

CENTRALIA POLICE OFFICER PERFORMANCE REVIEW

Employee Name: Tracy Murphy
Badge#: 313
Date of Last Review: 12/31/2013
Rating Supervisor: Sgt. Buster/Reichert

Title: Police Officer
Date of Hire: 7/26/1995
Date of Promotion: ____/____/____

I have reviewed my job description with my supervisor and understand my duties and responsibilities. Employee's Initials: _____

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: You possesses a clear understanding of duties and responsibilities. You also has a very good working knowledge of the RCW, CMCs and the departments policies and procedures. You are good at researching items you are unsure of.

Pathway to Excellence: Continue to keep up to date on the laws as they are continually changing.

Investigative Skills and Follow Up

Employee investigates cases to best of their ability and conducts appropriate follow up with victims/suspects

☐E ☒G ☐S ☐F ☐U ☐N/A

Comments/Examples: You works hard to complete cases and do follow-ups. You complete cases even when the time expended on the case may not be a priority to others.

Pathway to Excellence: Continue to follow-up on cases that have merit.

Report Writing

Employee completes reports in a thorough, neat and timely manner

☐E ☒G ☐S ☐F ☐U ☐N/A

Comments/Examples: You writes a very good report that typically contains all the pertinent information.

Pathway to Excellence: Work on getting reports done prior to looking for other self initiated work, in order to reduce overtime.

Officer Safety

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

☐E ☒G ☐S ☐F ☐U ☐N/A

Comments/Examples: You are very officer safety conscious. You are part of the SWAT team and tactically sound in your approach to law enforcement.

Pathway to Excellence: Continue to practice good officer safety and continue to mentor other officers.

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: You are on time and ready to work. You do not abuse sick leave.

Pathway to Excellence: NA

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: You get along well with your peers and the public.

Pathway to Excellence: Work on learning to be a more active listener when discussing differences of opinion.

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: You work very well on his own and requires little to no supervision.

Pathway to Excellence: Work toward cross training Lobo for narcotics.

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: You continues to always look professional and his vehicle and equipment are kept clean and ready for use.

Pathway to Excellence: Continue to work hard at keeping your vehicle and equipment clean and professional looking.

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: You are always looking for ways to improve your ability and knowledge of the job. You frequently asks questions of his peers and supervisors for better ideas on how to solve problems or how to do something better. You continue to increace your knowledge and ability in K9 training.

Pathway to Excellence: Consider completing you undergraduate drgree.

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: You operate his vehcile is a safe manner, follows the state traffic safety laws, and operates his vehicle in accordance with the city policy. You were involved in one incident this year where you backed into a pole that was below your line if sight while backing.

Pathway to Excellence: Remember to use extra caution when backing. Backing incidents account for half of our reported collisions.

Overall Employee Performance

☐ E☒ G☐ S☐ F☐ U☐ N/A

Comments/Examples: Tracy is a well rounded officer that has gained a lot of experience in several areas of policing to include: tactical, administrative, and as a training officer.

Specific Areas of Improvement Needed

None

Recommendations for Professional Development

Maintain your certifications and find ways to use your training to mentor other officers.

Goals set at last review: Get PSD Lobo certified for narcotics detection work this year.

Did employee meet goals? ☐ Yes ☒ No

If no, why not? You scheduled this and it was cancelled due to overtime cost.

Goals for Next Review

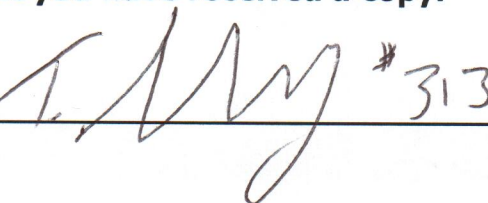
Comple training Lobo and Officer Ramirez in narcotics detection.

Date of Next Review: 12/31/2015

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

01/08/15

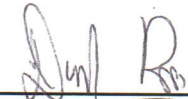
Evaluator's Signature



Date

4-8-15

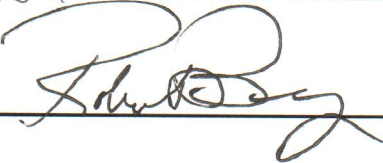
Commander Signature



Date

4/9/15

Chief of Police Signature



Date

4/9/15

City Manager's Signature



Date

4/9/15