

CENTRALIA POLICE

OFFICER PERFORMANCE REVIEW

Employee Name: Tracy Murphy
Badge#: 304
Date of Last Review: 02-01-16
Rating Supervisor: P.M. Fitzgerald

Title: Police Sergeant
Date of Hire: 07-26-95
Date of Promotion: 08/01/2016

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: Sgt Murphy was promoted to his current rank during the last rating period. He was a working patrol officer and OIC prior to that. He has been a police officer for over 20 years and has gained a vast amount of knowledge and experience. Both served him well during the selection process for Sergeant. He has a very good grasp of his job requirements as a Sergeant and continues to grow and he does not hesitate to seek guidance or counsel.

Pathway to Excellence: N/A

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: As a patrol officer Sgt Murphy conducted solid, thorough investigations. That did not change with his promotion to Sergeant. His investigations are consistent, well put together. All investigations, preliminary and follow up are concluded in a timely manner.

Pathway to Excellence: N/A

Report Writing

Employee completes reports in a thorough, neat and timely manner

☒ **E**

☐ **G**

☐ **S**

☐ **F**

☐ **U**

☐ **N/A**

Comments/Examples: Sgt. Murphy writes very good reports. He also holds his crew to a very high standards well. The department has been focusing on improving the quality of officers' reports for over a year. Sgt Murphy has been a driving force behind those improvements. He leads by example.

Pathway to Excellence: N/A

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: Sgt. Murphy's officer safety practices are among the best on the department, he maintains the appropriate level of awareness at all times and holds his crew to the same high standards.

Pathway to Excellence: N/A

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: Sgt. Murphy is usually on time and generally in-service before his scheduled reporting time. He general handles his share of the load and more. He can be counted on to handle just about any circumstance with little or no supervision.

Pathway to Excellence: N/A

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: Sgt. Murphy is a "team player". That said, he has no problem "leading" his crew. Sometimes that has a cooling effect on the people that he supervises. I see this as a strength, in that he does not let his personal relationships with other employees sway his responsibilities as a supervisor. He has a good working relationship with nearly everyone on the department. He is generally good natured and accepts critical input from peers and supervisors. He does not hesitate to give his opinion when asked and sometimes when he is not, but feels a subject is important enough to give his input.

Pathway to Excellence: N/A

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: Sgt. Murphy does not lack initiative. He solves problems, recognizes issues ahead of time and finds solutions. He does makes good, sound decisions. Sgt Murphy can be counted on to resolve issues with little or no supervision and do so on a daily basis. .

Pathway to Excellence: N/A

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: Sgt. Murphy's uniform and equipment are always in serviceable condition and meet the department's standards for appearance. His workspace and vehicle are clean and well maintained. When inspected, he has always had all of the equipment he was issued.

Pathway to Excellence: N/A

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: Sgt. Murphy constantly seeks self-improvement. He requests training and keeps an eye open for training that he feels is suitable for his position. He also finds and recommends training for members of his crew and encourages them to seek out training as well. .

Pathway to Excellence: N/A

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: Sgt. Murphy is an excellent driver. He operates his vehicle safely, professionally and in a manner consistent with department policy or training. He is also well versed the policies regarding pursuits, PIT etc.

Pathway to Excellence: N/A

Overall Employee Performance

☒ **E**

☐ **G**

☐ **S**

☐ **F**

☐ **U**

☐ **N/A**

Comments/Examples: Sgt. Murphy's performance during this rating period, up to and since his promotion, has been outstanding. His transition into the role of a supervisor has been fairly seamless. He has faced several challenges since becoming a supervisor and has taken them in stride. After being promoted he was given the Chief's expectations of a CPD supervisor. He lives up to them and understands the importance of having high standards. He embraces department's mission of improving both the culture and professionalism of the department and will be an integral part of those changes, now and in the future.

Specific Areas of Improvement Needed

One suggestion would be to maintain an open line of communication with the other supervisor on your crew. Understandably, this may be difficult at times, but it is important that both of you are on the same page.

Recommendations for Professional Development

Seek out and attend as much leadership oriented training as you can. Take advantage of any leadership training offered by WASPC, WCIA and AWC etc. Check the CJTC website for First Line Supervision training and submit a training request. Think about where you want to be in the future (3 and 5 years) and set a plan in place to achieve those goals.

Goals set at last review: Complete training Lobo and Officer Ramirez in Narcotics detection.

Did employee meet goals? ☒ **Yes** ☐ **No**

If no, why not? _____

Goals for Next Review

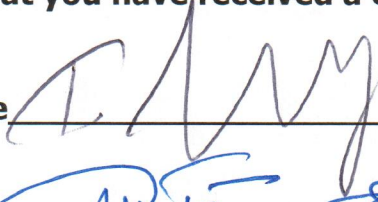
Get into a First Line Supervision class. Become familiar with the DRMO/State Surplus property programs (1122 and 1033), in order to begin taking over responsibility for the surplus programs within the department.

Date of Next Review: 02/01/2018

Employee Comments/Specific Examples

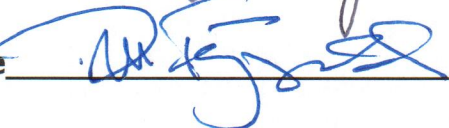
Signing this document does not necessarily indicate that you are in agreement with this review, but simply that the review was conducted in your presence and that you have received a copy.

Employee's Signature

 304

Date 02/13/17

Evaluator's Signature



Date 02/13/17

Commander Signature



Date —

Chief of Police Signature



Date 2.14.17

City Manager's Signature



Date 2/16/17

TRACY -

THANK YOU FOR YOUR OUTSTANDING EFFORTS THROUGHOUT
THIS PAST YEAR -

