

\*Indicates required field



## City of Flagstaff Police Department Sergeant 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:



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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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**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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**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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### 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>                      Openly shares information; contributes valuable ideas, demonstrates integrity by providing honest opinions, and feedback; and can be counted upon to fulfill commitments made to others on the team. Establishes and encourages a team environment while eliminating barriers. Contributes to project successes which leads to overall team excellence. For example: provides clear expectations, articulates common goals, communicates how individual roles contribute to team success, provides both clear direction and sufficient resources while removing or reducing obstacles to team success. Seeks input from the team before making larger decisions. Listens to team members' ideas for improvement and helps to implement.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	<input type="text"/>
<p><b>Accountability</b>                      Demonstrates and appropriate level of knowledge, skills and abilities, is resourceful, and establishes integrity by taking responsibility for his or her actions and is willing to remedy issues. Demonstrates excellence in the pursuit of expertise in their field. This supervisor ensures that employees understand their level of responsibility, safety practices, expectations of their positions, and the City's mission, vision and values. Assists and supports direct reports while holding them accountable. Employees are confident about how much support they will receive when they accept ownership of projects and issues.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 150px; 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 when communicating and demonstrates skills that lead to results. Fosters a work environment that encourages others to communicate in an open and inclusive manner and share information. Engages in two-way conversations throughout the year by communicating clearly and actively listening. Able to listen respectfully and consider alternate positions while being receptive to feedback.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="text"/>
<p><b>Quality</b>          Creates a work environment where employees can be responsive, creative, highly accurate, thorough, displays pride in their work and commitment to the City's high level of excellence in customer service and professionalism. Conveys that customers are the highest priority and the importance of meeting their expectations. Publicly recognizes those who provide a high level of quality and deliver excellent customer service.</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: 150px; width: 100%;"></div>	<input type="text"/>
<p><b>Leadership</b>          Communicates a vision that others choose to follow. Models behaviors expected of others and inspires and empowers others to undertake challenging tasks and projects. Values employees and their contributions to the team, tasks, and projects. Effectively coaches and leads employees to be successful. Encourages employees to take initiative, problem solve, and build collaborative relationships.</p> <p>Effectively directs and controls assigned personnel.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="text"/>



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- Add Development Plan

**B. Supervision and Leadership**

Score:  / 3.00

Competency	Rating	Comments:	Score
Evaluating Subordinates	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>
Training Needs	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>
Compliance with Training and Completing Daily Training Bulletins	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Supervises in a Fair and Objective Manner	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>



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 Add Development Plan

**C. Planning and Organizing**

**Score:**  / 3.00

Competency	Rating	Comments:	Score

<p><b>Operational Matters, Authority, and Activities</b> Operational Matters, authority, and activities</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Activities of Subordinates</b> Accountable for subordinates actions and activities and ensures that subordinates are meeting expectations, missions, and goals.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>
<p><b>Planning Techniques</b> Plans and addresses challenges proactively.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>
<p><b>Support of Self Initiated Activity (COMPSTAT)</b> Support of the Department's COMPSTAT mission</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> 	<input type="text"/>



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 [Add Development Plan](#)

**D. Other Duties**

Score:  / 3.00

Competency	Rating	Comments:	Score

Maintains Squad Records	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>
Administrative Investigation	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>
Prompt Reporting	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> 	<input type="text"/>
Other Performance Factors	<input type="text" value="-----"/> <input type="button" value="v"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>



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**E. Personal Factors**

Score:  / 3.00

Competency	Rating	Comments:	Score

<p>Demonstrates ethical behavior, obeys Laws, Ordinances, Rules, Regulations, G.O.'s</p>	<p>----- </p>	<div data-bbox="967 153 1300 405" style="border: 1px solid gray; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> 	<input data-bbox="1328 153 1409 205" type="text"/>
<p>Maintains Proper Work Schedule</p>	<p>----- </p>	<div data-bbox="967 474 1300 726" style="border: 1px solid gray; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> 	<input data-bbox="1328 474 1409 527" type="text"/>
<p>Work Attitude</p>	<p>----- </p>	<div data-bbox="967 795 1300 1047" style="border: 1px solid gray; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> 	<input data-bbox="1328 795 1409 848" type="text"/>
<p>Effectiveness Under Stress</p>	<p>----- </p>	<div data-bbox="967 1117 1300 1369" style="border: 1px solid gray; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> 	<input data-bbox="1328 1117 1409 1169" type="text"/>
<p>Driving Safety / Equipment Care</p>	<p>----- </p>	<div data-bbox="967 1438 1300 1690" style="border: 1px solid gray; height: 120px; position: relative;"> <span style="position: absolute; top: -20px; right: -20px;">^</span> <span style="position: absolute; bottom: -20px; right: -20px;">v</span> </div> 	<input data-bbox="1328 1438 1409 1491" type="text"/>

Is responsive to orders and direction	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Physical Condition / Grooming Dress	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Knowledge of Department	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>



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Add Development Plan

### 5. Goals & Objectives Section

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

#### Goals



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback



**Title:**

**Due:**

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback



**Title:**

**Due:**

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback

 Add New Goal



### Supervisor Comments

#### Overall Comments

**Direct Supervisor**



## Employee Comments

### Overall Comments

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

**Employee**

