

CITY OF CENTRALIA

EMPLOYEE PERFORMANCE REVIEW

Employee Name Tracy Murphy

Title Police Officer

Department POLICE

Date of Hire 07/26/1995

Date of Last Review
01/01/2011

Rating Supervisor Sgt. James Shannon

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

TM Employee's Initials

Reason for Review: Annual

DEFINITIONS OF PERFORMANCE

EXCELLENT- Individual performs all tasks in an exceptional manner. Requires little or no supervision.

GOOD - Individual performs many tasks well, and all tasks adequately. Requires little or no supervision.

SATISFACTORY- Individual performs all tasks satisfactorily. Requires normal supervision.

FAIR- Individual performs most tasks satisfactorily, but not all. Requires more than normal supervision.

UNSATISFACTORY- Individual fails to perform many tasks well. Requires close constant supervision.

NOT APPLICABLE- Too soon to rate.

1. Goals set at last review: Complete the conversions of the training records to the new program.

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

Good

Comments / Specific Examples: You have completed most of the records, but we have to take into account that the use of the program has also expanded to tracking equipment. The project now has a larger scope than it had at the time of the last review.

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

Good

Comments / Specific Examples: You are very knowledgeable in those area of police work which you specialize in. You are a master instructor in the K-9 program, and an expert in that field. You have also made yourself very knowledgeable in the area of training, and your police marksman duties. You cannot be expected to have knowledge of every subject the department deals with, but in those areas you specialize in, you excel in. You are an excellent resource for the department in those areas. Your knowldege as a general patrol officer is also very good, which is why you were selected to be an FTO.

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

Excellent

Comments / Specific Examples: Your work on getting the training manager program up and running is very appreciated. This is an additional duty that was assigned to you, and you have done well with it. Your police reports are always thourough and timely. You always present a professional appearance.

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

Good

Comments / Specific Examples: Your work in those specialized areas is excellent, and you are very willing to adjust your schedule on short notice to accomplish the department's goals and objectives. I appreciate this attribute that you display.

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

Good

Comments / Specific Examples: You have done well on your assigned tasks. The training manager program setup was very tedious, but you used determination to get it set up. There is still more work to do, but I appreciate your efforts up to this point.

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

Good

Comments / Specific Examples: You are well liked and respected by your peers and the public. Other agencies in the area look to you as an expert resource in the K-9 program and speaks volumes for thier respect of your ability in this area.

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

Excellent

Comments / Specific Examples: The training manager program is an example of your dedication in making the department more efficient and reaching its goals. Your initiaive in setting up and running K-9 training seminars for our agency and other agencies is another example of your initiative. Your initative in setting up your personal marksman rifle as a precision rifle to help your excel as a precision marksman is another example of how you excel in this area.

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

Good

Comments / Specific Examples: You maintain a good level of physical fitness which contributes to a safe workplace. In 2011 you passed the SWAT PT physical which is a higher standard of fitness. Your tactical knowledge and experience also contributes to a safe workplace.

Specific areas of improvement needed: You have moved back to the patrol division from the traffic unit, and with the move, you traffic statistics have dropped considerably. Work on finding the time to do more traffic enforcement as time allows. In the past you were the officer in the department with the highest traffic enforcement statistics so I know this is an area you can excel in.

Recommendations for professional development: Working in conjunction with your position as training manager, seek out opportunities to act as a leader in the FTO program. This will help you to prepare for the next sergeant's selaction process if you choose to participate.

Goals for next review: Finish all of the work needed to set up the Training Manager program so that all that needs to be done is data entry and electronic upkeep.

Overall Performance : Good

Date of Next Review: 01/01/2013

Employee Comments / Specific Examples:

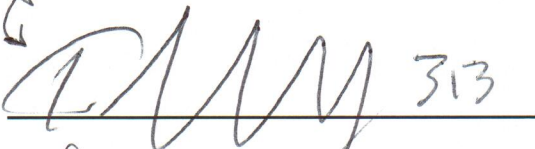
Signing this document does not necessarily indicate that you are in agreement with this review, but simply that the review was conducted in your presence and that you have received a copy.

Employee's
Signature

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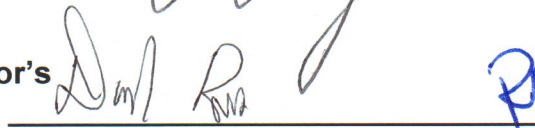
Date 2/15/2012

Evaluator's
Signature

 313

Date 02/16/12

Administrator's
Signature

 368

Date 2/16/2012

City Manager's
Signature



Date 2/22/12