

# CITY OF CENTRALIA EMPLOYEE PERFORMANCE REVIEW

Employee Name **Tracy J. Murphy** Payroll Number [REDACTED]  
Title **Police Officer** Department **Police**  
Date of Hire **07/26/1995** Date of Last Review N/A  
Rating Supervisor **Sgt. Wayne White** Date of Promotion \_\_\_\_\_

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

TM Employee's Initials

### Reason for Review:

- Annual  
 Promotion  
 End of Probation Period  
 Unsatisfactory Performance  
 Other \_\_\_\_\_
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### 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:**

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

(E) \_\_\_\_\_ (G) \_\_\_\_\_ (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

These are unavailable to me at the time of this review.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy is an experienced officer who has a good understanding of his duties. In addition to his normal patrol responsibilities, he is also the K-9 handler, which requires an advanced level of competence not only in the field of patrol work, but also in the laws and policies governing the use and application of his dog.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy has no problems in this area.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Even with the added responsibilities and obligations associated with being the K-9 handler, Officer Murphy continues to handle his share of calls for service, as well as maintain an acceptable level of self-initiated activity.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy has been assigned to the late cover shift since becoming the department K-9 handler. Because of shift adjustments, vacations and other manpower adjustments, his work schedule has frequently been adjusted, often on short notice, to cover vacancies. Additionally, because he is one of only two patrol K-9s in the county, he is often called upon during his off-duty hours to assist other crews and other agencies to track suspects. Though he is often inconvenienced, he takes these challenges willingly and without complaint and can be relied on when needed.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy works well with his peers and gets along well with supervisors. Through his work with other agencies, he has developed a county-wide reputation as a dependable, outgoing individual.

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)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy has demonstrated a willingness and ability to seek out problems and work towards resolving them using innovative, Community Oriented Policing techniques. Specifically, summertime parkers and cruisers had created a very unfavorable atmosphere for residents along the area of Main Street and M Street. Officer Murphy took the initiative to contact area residents and businesses in an effort to find a solution to the problem. He submitted his findings, along with his recommendations. More recently he displayed a similar performance when responding to the problems at the 211 W. Hansen St. apartments.

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

(E) \_\_\_\_\_ (G)  (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments / Specific Examples:

Officer Murphy has good officer safety skills and is always willing to share his experience and concern with other, less experienced officers.

**Specific areas of improvement needed:**

I would only caution Officer Murphy to avoid taking on too much and then, naturally forgetting something important. Along those lines he needs to aware of the very real "five-year burnout" and guard against it. Officer Murphy's high level of activity could tire him...I want this officer to care for himself as he is an asset to our crew and this department. I don't think this will become a problem but will try to mentor Officer Murphy in these areas.

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

It is important for Officer Murphy to begin his next phase of career planning right now, at his five-year mark. He is an outstanding K-9 officer but needs to realize that there will be other roads. Sgt. Willey and Sheriff McCroskey are examples of this. He needs to start to educate himself in some other fields,, perhaps a college class in basic management principles or some WSCJTC training to prepare him for detectives. In this department almost every supervisor (line or command staff) has been a detective. Officer Murphey should document these efforts and make some written plans.

**Goals for next review:**

Prepare a written five-year plan, even if he modifies it later. Take at least one step toward achieving those goals in the next six months, then at least two steps in the second half of the year.  
Continue to always look for opportunities to practice community policing...until it is his way of doing business.

**Overall Performance:** (E) \_\_\_\_\_ (G) \_\_\_\_\_ ✓ (S) \_\_\_\_\_ (F) \_\_\_\_\_ (U) \_\_\_\_\_

**Date of next review:** 10-2001

Employee Comments / Specific Examples:

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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	<u>T. Murphy</u>	Date	<u>10-11-00</u>
Evaluator's Signature	<u>[Signature]</u>	Date	<u>10-11-00</u>
Administrator's Signature	<u>Louis W. Beckel</u>	Date	<u>10/23/2000</u>
City Manager's Signature	<u>J. D. Farris, Jr.</u>	Date	<u>11-2-00</u>