

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: _____
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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

☒E

☐G

☐S

☐F

☐U

☐N/A

Comments/Examples: Sgt Murphy has a very good grasp of the things he needs to know about his position as a patrol Sergeant and all it entails. If there is something he does not have immediate knowledge of or experience with, he is not afraid to seek out assistance or run it by another Sergeant. He is well versed in the department policies, city codes and state laws.

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

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☐N/A

Comments/Examples: Sgt Murphy continues to conduct solid investigations, although they are less frequent due to his position. His knowledge and experience with preliminary investigations makes him one of the more critical supervisors when it comes to officer's reports. The quality of reports coming from members of his crew have improved since he was prompted and reflect his commitment to the department's goal to improve reports across the board.

Pathway to Excellence: N/A

Report Writing

Employee completes reports in a thorough, neat and timely manner

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☐N/A

Comments/Examples: Sgt. Murphy writes very good reports. He also holds his crew to a very high standards. As mentioned above, the reports on his crew have improved during the rating period.

Pathway to Excellence: N/A

Officer Safety

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

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☐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 has been a little remiss on some projects he was assigned, waiting to the last minute to complete them or turning them in a little late. In his defense, he did have a very full plate this year. That said, there was plenty of time to actually complete the assignment.

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 good supervisor and that means he is required to do things that might ruffle some feathers amongst his crew. I perceive this to be a positive trait that gives him credibility as a leader. He is not afraid to confront issues that other supervisors may shy away from. That does not always endear him to other members of the department but the role of supervisor frequently requires us to make decisions that may not be popular, despite the overall positive impact on the department.

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 can be counted on to resolve issues with little or no supervision and do so on a daily basis. He uses his own initiative and experience to resolve problems. He makes sound decisions that reflect positively on the department.

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's been 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 keeps an eye open for training that he feels is particularly pertinent to his position. He also been known to seek out training for members of his crew and encourages them to do the same.

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: I have not observed nor have I received reports of Sgt. Murphy driving in a manner that is outside department policy, state law or unsafe.

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 has not been a surprise. He has performed at or above expectations, although there were some issues with assignments being late, but they were also missed by three of the four patrol Sergeants and he received a correction notice for the oversight. He completed the probationary period for newly promoted Sergeants and is now fully immersed in the job. His transition has not been without hiccups, but he has managed to learn from them and put those lessons to good use. As the FTO sergeant, Sgt Murphy has overseen the process of improving the FTO Program. With the help of his FTOs he has revamped the program, added training and streamlined the blocks. The improvement is evident in the level competence displayed by the first few recruit officers that have been through the program.

Specific Areas of Improvement Needed

Time management is an area in which Sgt. Murphy could and should improve. The daily functions of a patrol supervisor do not always allow for a streamlined work day, but the duties may require some realignment of priorities. I have noticed a tendency among the newer Sergeants to jump on calls in order to take the burden off of their crew members. This is commendable, but needs to be tempered with the need to get other projects assignments or tasks accomplished. All of the line supervisors have ancillary assignments that take up time during their shifts, it is a necessary reality in a department our size that still strives to provide the best possible service to our community. Find a way to resolve it with the minimal use of overtime or coming in on a day-off.

Recommendations for Professional Development

Find training specific to overseeing FTO programs. Continue to seek out and attend as much supervisory oriented training as you can. Keep up with your firearms instructor's certification and get back into school. Education is a stepping stone to a senior leadership position, if that is in your long term plan you will need a degree. Don't put it off.

Goals set at last 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.

Did employee meet goals? ☒ Yes ☐ No
If no, why not? _____

Goals for Next Review

Take full oversight of the 1122 / 1033 Programs, get logged on to the DLA/DRMO website and conduct an inventory of the tracked property in order to accept the responsibility for same. This is the only goal I will assign for this year because it is quite an undertaking.

Challenge your crew to make an impact on the vehicle prowls, burglaries and vehicle thefts that seem to be our most prolific crime problem. Help keep this year's O.T. down to 75% of last year's total.

Date of Next Review: 02/01/2019

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

02/14/2018

Evaluator's Signature

Date

02/14/2018

Commander Signature

Date

02/14/2018

Chief of Police Signature

Date

2-21-18

City Manager's Signature

Date

2/26/18