with your job performance, other than the aforementioned issue of holding reports. You continue to conduct K9 demos for community and school groups, which has brought in several notable donations for the new dog team. You have also received letters of thanks from other agencies for your assistance in capturing suspect.

5. **JOB PRODUCTIVITY**: The employee demonstrates a commitment toward achieving results. Tasks are completed efficiently and effectively.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: Your overall productivity is not a problem. Your self-initiated activity is on par with the rest of the department. You manage to maintain a decent level of self-initiated activity despite your other assignments. I would like to see an increased emphasis on late night field contacts when time and call load permits.

6. **DEPENDABILITY:** The employee can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: You are always on time and prepared for work. I have not found any instance where you have abused sick, comp or vacation time. I consider you one of the most dependable individuals on the department.

7. **INTERPERSONAL RELATIONSHIPS**-Employee demonstrates a willingness to work with associates, subordinates, supervisors, and the public.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: In your relationships with members of the department, there has been a marked improvement in your interaction with people in general, however, you still exhibit the occasional lack of patience with dispatch . While I understand the issues involved, I would like to see you work on improving in that area .

8. **INITIATIVE**-The employee demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job or complete tasks more efficiently.

(E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: You always demonstrate good initiative in nearly everything you do. This can be two edged sword, especially when you run up against someone who does not share your enthusiasm. While I would never ask you to curb your enthusiasm, I would simply ask that you be more patient, and give the rest of us time to catch up. That enthusiasm may have contributed to the one incident during this evaluation period that required counseling. The incident in question was the pursuit out Centralia-Alpha Rd. We have discussed the incident at length, and it is apparent to me that you understand the problems involved and have learned form the experience.

9. **WORK ENVIRONMENT**-The employee maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe work place.

(E) _____ (G)XXX _____ (S) _____ (M) _____ (U) _____ (N/A) _____

Comments/Specific Examples: You are one of the most safety conscious officers on the department. You are always seeking out ways of making the job safer, and reminding your fellow

officers of safety issues. You have a better than average knowledge of police equipment and current trends in training and tactics. Your willingness to share this information make this a safer place to work for all of us.

Specific areas of improvement needed: I think the biggest issue is completing reports in a timely manner. I would like to see some improvement in that area.

Recommendations for professional development (Use separate sheet if necessary):

Continue to seek out opportunities to become a master trainer. Find a specialty within SWAT and seek out training to be an instructor in that area.

Goals for next review: Work toward a master trainers certificate.

Overall Performance: E) _____ (G) _____ (S)XXX _____ (M) _____ (U) _____.

Date of Next Review: 01-01-06 .

Employee Comments/Specific examples:

Signing this document does not necessarily indicate that you are in agreement with this review, but simply that the review was conducted in your presence and that you have received a copy.

Employee's Signature	<u>T. King</u>	Date	<u>08-29-05</u>
Evaluator's Signature	<u>[Signature]</u>	Date	<u>08-11-05</u>
Administrator's Signature	<u>Bob Willey</u>	Date	<u>8-29-05</u>
City Manager's Signature	<u>J. D. Fanta</u>	Date	<u>9-9-05</u>