

CITY OF CENTRALIA EMPLOYEE PERFORMANCE REVIEW

Employee Name TRACY MURPHY
Title POLICE OFFICER
Date of Hire 7-95
Rating Supervisor Sgt. REDDOCKER

Payroll Number [REDACTED]
Department POLICE
Date of Last Review N/A
Date of Promotion N/A

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

_____ 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:

N/A

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

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

Comments/Specific Examples:

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: TRACY SHOWS A GOOD UNDERSTANDING OF HIS DUTIES AND PERFORMS THEM WELL. TRACY WILL CONTINUE TO IMPROVE AS HE GAINS EXPERIENCE AND AS HE MATURES IN HIS CAREER.

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

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

Comments/Specific Examples: TRACY SETS THE EXAMPLE WHEN IT COMES TO NEATNESS OF HIS REPORTS. HE DOES WELL AT GATHERING INFORMATION AS WELL AS ACCURATELY REPORTING INCIDENTS

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: TRACY DOES VERY WELL WHEN HE HAS HIS ATTENTION ON PATROL. THIS AREA HAS DROPPED SOME SINCE RECEIVING HIS NEW PARTNER (BAK). TRACY HAS BEEN SPENDING ALOT OF TIME WHILE ON DUTY CONCENTRATING ON HIS DOG RATHER THAN PATROL DUTIES

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: TRACY IS VERY DEPENDABLE! TRACY IS ALWAYS ON TIME FOR WORK AND READY. TRACY USES VERY LITTLE SICK LEAVE.

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: THIS AREA SHOULD BE MUCH HIGHER, EVERYONE LIKES TRACY. LATELY TRACY HAS BEEN SOMEWHAT UNAPPROACHABLE WHEN THERE IS A PROBLEM, TRACY HAS A TENDENCY TO BECOME ANGRY WHEN GIVEN CONSTRUCTIVE CRITICISM OR WHEN BEING CORRECTED ON AN ISSUE.

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: TRACY IS VERY GOOD IN THIS AREA! TRACY HAS THE ABILITY AND THE DRIVE TO WORK WELL ON HIS OWN. TRACY IS ALWAYS THINKING OF HOW TO IMPROVE THE JOB & WORK PLACE.

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

Comments/Specific Examples: TRACY IS VERY SAFETY CONSCIOUS. TRACY IS NOT AFRAID TO APPROACH A CO-WORKER IF HE SEES A SAFETY PROBLEM. TRACY ALWAYS TRIES TO COME UP WITH IDEAS TO MAKE THE WORK PLACE SAFER.

Specific areas of improvement needed:

CONCENTRATE MORE ON PATROL DUTIES AND BE MORE AVAILABLE FOR
TAKING ROUTINE CALLS. IMPROVE RESPONSE TO SUPERVISOR DURING COUNSELING
SITUATIONS.

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

ATTEND AND SUCCESSFULLY COMPLETE K-9 TRAINING
OBTAIN JOB RELATED COLLEGE COURSES

Goals for next review: COMPLETE K-9 TRAINING AND BECOME CERTIFIED WITH
"BAK"

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

Date of Next Review: 1-99

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. Murphy Date 09-08-98

Evaluator's Signature Sgt. Wm Rodocker Date 07-20-98

Administrator's Signature Lou W. Preghel Date 9-15-98

City Manager's Signature Thomas Reber Date 9/16/98