

**CITY OF CENTRALIA
EMPLOYEE PERFORMANCE REVIEW**

Employee Name Tracy J. Murphy

Payroll Number

Title Police Officer

Department POLICE

Date of Hire July 26, 1995

Date of Last Review N/A

Rating Supervisor Sergeant William K. Rodocker #325

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 _____

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.
- (F) FAIR-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:** N/A

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

(E)_____ (G)_____ (S)_____ (F)_____ (U)_____ (N/A) XX

Comments/Specific Examples:

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

(E)_____ (G) _____ (S) XX (F)_____ (U)_____ (N/A)_____

Comments/Specific Examples: Tracy is doing well for a first year police officer, however Tracy still has a lot to learn about his job. Tracy is not afraid to ask questions and is willing to take advise and constructive criticism. Tracy is a quality officer and will improve with time.

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

(E)_____ (G)_____ (S) XX (F)_____ (U)_____ (N/A)_____

Comments/Specific Examples: Tracy's reports are generally neat and accurate, however sometimes tracy falters with the presure of numerous calls and pending reports, at this time Tracy's reports suffer. Tracy's reports will become consistantly good as he learns to manage his time better.

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

(E)_____ (G)_____ (S) XX (F)_____ (U)_____ (N/A)_____

Comments/Specific Examples: Tracy is doing very well in this area. Tracy is a go getter and wants to do a good job and most of the time he does, again tracy needs manage his time better so that his reports don't stack up and require him to loose road time as he tries to catch up at the end of shift.

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

(E) _____ (G) XX (S) _____ (F) _____ (U) _____ (N/A) _____

Comments/Specific Examples: Tracy is very reliable. If asked to perform a task it is usually completed promptly. Tracy never complains about special details assigned to him. Tracy is very concious about his attendance and is allways on time and ready for duty.

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

(E) _____ (G) XX (S) _____ (F) _____ (U) _____ (N/A) _____

Comments/SpecificExamples: Tracy is allways willing to help his fellow officers and accepts details from me without question. When dealing with the public on duty I have never observed any serious problems. However he will even improve on this with time in service.

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) XX (F) _____ (U) _____ (N/A) _____

Comments/Specific Examples: I believe Tracy is about average in this area for a first year officer. Tracy is set on capturing all the bad guy in Centralia as is normal for a new officer, however sometimes this clouds his judgement surrounding some incidents. This area will improve as he becomes more seasoned in his career.

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) _____ (S) _____ (F) XX (U) _____ (N/A) _____

Comments/Specific Examples: I have graded this area down but must say that there has been a lot of improvement in this area. Tracy is very safety concious when dealing with suspects and on patrol. Tracy's problem is his driving. Tracy had a hard time slowing his vehicle down and I was required on numerous occaisions to counsel Tracy about his driving. Tracy would often drive in an unsafe manor and in my opinion over drive his ability. This has improved and I feel it will continue to do so.

Specific areas of improvement needed: I would like to see Tracy learn to manage his time better and I will continue to work with him in this area. I want Tracy to continue to be aware of his vehicle operation both routine and under emergency conditions. I will continue to monitor his improvement.

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

Tracy has expressed some interest in various specialty areas, I would like to see Tracy attend as many training seminars as possible.

Goals for next review: Become involved in a specialty field, show an improvement in the area of time management and become a roll model with his driving.

Overall Performance : E) _____ (G) _____ (S) ^{XX} _____ (F) _____ (U) _____.

Date of Next Review: 7-97 _____.

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 T. MURPHY Date 08-07-96

Evaluator's Signature Sgt. W. Rodacker Date 08-06-96

Administrator's Signature Louise D. Bagher Date 8-9-96

City Manager's Signature [Signature] Date 8/13/96