|  |  |  |  |
| --- | --- | --- | --- |
| **Officer Name:** | Insert Text Here… | **Job Title / Rank:** | Job Title / Rank |
| **Review Date:** | Insert Text Here… | **Supervisor Name:** | Insert Text Here… |
| **Review Period:** | May 1, 2021 – April 30, 2022 | **Assigned Division:** | Insert Text Here… |

|  |
| --- |
| **List any special accomplishments / achievements** *(Attach additional documentation if necessary)*  Qualifications Achieved during the rating period  Educational courses completed and diplomas or certificates awarded  Personal awards and letters of commendation or appreciation received  Promotions and special accomplishments during the rating period |
| **Comments:**  Insert Text Here… |
| **Off Duty Activities**  Educational courses attended  Civic activities (i.e. scout leader, sports coach, volunteer)  Voluntary public relations programs  Related professional organizations |
| **Comments:**  Insert Text Here… |
| **Leadership Development**  Leadership activities and accomplishment (include team and subordinate accomplishment which reflect your leadership)  Performance as instructor (classroom or on the job)  Peer Counseling (formal or informal) |
| **Comments:**  Insert Text Here… |
| **Participation in a Specialized Unit**  Member of a specialized unit or other unit with specialized responsibility (i.e. Special Operations Unit, Traffic Enforcement Unit, etc.) |
| **Comments:**  Insert Text Here… |
| **Future Career Goals and Objectives**  Career development goals are activities that will add to the employee’s ability to perform their job more effectively or prepare them for additional responsibilities in the future. *Career development goals are optional, but they are highly recommended.*  Identify 1-3 career development goals for the upcoming review cycle year. The goal should be detailed and have a measurable result listed with it. |
| **Comments:**  Insert Text Here… |
| **Other Items for Consideration** |
| **Comments:**  Insert Text Here… |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating Scale** | | | | |
| 5- Exceptional Performer | 4 – Above Standard | 3 – Meets Standard | 2 – Below Standard | 1 - Unacceptable |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Factors with Subcategories** | | | | |
| **Professional Demeanor** | **Communication Skills** | | **Problem Solving** | |
| Appearance  Attitude  Teamwork | Written  Oral  Interpersonal Relations | | Decision making  Creativity & Adaptability  Conflict Management | |
| **Initiative** | **Knowledge** | | **Skills & Proficiencies** | |
| Primary assignment  Additional duties & assignments | Job knowledge  Policy  Law & criminal procedure | | Technical proficiency & physical ability | |
| Observation skills | Driving skills |
| Organization skills | Safety |
| **Accountability & Dependability** | **Performance Management**  (*Supervisors Only)* | | **Leadership**  *(Supervisors Only)* | |
| Acceptance to training & feedback  Attendance  Integrity | Goals  Monitoring  Development | Responsibility  Compliance | Builds trust  Manages change  Inspires achievement | |

**Overall Rating:**

Based on the **Rating Scale** and the **Performance Factors with subcategories** listed above, indicate what you believe your overall performance review rating for the performance evaluation cycle.

|  |  |  |
| --- | --- | --- |
| **Overall Rating** | | |
|  | 5 | Exceptional Performer |
|  | 4 | Above Standard |
|  | 3 | Meets Standard |
|  | 2 | Below Standard |
|  | 1 | Unacceptable |

|  |
| --- |
| **Overall Comments** *(Please write comments explaining the Overall Rating)* |
| **Comments:** |

|  |  |
| --- | --- |
|  | 3/24/2021 |
| **Employee Signature** | **Date** |