

CITY OF CENTRALIA EMPLOYEE PERFORMANCE REVIEW

Employee Name Tracy Murphy

Payroll Number

Title Police Officer

Department POLICE

Date of Hire 7-26-95

Date of Last Review 12-31-09

Rating Supervisor Sgt. Reichert, Sgt. Denham

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

TM Employee's Initials

Reason for Review: Annual

DEFINITIONS OF PERFORMANCE

EXCELLENT- Individual performs all tasks in an exceptional manner. Requires little or no supervision.

GOOD - Individual performs many tasks well, and all tasks adequately. Requires little or no supervision.

SATISFACTORY- Individual performs all tasks satisfactorily. Requires normal supervision.

FAIR- Individual performs most tasks satisfactorily, but not all. Requires more than normal supervision.

UNSATISFACTORY- Individual fails to perform many tasks well. Requires close constant supervision.

NOT APPLICABLE- Too soon to rate.

1. Goals set at last review: Complete range master school. Come up with an in service training class on proper rifle firing from a fixed position.

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

Satisfactory

Comments / Specific Examples: You have completed range master school and was able to find and implement a new training record program.

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

Good

Comments / Specific Examples: You have good working Job knowledge, you go out of your way to make sure that everyone you arrest is charged appropriately by looking up laws to make sure that all elements of the crime exist. You are an FTO, firearms instructor, K9 trainer, and you are now assigned as the department's training coordinator. You are tasked with training new officers, new K9 handlers, and veteran officer's at the range with their firearms. You perform these duties with meticulous detail and understanding.

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

Good

Comments / Specific Examples: Your equipment is always in good shape and you always arrive to work looking professional. Your reports are accurate and will usually contain all the pertinent information. Your organizational skills are well documented by several tasks that you have been given throughout the year with training the department's new K9 handler and organizing the new training records program. You are a well rounded employee that requires very little supervision.

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

Good

Comments / Specific Examples: During the year you were on light duty for an injury. While on light duty you were assigned training and found a management program for the department training program. You were praised by the Chief for the thorough job that you did. You complete each task with enthusiasm and within a timely manner. It is well documented that if you are asked to perform a task that the task will be performed efficiently and accurately.

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

Good

Comments / Specific Examples: You are a dependable employee and show up to work on time or before your scheduled shift. This last year you were out for surgery this year and came back to work on light duty as soon as the doctor allowed you. After returning

to work on light duty you immediately dove into the training record program and ensuring that the new K9 handler was trained and met all required state requirements.

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

Satisfactory

Comments / Specific Examples: You get along fairly well with your peers and the public, you are willing to help other employees and the public when needed.

8. INITIATIVE - The employee demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve the job or complete tasks more efficiently.

Satisfactory

Comments / Specific Examples: As stated above you were given a task to find and implement a new training record program. In this case you researched multiple possible programs but was able to effectively weed out programs that were less beneficial for this department and decide on one program.

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

Good

Comments / Specific Examples: You are a safe employee. You are an FTO, SWAT team member, and firearms instructor. Your tactics are sound and your officer safety is above average.

Specific areas of improvement needed:

Recommendations for professional development: It is recommended that you look for and put in for classes that continues training for firearms. You may also consider returning to college and finishing your degree.

Goals for next review: Complete the conversion of the training records to the new program.

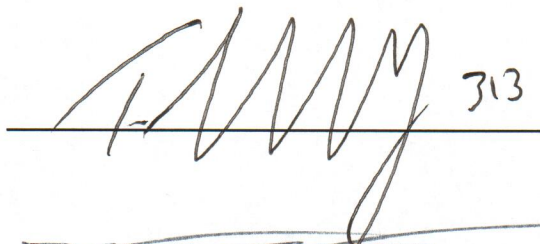
Overall Performance : Good

Date of Next Review: 12-31-11

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

 313

Date 04/04/11

Evaluator's
Signature



Date 4-4-11

Administrator's
Signature

 ~~BB~~ 311

Date 4/4/11 / ~~04~~ / 04/11

City Manager's
Signature



Date 4/14/11

I Am VERY PLEASE WITH
OFFICER MURPHY'S work on
OUR TRAINING MANAGEMENT
SOFTWARE

 ~~BB~~ 301