

CENTRALIA POLICE OFFICER PERFORMANCE REVIEW

Employee Name: Tracy Murphy
Badge#: 313
Date of Last Review: 1/1/2011
Rating Supervisor: Sgt. Denham/Reichert

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:** TRM

Reason for Review:

- ☒ **Annual**
- ☐ **Promotion**
- ☐ **End of Probation Period**
- ☐ **Unsatisfactory Performance**
- ☐ **Other:** _____
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- (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

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☐N/A

Comments/Examples: Tracy possesses a clear understanding of duties and responsibilities. He also has a very good working knowledge of the RCW, CMCs and the department's policies and procedures. When ever Tracy has been in doubt of a particular charge or policy he has taken the initiative to look it up to get a better understanding. Tracy is also a K-9 instructor, has been put in charge of organizing all the department paper training files and merging them into a new computer program.

Pathway to Excellence: Continue to keep up to date on the laws as they are continually changing.

Investigative Skills and Follow Up

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

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Comments/Examples: Tracy works hard to complete cases and do his required follow-ups. Tracy is one of the few officers that tracks down every lead on every possible case to ensure the case has been investigated to the fullest.

Pathway to Excellence: Continue to follow-up on cases and possibly work with detectives or the anti crime unit to gain a little more skill in different types of investigation.

Report Writing

Employee completes reports in a thorough, neat and timely manner

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Comments/Examples: Tracy writes a very good report that typically contains all the pertinent information. Tracy has been to several classes during his K-9 training that has assisted him in how to write a detailed report. These classes have given him skills that allows him to put together an accurate report that is easy to read and very detailed.

Pathway to Excellence: Continue to write detailed reports in a timely manner. Also take the initiative to assist other officers with their reports that may not have your ability or training.

Officer Safety

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

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Comments/Examples: Tracy is very officer safety conscious. Tracy is a part of the SWAT team and has been a K-9 handler for many years. Tracy has learned how to adapt his training to being by himself and showing good officer safety. Tracy has also taken it on himself to make sure that others around him are practicing good officer safety.

Pathway to Excellence: Continue to practice good officer safety and continue to mentor other officers that may not have your level of training or experience when it comes to officer safety.

Dependability/Timeliness

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

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☐N/A

Comments/Examples: Tracy had two timelines given to him last year dealing with the transitioning of the training files to a digital format. The first timeline was to Accreditation and the second to get the files transitioned over by the end of 2012. In both cases Tracy was able to meet those goals while still working a patrol shift and scheduling training for the rest of the department.

Pathway to Excellence: Continue to work hard as you have been moved back into traffic. You will also have to finish transitioning control of all the information inputting to another employee. You have also been tasked for 2013 to train Lobo and Officer Ramirez in narcotics detection.

Interpersonal Relationships/Teamwork

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

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☐N/A

Comments/Examples: Tracy is well liked and respected by his peers, supervisors, and the public. Tracy has been given tasks that place him in a position that requires good relationships with outside agencies. Tracy has been a good reputation for himself and the department through his K-9 training and continues to do so.

Pathway to Excellence: Continue working with outside agencies, peers, and the public to maintain a good working and professional relationship.

Initiative

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

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☐N/A

Comments/Examples: Tracy works very well on his own and requires little to no supervision. Tracy has had a lot of extra work, (to include FTO, firearms instructor, Traffic officer, K-9 training, and the transition of the training files), added to his already heavy work load and he rose to the challenge. Tracy also issued 25 criminal traffic citation and 170 infractions in 2012.

Pathway to Excellence: Continue work hard at getting your tasks completed along with training two new K-9's for other agencies.

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.

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☐N/A

Comments/Examples: Tracy continues to always look professional and his vehicle and equipment are kept to a high standard of professionalism.

Pathway to Excellence: Continue to work hard at keeping your vehicle and equipment clean and professional looking.

Self Improvement

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

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☐N/A

Comments/Examples: Tracy is always looking for ways to improve his ability and knowledge of the job. Tracy frequently asks questions of his peers and supervisors for better ideas on how to solve problems or how to do something better. Tracy typically asks these questions in an open forum format which allows other officer to join in on the conversation and learn at the same time.

Pathway to Excellence: Continue to challenge old ideas and look for new ways to complete tasks. Also continue to mentor the younger or less experienced officers you work with.

Vehicle Operations

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

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☐N/A

Comments/Examples: Tracy operate his vehcile is a safe manner, follows the state traffic safety laws, and operates his vehicle in accordance with the city policy. Tracy is a safe driver and we have not received any complaints on the way he operates his vehicle.

Pathway to Excellence: Continue to drive safely and operate you're your vehicle in accordance to the State law and the department policy.

Overall Employee Performance

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☐N/A

Comments/Examples: Tracy is a well rounded officer that has gained a lot of experience in several areas of policing to include: tactical, administrative, and as a training officer.

Specific Areas of Improvement Needed

None

Recommendations for Professional Development

Maintain your certifications and find ways to use your training to mentor other officers.

Goals set at last review: Finish all of the work needed to set up the Training manager program so that all the needs to be done is data entry and electronic up keep.

Did employee meet goals? ☒ Yes ☐ No

If no, why not? _____

Goals for Next Review

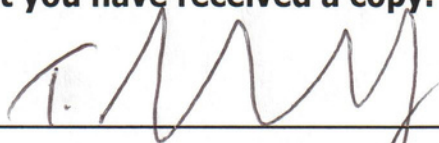
Comple training Lobo and Officer Ramirez in narcotics detection. Complete the training for the new Chehalis and LCSO handlers. Also, stay healthy and don't injur yourself!

Date of Next Review: 12/31/2013

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



Date

05/25/13

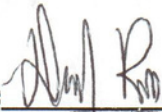
Evaluator's Signature



Date

5-27-13

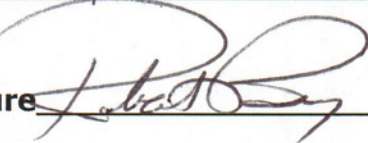
Commander Signature



Date

5/27/2013

Chief of Police Signature



Date

05/28/13

City Manager's Signature

Date

I APPRECIATE TRACY'S WORK WITH
TRAINING + SPECIFICALLY WITH
K-9 TRAINING FOR LCSO + CHPP.
RAB #301