



MANAGEMENT PERFORMANCE EVALUATION POLICE DEPARTMENT

Name: (Last)	(First) (Initial)	Period Covered
		From: to:
Status:	If Probation Date Ends:	Other:
Department:	Position Title:	Date:

REASON FOR REVIEW:

- Merit Increase
 Status Change
 Annual Review
 Other

It is understood that the importance of each category will vary with job classification and department. Explain your rating in terms of performance in each category. Mark the appropriate box. Use additional sheets if necessary.

1. ACHIEVEMENT OF OBJECTIVES: Includes productivity of the unit and accomplishing unit goals.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

2. DECISION MAKING AND JUDGEMENT: Includes assigning tasks, responding to work problem in a timely and effective manner, assessing and establishing priorities, and identifying and evaluation problem areas and problem solving skills.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding

Explain Why:

3. PERSONNEL DEVELOPMENT: Includes orienting new employees, recommending training and/or development programs, counseling and motivating employees.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

4. PLANNING AND ORGANIZING: Includes designing realistic short and long term goals, optimizing time, personnel, equipment, and material resources, clearly defining responsibility and developing standards for the work unit.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

5. INTERPERSONAL SKILLS: Includes encouraging participation and teamwork; working cooperatively with the public, peers, and subordinates; accepting advice and counseling from superiors.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

6. COMMUNICATION: Includes preparing clear and concise reports and correspondence

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

7. ADMINISTRATIVE POLICY AND PROCEDURE: Includes understanding and implementing Town Code, Policies and procedures, safety regulations and Administrative orders.

RATING: 1-Unsatisfactory 2-Needs Improvement 3-Good 4-Very Good 5-Outstanding
Explain Why:

RATER'S OVERALL EVALUATION – Only one rating factor to be checked. Total Rating ____% by #of items rated
_____ = _____ Overall Rating

- 1- **Unsatisfactory:** Performance is inadequate and must be corrected.
- 2- **Needs Improvement:** Performance does not fully meet job requirements as indicated below.
- 3- **Good:** Employee is performing as required and expected in a satisfactory manner.
- 4- **Very Good:** Performance surpasses job requirements.
- 5- **Outstanding:** Consistently conspicuous, distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced department efficiency and/or effectiveness.

If an employee is eligible for a merit increase, check the following: Granted Deferred, re-evaluate in _____ months.

If an employee is eligible for permanent status, check the following: Granted Denied Extended _____

WAYS THE EMPLOYEE CAN OR MUST IMPROVE PERFORMANCE: (If overall rating is Needs Improvement or Unsatisfactory, a written plan of action for improvement must be included in this section. Use additional sheets if necessary).

This report is based on my observations, knowledge of employee's performance and review of applicable information. It represents my best judgment of the employee's performance.

RATER'S SIGNATURE: _____ **DATE:** _____
PRINT NAME: _____ **TITLE:** _____
REVIEWER'S SIGNATURE: _____ **DATE:** _____
PRINT NAME: _____ **TITLE:** _____
ASSISTANT CHIEF OF POLICE: _____ **DATE:** _____
CHIEF OF POLICE: _____ **DATE:** _____
TOWN MANAGER'S SIGNATURE: _____ **DATE:** _____

I acknowledge that I received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing the evaluation, I do not necessarily agree with the conclusions. I understand that I may write my comments below or on another sheet of paper.

EMPLOYEE COMMENTS:

EMPLOYEE'S SIGNATURE: _____ DATE: _____