

CENTRALIA POLICE

OFFICER PERFORMANCE REVIEW

Employee Name: Tracy Murphy

Badge#: 313

Date of Last Review: 1/0/2012

Rating Supervisor: Sgt Shannon

Title: Police Officer

Date of Hire: 7/26/1995

Date of Promotion: / /

I have reviewed my job description with my supervisor and understand my duties and responsibilities. Employee's Initials: TM

Reason for Review:

☒ **Annual**

☐ **Promotion**

☐ **End of Probation Period**

☐ **Unsatisfactory Performance**

☐ **Other:** _____

(E) Excellent:

Employee performs all tasks in an exceptional manner
Requires little to no supervision

(G) Good:

Employee performs many tasks well, and all task adequately
Requires little to no supervision

(S) Satisfactory:

Employee performs all tasks satisfactory
Requires normal supervision

(F) Fair:

Employee performs most tasks satisfactory, but not all
Requires more than normal supervision
Employee could benefit from retraining in areas of concern

(U) Unsatisfactory: Employee fails to perform many tasks well

Requires close and constant supervision
Employee doesn't meet minimum standards for job assignment
Employee needs retraining in areas of concern and then be reevaluated

(N/A) Not Applicable

Job Knowledge

Employee possesses a clear understanding of the responsibilities and task that he/she must perform, RCWs, CMCs and policies and procedures

☐ E

☒ G

☐ S

☐ F

☐ U

☐ N/A

Comments/Examples: You are very knowledgeable in those areas 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 knowledge as a general patrol officer is also very good, which is why you were selected to be an FTO.

Pathway to Excellence: Continue to learn, which is something we all need to do.

Investigative Skills and Follow Up

Employee investigates cases to best of their ability and conducts appropriate follow up with victims/suspects

☐ E

☐ G

☒ S

☐ F

☐ U

☐ N/A

Comments/Examples: You were assigned to the traffic unit for only three months last year. The rest of the year you were training K-9 units or you had rotated back to a patrol crew. I did not have the opportunity to see many of your investigations, but I know from past experience that you are a highly competent officer able to complete complex investigations.

Pathway to Excellence: Consider working on interview and interrogation skills.

Report Writing

Employee completes reports in a thorough, neat and timely manner

☐ E

☒ G

☐ S

☐ F

☐ U

☐ N/A

Comments/Examples: Your reports are always clear and concise. I am not aware of any report returned to you for corrections during the rating period.

Pathway to Excellence: No improvement needed

Officer Safety

Employee has a clear understanding and practices good officer safety skills while performing his/her duties

☐ E☒ G☐ S☐ F☐ U☐ N/A

Comments/Examples: You maintain a good level of physical fitness which contributes to a safe workplace. In 2013 you passed the SWAT PT physical which is a higher standard of fitness. Your tactical knowledge and experience also contributes to a safe workplace. You are a firearms instructor and your range safety and firearms skills are commendable.

Pathway to Excellence: No improvement needed

Dependability/Timeliness

Employee can be relied upon to complete assigned tasks, and is conscientious about his/her attendance and timeliness to his/her assignment

☐ E☒ G☐ S☐ F☐ U☐ N/A

Comments/Examples: You successfully managed a training program successfully training and placing into service three police working dogs. This demonstrates a high level of organizational skills. Your work in completgin the training manager programand turning it over to admin is also commendable.

Pathway to Excellence: You do tend to get distracted when working on a menial task. Try to follow through and finish a task before putting it down to focus on something else.

Interpersonal Relationships/Teamwork

Employee demonstrates a willingness to work with associates, subordinates, supervisors and the public

☐ E☒ G☐ S☐ F☐ U☐ N/A

Comments/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. You are also well know and respected in the community, and the public in general has confidence in you as a police officer.

Pathway to Excellence: Most of the year you were working on other projects and were not directly under my supervision so I did not have the opportunity to see you very often to develop any insight on improvement.

Initiative

Employee demonstrates the ability to think and act independently. He/she originates ideas and methods to improve job or complete tasks more efficiently

☐E

☒G

☐S

☐F

☐U

☐N/A

Comments/Examples: During the year you were tasked with several speciality projects which took you away from your primary job as a traffic officer. You completed all these tasks well and your efforts are appreciated by the department. The reason you were chosen for these tasks is because of our confidence in your abilities

Pathway to Excellence: Continue to be example for the newer officers in the department.

Neatness and Accountability of Equipment

Employee maintains a neat and clean appearance of uniform, equipment and work space. Employee maintains accountability for all assigned equipment.

☐E

☒G

☐S

☐F

☐U

☐N/A

Comments/Examples: You always present a professional appearance. Your equipment is always accounted for and you are always ready for duty.

Pathway to Excellence: No improvement needed in this area.

Self Improvement

Employee seeks out professional as well as personal improvement. Employee is open to counseling and suggestions

☐E

☒G

☐S

☐F

☐U

☐N/A

Comments/Examples: You applied for a position in the anti crime unit this year and presented very well. You are knowledgeable and have a long history of excelling in every task you are given. NOW that you have rotated back to the patrol division I do not interact with you very often so I do not know about your current goals and objectives.

Pathway to Excellence: Prepare for the next sergeant's test. You will be a strong candidate and an great addition to the leadership team of this department.

Vehicle Operations

Employee operates his/her vehicle in a safe manner in accordance to policy and law

☐E

☐G

☒S

☐F

☐U

☐N/A

Comments/Examples: I only supervised you for a short time during the year as you were detaield to special projects and then rotated back to the patrol division. I am not aware of any vehicleaccidences or complaints regarding your driving.

Pathway to Excellence: Continue to get time in on the motorcycle if the opportunity presents itself.

Overall Employee Performance

☐E

☒G

☐S

☐F

☐U

☐N/A

Comments/Examples: You were entrusted with many special tasks through the year because of the department's confidence in your abilities. You completed all these tasks well and then rotated back to the patrol division. During the time I did directly supervise you, I know you were an excellent traffic officer.

Specific Areas of Improvement Needed

Work on the skill of following through an completeing a task without getting distracted. You always complete your tasks, but sometimes these tasks take longer than they should because of a tendency to get distracted.

Recommendations for Professional Development

Prepare for the next sergeant's test, and take any leadership class that you have access to.

Goals set at last 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.

Did employee meet goals? ☒ Yes ☐ No

If no, why not?_____

Goals for Next Review

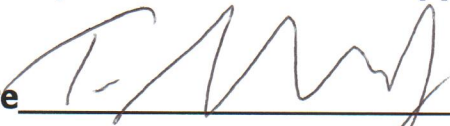
Get PSD Lobo certified for narcotics detection work this year.

Date of Next Review: 1/1/2015

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.

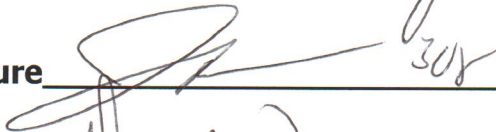
Employee's Signature



Date

07/22/14

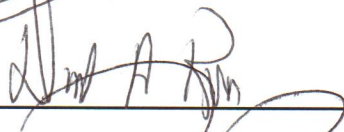
Evaluator's Signature



Date

7/22/14

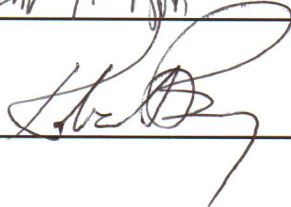
Commander Signature



Date

7/23/14

Chief of Police Signature



Date

7/23/14

City Manager's Signature

Date