

Police Officer Evaluation Report

North Boston Police Department

POLICE OFFICER PERFORMANCE EVALUATION REPORT Evaluation of Police Officer

6 Month Evaluation Report

Based on Standardized Evaluation Guidelines (SEGs)

EMPLOYEE NAME:	John Doe
TITLE:	Police Officer
EMPLOYEE #:	1255
PRESENT ASSIGNMENT:	District Seven
REVIEW DATE:	10-23-09

RATING INSTRUCTIONS: Rate observed performance of officer in the following categories.

U = **Unacceptable**; A = **Acceptable**; E = **Excels**

PERFORMANCE CATEGORIES

The task of evaluating and rating an employee's performance is based on **Standardized Evaluation Guidelines (SEGs)**. Choose the *Categories observed during the rating period and then select* the rating level (Unacceptable, Acceptable, Excels) that best describes employee's performance. You then justify your rating level selection in the comment area.

As guidelines, these definitions serve as a means of program standardization and continuity. The *Performance Trait Reference* serve to better explain each performance observed by the evaluator. This is to justify the selected rating level.

INSTRUCTIONS

The easiest way to complete the report is simply go to the Categories Start Page (page 2). Here you can select a rating level (Unacceptable, Acceptable, Excels) from the dropdown menu for the categories observed during the rating period. All categories will be listed as (Not Observed) until you make a selection.

Once you select a rating level for a category you then indicate your justification(s) for your selection in the comments area located just below the listed category. If you observed a category or justification not listed, indicate your observations on the comment page (page5) of this form. You can also include in the comment area specific incidents and observation dates justifying your selections. If a longer explanation or justification is needed indicate in the category comment area "see comment page".

You'll notice a page number listed next to each category. The page number that corresponds to the Category contains a detailed description of the category with a dropdown menu containing justification phrases for that category. You can then choose the justification phrase from the dropdown menu that best justifies your rating selection of unacceptable, acceptable or excels. You can copy the justification phrase from the dropdown menu and paste into the comment area.

This report should include categories and results observed during this rating period.

Page two, three and four contains a list of Categories and the corresponding pages with Category Dimensions & Explanations. You will only need to **print pages one through five** to maintain employee records (unless additional comment page is needed).

POLICE OFFICER PERFORMANCE CATEGORIES

Evaluation of Police Officer

RATING INSTRUCTIONS: Rate observed performance of employee in the following categories.
U = Unacceptable; A = Acceptable; E = Excels: (Rating justifications should be placed on comment area)

OFFICER PERFORMANCE TASKS	
1. Driving Skill: Normal/Speed Control: (page7) Displays dexterity and coordination while driving a police vehicle, i.e. operating radio while checking businesses. Ability to maintain control of vehicle while being alert to activity outside of vehicle.	<u>Acceptable</u>
2. Driving Skills: Moderate Stress/Emergency: (page7) Disregards public safety while driving at times of emergency and stressful situations	<u>Unacceptable</u>
3. Radio: Transmission/Reception/Procedures: (page7) Transmissions are well planed and need not be repeated. Copies radio transmissions directed to him/her and is aware of traffic in adjuring beats.	<u>Excels</u>
4. Field Performance: Non-Stress Conditions: (page8) Seemingly confused and disoriented as to what action should be taken when confronted with a routine task	<u>Unacceptable</u>
5. Field Performance: Stress Conditions: (page8) Exhibits calm and controlled attitude	<u>Acceptable</u>
6. Officer Safety: Contact/Cover/Pat-down: (page8) Exposes weapons to suspect during interview/booking	<u>Unacceptable</u>
7. Prisoner Control or Investigative Detention: (page9)	<u>Not Observed</u>
8. Control of Conflict: Physical Skill: (page9)	<u>Not Observed</u>
9. Spatial/ Location Skills: (page9)	<u>Not Observed</u>
10. Self-Initiated Field Activity: (page10)	<u>Not Observed</u>
11. Vehicle/Pedestrian Stops: (page10)	<u>Not Observed</u>
12. Interview/Interrogator Skills: (page10)	<u>Not Observed</u>

POLICE OFFICER PERFORMANCE CATEGORIES
Evaluation of Police Officer

COMMUNICATIONS SKILLS	
13. Oral Communication: (page11)	<u>Not Observed</u>
14. Report Writing: (page11)	<u>Not Observed</u>

KNOWLEDGE	
15. Arrest Procedures: (page11)	<u>Not Observed</u>
16. Accident Investigation: (page12)	<u>Not Observed</u>
17. Departmental Policies and Procedures: (page12)	<u>Not Observed</u>
18. Criminal Codes: (page12)	<u>Not Observed</u>
19. Vehicle Code: (page13)	<u>Not Observed</u>
20. Officer Patrol Procedures: (page13)	<u>Not Observed</u>
21. Use of Force: (page13)	<u>Not Observed</u>
22. Criminal Investigation: (page14)	<u>Not Observed</u>
23. Domestic Dispute Investigations: (page14)	<u>Not Observed</u>

POLICE OFFICER PERFORMANCE CATEGORIES
Evaluation of Police Officer

RELATIONSHIPS/ATTITUDE/JUDGMENT	
24. Acceptance of Criticism / Feedback: (page14)	<u>Not Observed</u>
25. Attitude towards Police Work: (page15)	<u>Not Observed</u>
26. Relationship with Citizens: (page15)	<u>Not Observed</u>
27. Relationship with Department Members: (page15)	<u>Not Observed</u>
28. Stress Control: Verbal Communications: (page16)	<u>Not Observed</u>
29. Decision Making / Problem Solving: (page16)	<u>Not Observed</u>
30. Judgment: (page16)	<u>Not Observed</u>

APPEARANCE	
31. General Appearance: (page17)	<u>Not Observed</u>

ADDITIONAL COMMENTS

If you observed a category or justification not listed, indicate your observations on the comment area (page5) of this form. Also, when using the (OTHER), a written explanation is required in the comment area. You can also include in the comment area specific incidents and observation dates justifying your selections. If a longer explanation or justification is needed indicate on the comment area page (page6) or on the Supplementary Form.

Police Officer Performance Summary Page

G. MOST OUTSTANDING QUALITIES (CITE SPECIFIC EXAMPLES).

Officer Smith consistently produces more than expected. Her activity especially in the area of traffic and field interrogation is consistently well above standard. She makes a substantial contribution to the Department goals in traffic enforcement.

H. AREA WHERE IMPROVEMENT IS RECOMMENDED (CITE SPECIFIC EXAMPLES).

Officers Smith does not understand procedures. He follows regulations only when convenient. He questions authority ,needlessly. He consistently must be instructed in proper procedures or reminded about minor infractions.

I. RECOMMENDED COURSES OF ACTION THROUGH WHICH EMPLOYEE CAN IMPROVE PERFORMANCE

See comment area

ADDITIONAL COMMENTS

Additional Comment Area

If you observed a category or justification not listed, indicate your observations in the comment area located on the this page. If you need more comment space, indicate your additional observations on the Additional Comments Page (page 6) or the supplementary form.

Officer Smith should make a concerted effort to improve his citizen contacts, specifically in confrontational situations. Officer Smith should make an effort to improve his tact when involved in negative citizen contacts. His actions will be closely monitored in that area. If there is no improvement, progressive discipline is suggested .

Signature of Employee:	John Doe
Signature of Rater:	Jane Doe
Signature of Next Level Supervisor:	John Smith
Date:	11-12-09

ADDITIONAL COMMENTS PAGE

Additional Comment Area

If you observed a category or justification not listed, indicate your observations in the comment area. You can also include in the comment area specific incidents and observation dates justifying your selections.

Include any action that has been taken or will be taken to address unacceptable performance. (Such as, additional training, counseling, disciplinary action etc.) **If more pages are needed use supplementary form.**

Note: If you need to include justification phrases from a category's dropdown menu, you can simply copy that phrase from the dropdown menu and paste it onto the additional comment area.

No Additional Comments

Signature of Employee:	
Signature of Rater:	
Signature Of Next Level Supervisor:	
Date:	

Category Lists: You can copy the justification phrases from the dropdown menus and paste them into the comment areas. All 31 categories are active in the registered version.

1. Driving Skill: Normal/Speed Control: Are the driving behaviors safe and prudent for the situation?

Unacceptable

Runs over curbing.

Acceptable

Ability to maintain control of vehicle while being alert to activity outside of vehicle.

Excels

Displays dexterity and coordination while driving a police vehicle, i.e. operating radio while checking businesses.

2. Driving Skills: Moderate Stress/Emergency: Are the driving behaviors safe and prudent for the situation?

Unacceptable

Disregards public safety while driving at times of emergency and stressful situations

Acceptable

Not Observed

Excels

Not Observed

3. Radio: Transmission/Reception/Procedures: How well does the officer know and use radio procedures? Are the officer's radio transmissions clear and understandable? How acceptable is the officer's ability to listen to and comprehend radio transmissions?

Unacceptable

Not Observed

Acceptable

Copies radio transmissions directed to him/her and is aware of traffic in adjoining beats.

Excels

Transmissions are well planed and need not be repeated.