|  |  |  |  |
| --- | --- | --- | --- |
| **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…  |

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| **List any special accomplishments / achievements** *(Attach additional documentation if necessary)*Qualifications Achieved during the rating periodEducational courses completed and diplomas or certificates awardedPersonal awards and letters of commendation or appreciation receivedPromotions and special accomplishments during the rating period |
| **Comments:**Insert Text Here…  |
| **Off Duty Activities**Educational courses attendedCivic activities (i.e. scout leader, sports coach, volunteer)Voluntary public relations programsRelated 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…  |

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

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| **Performance Factors with Subcategories** |
| **Professional Demeanor** | **Communication Skills** | **Problem Solving** |
| AppearanceAttitudeTeamwork | WrittenOralInterpersonal Relations | Decision makingCreativity & AdaptabilityConflict Management |
| **Initiative** | **Knowledge** | **Skills & Proficiencies** |
| Primary assignmentAdditional duties & assignments | Job knowledgePolicyLaw & 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 & feedbackAttendanceIntegrity | GoalsMonitoringDevelopment | ResponsibilityCompliance | Builds trustManages changeInspires 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.

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

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

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