

**CITY OF CENTRALIA  
EMPLOYEE PERFORMANCE REVIEW**

Employee Name Murphy, Tracy Payroll Number [REDACTED]  
Title Police Officer Department POLICE  
Date of Hire 07-26-95 Date of Last Review 01-01-06  
Rating Supervisor Sgt. Fitzgerald Date of Promotion \_\_\_\_\_

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- Semi-Annual \_\_\_\_\_

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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.
- (M) MARGINAL-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:**

Attend FTO School. Find a specialty within police work, that you can become an instructor in, other than K9. Submit a proposal for an instructor school that we can host. This can be a SWAT related specialty.

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

(E)\_\_\_\_\_ (G)\_\_\_\_ (S)\_\_\_\_\_ (M)XX\_\_\_\_\_ (U)\_\_\_\_\_ (N/A)\_\_\_\_\_

Comments/Specific Examples: Your goals were achievable. I realize the FTO school issue was a manpower and availability issue, but I did not see any movement on the other goals. That said, I will submit that we were short handed for the early part of the year, so I will reinstate those same goals for the next evaluation period. I expect these goals to be taken seriously. I will expect to see training requests on my desk during the next evaluation period. I also know you were involved in bringing some K9 training to the area, so a couple of phone calls may have been all it took to bring in a outside training vendor we could have sponsored.

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

(E)\_\_\_\_\_ (G)\_\_\_\_\_ (S)XXX\_\_\_\_\_ (M)\_\_\_\_\_ (U)\_\_\_\_\_ (N/A)\_\_\_\_\_

Comments/Specific Examples: You continue to be one of the most knowledgeable members of the department, and you make it a point to keep up with the latest developments in case law, policies and procedures etc. Your knowledge as a K9 handler has been recognized by other agencies and led to your involvement in assisting Tumwater P.D in acquiring and training a new K9 Team. You have assisted in establishing a second team for our department as well.

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

(E)\_\_\_\_\_ (G)XX\_\_\_\_\_ (S)\_\_\_\_\_ (M)\_\_\_\_\_ (U)\_\_\_\_\_ (N/A)\_\_\_\_\_

Comments/Specific Examples: Your overall job performance is not an issue. Your work product is generally excellent and seldom requires correction. I have no issues with your job performance. You continue to conduct K9 demos for community and school groups, which reflect positively on the department. I have noticed a drop in overall enthusiasm for the job but attribute that to the new adventure of being a father and husband.

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

(E)\_\_\_\_\_ (G)\_\_\_\_\_ (S)XXX\_\_\_\_\_ (M)\_\_\_\_\_ (U)\_\_\_\_\_ (N/A)\_\_\_\_\_

Comments/Specific Examples: Your overall productivity is not a problem. Your self-initiated activity is on par with the rest of the department and you handle your share of calls for service.

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

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(E) \_\_\_\_\_ (G) \_\_\_\_\_ (S)XXX \_\_\_\_\_ (M) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments/Specific Examples: You are always on time and prepared for work. I have not found any instance where you have abused sick, comp or vacation time. I consider you one of the most dependable individuals on the department.

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

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(E) \_\_\_\_\_ (G) \_\_\_\_\_ (S)XX X \_\_\_\_\_ (M) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments/Specific Examples: I have seen nothing in the last 6 months that has required my attention. You are generally in good spirits. That said, you can still be stubborn at times.

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.

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(E) \_\_\_\_\_ (G) \_\_\_\_\_ (S)XXX \_\_\_\_\_ (M) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments/Specific Examples: You continue to demonstrate initiative in accomplishing tasks or assignments. Whether assigned or self motivated, you always see a task to conclusion.

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

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(E) \_\_\_\_\_ (G)XXX \_\_\_\_\_ (S) \_\_\_\_\_ (M) \_\_\_\_\_ (U) \_\_\_\_\_ (N/A) \_\_\_\_\_

Comments/Specific Examples: You are one of the most safety conscious officers on the department. You are always seeking out ways of making the job safer, and reminding your fellow officers of safety issues. You have a better than average knowledge of police equipment and current trends in training and tactics. Your willingness to share this information makes this a safer place to work for all of us.

**Specific areas of improvement needed:**

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

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Continue to work towards becoming a master trainer. Find a specialty within SWAT and seek out training to be an instructor in that area. Attend Man-Tracking School, and Firearms Instructor School.

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Goals for next review: Attend FTO School. Find a specialty within police work, that you can become an instructor in, other than K9. Submit a proposal for an instructor school that we can host. This can be a SWAT related specialty.

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Overall Performance: E) \_\_\_\_\_ (G) \_\_\_\_\_ (S)XXX \_\_\_\_\_ (M) \_\_\_\_\_ (U) \_\_\_\_\_.

Date of Next Review: 01-01-07.

Employee Comments/Specific examples:

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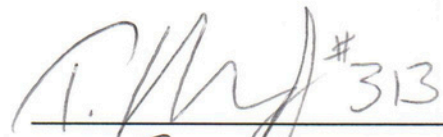

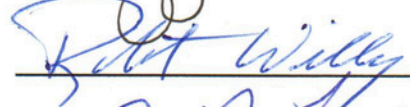
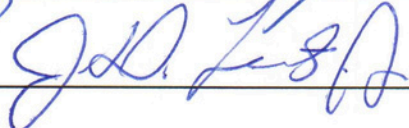
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Signing this document does not necessarily indicate that you are in agreement with this review, but simply that the review was conducted in your presence and that you have received a copy.

Employee's Signature	<u> #313</u>	Date	<u>08-09-06</u>
Evaluator's Signature	<u></u>	Date	<u>08-09-06</u>
Administrator's Signature	<u></u>	Date	<u>08/09/06</u>
City Manager's Signature	<u></u>	Date	<u>9-15-06</u>

