

CITY OF CENTRALIA EMPLOYEE PERFORMANCE REVIEW

Employee Name Tracy Murphy
Title Police Officer (K-9 Handler)
Date of Hire 07-26-95
Rating Supervisor McCormick

Payroll Number [REDACTED]
Department POLICE
Date of Last Review Jun '03
Date of Promotion NA

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

TM 313 Employee's Initials

Reason for Review:

- Semi-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:

Continue toward Master K9 Trainer

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

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

Comments/Specific Examples: Submitted a proposal to add a second canine, which included him training the team. When/if he trains a canine team he will attain his master canine training status. Is an assistant canine trainer with the Wa St Police Canine Assoc.

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

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

Comments/Specific Examples: Generally knows and understands, policy, procedures and applicable laws. Asks appropriate questions when not sure or clarification is needed.

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

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

Comments/Specific Examples: Most reports done on the computer and are detailed. Takes pride in the job as canine officer. When applying the dog works hard at attempting to locate a track at the scene.

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

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

Comments/Specific Examples: Timeliness of completing paperwork is sometimes lacking, but you realize this as you have commented yourself on this problem, and have been working on improvement (has the added burden of doing reports for canine applications).

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

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

Comments/Specific Examples: Use of leave is a non-issue, usually has to take leave at the end of the year to get under the maximum allowable accruals. As mentioned, above, work on completing paperwork a little more efficiently.

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

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

Comments/Specific Examples: Generally good but at times two-way communication is not achieved when you feel you need to make a point. You realize this and after thinking the matter over it is usually worked out.

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) X-Plus (S) _____ (F) _____ (U) _____ (N/A) _____

Comments/Specific Examples: Assist's Sgt Shannon with MDC maintenance. Uses the MDC and office computers to work more efficiently. Has done numerous public K-9 demonstrations. Is proud of, and rightly so, of the canine program and his dog. He works hard at it.

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

Comments/Specific Examples: Is very cognizant of officer safety issues.

One notation of a driving complaint to/from a training class.

Specific areas of improvement needed:

Continue to work on time management issues pertaining to completing paperwork/reports.

I think the interviewing class you attended earlier this month will not only assist you with

criminal investigations but with communication in general.

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

A college degree. Criminal justice classes are available at Centralia College

Attend instructor development if you have not done so. (April 12-16 at the academy)

Goals for next review:

Continue to maintain the canine program and coordinate canine training with other canine programs (which you have done in the past)

Finish degree (ATA, should be able to complete by June)

Overall Performance: E) _____ (G) X (S) _____ (F) _____ (U) _____.

Date of Next Review: June '04.

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. Mueen Date 12-27-03

Evaluator's Signature P. McLeod Date 12-27-03

Administrator's Signature J. [unclear] Date 01/29/03

City Manager's Signature J. D. [unclear] Date 1-8-04