

\*Indicates required field



## City of Flagstaff Police Department School Resource Officer 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:



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### 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:



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### C. New Goals

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

Self: N/A

Comments:



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## 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:



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## 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:**



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### 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:**



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### 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:**



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### 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><b>Teamwork</b>                      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><b>Accountability</b>                      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><b>Communication</b>          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><b>Quality</b>          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"/>



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**B. Delivery of Project Alert Instruction**

Score:  / 3.00

Competency	Rating	Comments:	Score
<p><b>Establishes and Maintains Positive Relationships in the Community</b>            Establishes and maintains positive relationship with the administration, teaching staff, and within the community.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>

<p><b>Instructor Knowledge</b> Instructor is adequately prepared, follows lesson plan, meets objectives</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<p><b>Classroom Management</b> Instructor stays on task, maintains control in a warm and friendly manner</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<p><b>Ability to Motivate</b> Instructor is enthusiastic, uses appropriate humor, maintains student interest, objective</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<p><b>Class Participation</b> Utilizes work book, role playing, encourages student participation</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<p><b>Additional Support</b> Participation in special events outside the classroom, supports teaching staff</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>

**Serves as a Role Model and Mentor for Students**

Serves as a role model and mentor for students. Is supportive of individual student needs



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**C. Provides Support for All Community Relations Functions**

Score:  / 3.00

Competency	Rating	Comments:	Score
<p><b>Maintains a Flexible Schedule</b> Instructor is available for special functions whenever possible</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 122px; width: 204px;"></div>	<input type="text"/>
<p><b>Informational and Crime Prevention Presentations</b> Informational and Crime Prevention Presentations</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 122px; width: 204px;"></div>	<input type="text"/>
<p><b>Assists with Preparation for Major Events</b> Examples include County Fair, National Night Out, NAU Home Show</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 122px; width: 204px;"></div>	<input type="text"/>

<b>Professionalism</b> Maintains professional demeanor, conduct, classroom, and public presence	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div>	<input type="text"/>
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**D. Provides Support and Cooperation for Peers and Related Agencies**

Score:  / 3.00

Competency	Rating	Comments:	Score
<b>Promotes All Community Policing Philosophies</b> Promotes All Community Policing Philosophies	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div>	<input type="text"/>
<b>Professional Image</b> Generates a professional image of the Community Relations Division and the Police Department	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div>	<input type="text"/>



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**E. Job Knowledge and Skills**

Score:  / 3.00

Competency	Rating	Comments:	Score

<p><b>Determines Proper Assistance/Action</b> Correctly determines course of action is needed</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid #ccc; height: 143px; width: 100%;"></div>	<input type="text"/>
<p><b>Maintains Working Knowledge of Law</b> Demonstrates that they have developed their knowledge of both criminal and traffic laws.</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid #ccc; height: 151px; width: 100%;"></div> 	<input type="text"/>
<p><b>Properly prepares and gives courtroom testimony</b> Adequately prepares for trial. They dress professionally and presents their cases well.</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid #ccc; height: 151px; width: 100%;"></div> 	<input type="text"/>
<p><b>Radio Procedures</b> 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="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid #ccc; height: 151px; width: 100%;"></div> 	<input type="text"/>
<p><b>Compliance with Training and Completing Daily Training Bulletins</b> Compliance with Training and Completing Daily Training Bulletins</p>	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid #ccc; height: 142px; width: 100%;"></div>	<input type="text"/>



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**F. Personal Factors**

Score:  / 3.00

Competency	Rating	Comments:	Score
Obeys Laws, Ordinances, Rules, Regulations, G.O.'s	<input type="text" value="-----"/> <input type="button" value="v"/>	<div data-bbox="967 317 1300 569" style="border: 1px solid #ccc; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> <div data-bbox="967 569 1019 621" style="text-align: right;">  </div>	<input type="text"/>
Maintains Proper Work Schedule	<input type="text" value="-----"/> <input type="button" value="v"/>	<div data-bbox="967 642 1300 894" style="border: 1px solid #ccc; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> <div data-bbox="967 894 1019 947" style="text-align: right;">  </div>	<input type="text"/>
Work Attitude	<input type="text" value="-----"/> <input type="button" value="v"/>	<div data-bbox="967 968 1300 1220" style="border: 1px solid #ccc; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> <div data-bbox="967 1220 1019 1272" style="text-align: right;">  </div>	<input type="text"/>
Effectiveness Under Stress	<input type="text" value="-----"/> <input type="button" value="v"/>	<div data-bbox="967 1293 1300 1545" style="border: 1px solid #ccc; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> <div data-bbox="967 1545 1019 1598" style="text-align: right;">  </div>	<input type="text"/>
Driving Safety / Equipment Care	<input type="text" value="-----"/> <input type="button" value="v"/>	<div data-bbox="967 1619 1300 1871" style="border: 1px solid #ccc; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> <div data-bbox="967 1871 1019 1923" style="text-align: right;">  </div>	<input type="text"/>

Physical Condition / Grooming Dress

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### 5. Goals & Objectives Section

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

#### Goals



Title:

[Title input field]

[Large empty text area]

Due:

[Due date input field]

Measured Goal

[Measured Goal input field]

Supervisor Support of Accomplishment

[Supervisor Support input field]



Attach Feedback



Title:

[Title input field]

[Large empty text area]

Due:

[Due date input field]

Measured Goal

[Measured Goal input field]

Supervisor Support of Accomplishment

 Attach Feedback



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback

 Add New Goal

ABC 



### Supervisor Comments

Overall Comments

Direct Supervisor

ABC 



### Employee Comments

Overall Comments

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

Employee

ABC 



