

*Indicates required field



City of Flagstaff Police Department Patrol Officer Performance Evaluation

Evaluation Score

Overall Score: / 3.00

Overall Performance Evaluation Rating

Rating: Not Rated

Employee will receive an Overall Outstanding Evaluation Rating if the overall score is 2.75 or higher. This overall evaluation rating reflects an employee that is working above and beyond to improve and deliver quality service to the department and community.

Personnel Action

| | |
|---|--|
| Name: <input type="text"/> | Employee ID: <input type="text"/> |
| Job Title: <input type="text"/> | Department: <input type="text"/> |
| Division: <input type="text"/> | Section: <input type="text"/> |
| Manager Name: <input type="text"/> | |
| Evaluation Type: <input type="text"/> | Effective Date: <input type="text"/> |
| Evaluation Period Beginning: <input type="text"/> | Evaluation Period Ending: <input type="text"/> |

Performance Evaluation Purpose

- **Inform** - The supervisor and employee communicates openly about performance. This should happen throughout the year and not only at this time. Issues discussed now should not be unexpected to the employee.
- **Set Goals** - The supervisor and employee mutually establish goals for progress. Goals should be realistic, measurable, and obtainable within six months to one year.
- **Develop** - The supervisor and employee identify actions that can be taken to enhance development and performance.
- **Evaluate** - The supervisor and employee evaluate results based on previously established goals and performance standards.
- **Provide** - The decisions on merit and/or tenure advances as applicable.

- **Reminders** - For those employees that have a [zone change checklist](#) and/or an [alternate work schedule](#), those documents should be revisited during the annual evaluation process.

Definition of Ratings

Outstanding: Employee will receive an Overall Outstanding Evaluation Rating if the overall score is 2.75 or higher. This overall evaluation rating reflects an employee that is working above and beyond to improve and deliver quality service to the department and community.

Above Standard: (3) Employee consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical and interpersonal skills or has achieved significant improvements in these areas.

Standard: (2) Employee meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

Below Standard: (1) Employee's performance sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

Not Applicable: (N/A) This section does not apply or relate to the position.

1. Employee Pre-Review Input Section

A. Previous Year's Goal

Were your previous year's goals met? Please comment on the status of your previous year's goals.

For employees in their probationary period, refer to tasks and/or training assigned during the onboarding period.

Self: N/A

Comments:



 [Attach Feedback](#)

B. Other Accomplishments

Describe other work related accomplishments outside of the established goals.

For employees in their probationary period, refer to other work related accomplishments outside of the assigned tasks and/or training established during the onboarding period.

Self: N/A

Comments:



 [Attach Feedback](#)

C. New Goals

Please list goals you would like to complete in the next review period.

Self: N/A

Comments:



 [Attach Feedback](#)

2. Job Description Acknowledgement

Job Description Acknowledgement

The job description is intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.

If there needs to be modifications to the existing job description, select, "This job description needs updating" below. Then the employee and supervisor will update the existing job description through track changes and submit the recommended changes through the chain of command to HR.

City of Flagstaff job descriptions can be found [here](#).

Manager

Self

- This job description does not need updating.
- This job description needs updating.

Self: N/A

Comments:



 [Attach Feedback](#)

3. Harassment/Sexual Harassment Policy Advisory and Review

The City of Flagstaff and the Flagstaff Police Department is committed to creating a work environment free from all forms of harassment. It is understood that all employees need to be able to work in security and with dignity. The City of Flagstaff and the Flagstaff Police Department will enforce all policies and procedures to ensure this requirement is met. Keeping in mind, as a valued member of our organization, please review the following statements and discuss them with your supervisor. This section of your Performance Appraisal Report is meant to ensure you are familiar with your rights and the expectations of you concerning incidents of harassment or sexual harassment in the work place.

Harassment Policy Acknowledgement

I am familiar with the City of Flagstaff's policy concerning harassment/sexual harassment and the Flagstaff Police Department policy which clearly define harassment and sexual harassment as unacceptable behavior in the workplace.

Manager

Self

I agree with the above statement.

I disagree with the above statement.

Self: N/A

Comments:



[Attach Feedback](#)

Grievance Procedures Acknowledgement

I am familiar with the grievance procedure and how to report incidents of harassment and/or sexual harassment.

Manager

Self

I agree with the above statement.

I disagree with the above statement.

Self: N/A

Comments:



[Attach Feedback](#)

Incidents of Harassment or Sexual Harassment

I am unaware of any incidents of harassment or sexual harassment, either reported to me by a fellow employee, witnessed by me, or that I myself have experienced.

Manager

Self

I agree with the above statement.

I disagree with the above statement and will report incidents to my supervisor or Human Resources.

Self: N/A

Comments:



Attach Feedback

4. Performance Evaluation Section

Please complete all sections. If rating item is not applicable, select N/A from the drop-down.

A. Core Competencies

Score: / 3.00

| Competency | Rating | Comments: | Score |
|--|------------------------------------|---|----------------------|
| <p>Teamwork The employee is an effective team player who adds complimentary skills and contributes valuable ideas, demonstrates integrity by providing honest opinions and feedback. Openly shares information and can be counted upon to fulfill commitments made to others on the team. Is supportive of other team members, helping out when needed to meet the goals of the entire team, and volunteering even when they aren't asked. Contributes to project successes which leads to overall team excellence.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |
| <p>Accountability The employee has demonstrated knowledge of skills, abilities, and expertise, is resourceful, actively practices on-the-job safety, meets reasonable deadlines, and accepts responsibility for his or her actions. Willingly makes commitments and fully intends to keep them. Arrives at work on time, well-prepared and ready to contribute, and understands the needs and requirements of the job. Demonstrates excellence in the pursuit of expertise in their field. Establishes integrity by taking responsibility for actions and is willing to remedy issues.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |
| | | | |

| | | | |
|--|------------------------------------|---|----------------------|
| <p>Communication Communicates transparently and effectively both internally and externally. Communicates appropriately verbally, in writing and online. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Demonstrates communication skills that lead to results. Communicates in a clear and concise manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. This individual is open and inclusive in their communication.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |
| <p>Quality The employee has established a record of producing work that is creative, highly accurate, demonstrates attention to detail and displays pride in work. Is personally committed to the City's high level of excellence in customer service and professionalism, and encourages others to have similar standards. Demonstrates a high level of responsiveness to customer's needs and meeting their expectations.</p> <p>Helps other department members within own department or other City departments by jumping calls when they are closest or other officers are behind.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |



- Attach Feedback
- Add Development Plan

B. Field Productivity

Score: / 3.00

| Competency | Rating | Comments: | Score |
|---------------------------------------|------------------------------------|---|----------------------|
| <p>Attention to calls for service</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |
| | | | |

| | | | |
|---|------------------------------------|---|----------------------|
| Number of arrests/citations | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |
| Enforcement activities | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |
| Support of the Department's COMPSTAT mission | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |
| Alerts for ATLS on wanted/missing persons/stolen property recovered | <input type="text" value="-----"/> | <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> | <input type="text"/> |



-  Attach Feedback
-  Add Development Plan

C. Investigation of Crimes, Accidents and Other Scenes

Score: / 3.00

| Competency | Rating | Comments: | Score |
|------------|--------|-----------|-------|
| | | | |

| | | | |
|--|------------------------------------|---|----------------------|
| <p>The Patrol Officer correctly determines course of action needed when conducting investigations and handling routine calls</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |
| <p>Interviewing Witnesses and Suspects and gathering information</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |
| <p>Report Writing</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |
| <p>Investigation follow-up</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | <input type="text"/> |



- Attach Feedback
- Add Development Plan

D. Promotion of Shared Responsibility of Trust/Customer Service and Values

Score: / 3.00

| Competency | Rating | Comments: | Score |
|------------|--------|-----------|-------|
| | | | |

| | | | |
|--|------------------------------------|---|----------------------|
| <p>Public Relations The Patrol Officer is involved in promoting a positive image for the Police Department and works different public relations events. Establishes and maintains positive relationships in the community.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> | <input type="text"/> |
| <p>Block Watch / Pride Programs / Community Support Initiatives The Patrol Officer is involved with TLO projects,, Block Watch programs and develops MBO Projects. They also do not worry about overtime details, and gets involved with special events to help out our team.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> | <input type="text"/> |
| <p>Crime Prevention / Problem Solving / Intelligence Gathering Crime Prevention / Problem Solving / Intelligence Gathering</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> | <input type="text"/> |

ABC 

-  Attach Feedback
-  Add Development Plan

E. Job Knowledge and Skills

Score: / 3.00

| Competency | Rating | Comments: | Score |
|--|------------------------------------|---|----------------------|
| <p>Maintains Working Knowledge of Law The Patrol Officer shows they have developed their knowledge of both criminal and traffic laws.</p> | <input type="text" value="-----"/> | <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> | <input type="text"/> |
| | | | |

| | | | |
|--|--|--|----------------------|
| <p>Properly prepares and gives courtroom testimony The Patrol Officer adequately prepares for trial. They dress professionally and present their cases well.</p> | <input type="text" value="-----"/>  | <div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;">   </div> | <input type="text"/> |
| <p>Radio Procedures The Patrol Officer is easy to understand on the radio at all times; Uses the radio appropriately; Uses the MDC appropriate to arrive and clear calls.</p> | <input type="text" value="-----"/>  | <div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;">   </div> | <input type="text"/> |
| <p>Compliance with Training and Completing Daily Training Bulletins Compliance with Training and Completing Daily Training Bulletins</p> | <input type="text" value="-----"/>  | <div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;">   </div> | <input type="text"/> |

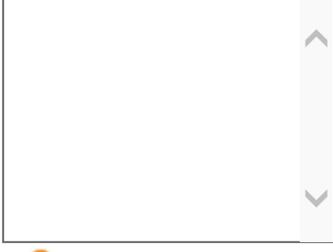
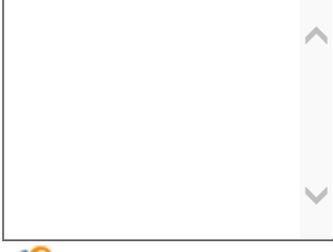


-  Attach Feedback
-  Add Development Plan

F. Personal Factors

Score: / 3.00

| Competency | Rating | Comments: | Score |
|---|--|---|----------------------|
| <p>Demonstrates ethical behavior and obeys Laws, Ordinances, Rules, Regulations, G.O.'s</p> | <input type="text" value="-----"/>  | <div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;">   </div> | <input type="text"/> |
| | | | |

| | | | |
|-------------------------------------|---|--|----------------------|
| Maintains Proper Work Schedule | -----  |   | <input type="text"/> |
| Work Attitude | -----  |   | <input type="text"/> |
| Effectiveness Under Stress | -----  |   | <input type="text"/> |
| Driving Safety / Equipment Care | -----  |   | <input type="text"/> |
| Physical Condition / Grooming Dress | -----  |   | <input type="text"/> |



 Attach Feedback

 Add Development Plan

5. Goals & Objectives Section

Goals agreed upon by employee and supervisor for next rating period.

A. New Goals

Goals



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:



Attach Feedback



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:



Attach Feedback



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:

 Attach Feedback

 Add New Goal

Supervisor Comments

Overall Comments

Direct Supervisor

Employee Comments

Overall Comments

- I agree with this evaluation
- I do not agree with this evaluation

Employee