



## OXNARD POLICE DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

**EMPLOYEE:** \_\_\_\_\_ **CLASSIFICATION:** Police Officer II

**ASSIGNMENT:** PATROL **RATING PERIOD:** Jan. 2012 to July 2012

**Instructions:** Summarize the employee’s performance using the below rating scale. Compare the employee’s performance being rated against the performance benchmarks for the section. Note that these performance benchmarks are intended to serve as an assessment criteria guide for the category. Your rating should be based on your observations or on input from reliable sources, such as other supervisors or documentation.

This evaluation model has three principal evaluation areas. Each performance area has rating **subsections**. **Subsections** will be assigned a rating score from the following list: *Outstanding*, *Very Good*, *Meets Standards*, *Improvement Needed*, and *Unsatisfactory*. These rating subsections should be consistent with the **Overall Performance Assessment** at the end of the evaluation.

### ASSESSMENT SCALE

<i>Performance Ratings</i>		<i>Description</i>
<b>Exceeds Standards</b>	<b>Outstanding</b>	<i>This is performance that is well beyond that required for the position. It is outstanding performance, definitely superior, exceptional or extraordinary.</i>
	<b>Very Good</b>	<i>This is performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant an “outstanding” rating.</i>
<b>Meets Standards</b>	<b>Meets Standards</b>	<i>This is the performance of a fully competent employee. It represents the degree of performance that meets the standards of the Oxnard Police Department.</i>
<b>Below Standards</b>	<b>Improvement Needed</b>	<i>This is a level of performance less than standards required of the position. A “below standards” rating in a <u>subsection</u> must be thoroughly discussed with the employee and plans to improve must be articulated in this evaluation. Other additional documentation may be required.</i>
	<b>Unsatisfactory</b>	<i>This performance is inferior to the standards required of the position. It is inadequate or undesirable performance that cannot be tolerated. A performance improvement plan is required to address this rating.</i>

- **Performance Improvement Plans:** A plan must be developed for the employee if an *Unsatisfactory* rating applies to any subsection. Efforts to address *Improvement Needed* ratings must be fully articulated in the evaluation. A *formal* plan must be developed for the employee if they receive a *Below Standards overall performance rating*
- **Department Values:** The Oxnard Police Department embraces a set of core values. We are committed to these values and our performance shall be consistent with them. These core values appear in **bold** type among the performance benchmarks.
- **Comments Section:** Include specific examples that support given assessments.
- **Evaluation Review and Employee Evaluation Input:** At the beginning of the rating period, the rater will meet with the employee to discuss the previous performance evaluation. At the end of the rating period, the employee will complete an *Employee Evaluation Input* sheet; this will be attached to the Performance Evaluation.

## Section 1: Knowledge/Skills/Abilities

<p><b>Officer Safety</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Practices safe working habits in routine activity.</li> <li>• Uses sound tactics that emphasize safety.</li> <li>• Demonstrates an understanding of the principles of contact and cover.</li> <li>• Uses proper cover, concealment, illumination, and a position of advantage to minimize exposure.</li> <li>• Conducts thorough and safe search practices.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Proficient and reasonable use of arrest and control holds.</li> <li>• Maintains an awareness of his/her environment and monitors the activities of beat partners and officers in surrounding beats.</li> <li>• Maintains composure in stressful situations and is able to coordinate his/her efforts with other officers on scene.</li> </ul>
<p><b>Investigative Ability / Interviewing Skills</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Immediately recognizes and protects relevant evidence.</li> <li>• Properly applies current case law as it relates to search and seizure.</li> <li>• Effectively conducts interrogations within legal constraints (i.e. prepares for interrogation, proper use of Miranda, obtains narrative suspect statement, confronts suspect on inconsistencies, addresses alibis and possible defenses).</li> <li>• Uses effective interviewing techniques.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Takes the initiative to identify and interview any and all potential witnesses.</li> <li>• Attempts to verify statements received during interviews and interrogations.</li> <li>• Conducts thorough investigations that, as far as practical, eliminate the need for follow-up work.</li> <li>• Recognizes matters that would require detective notification, assistance or response.</li> </ul>
<p><b>Report Writing</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Reports are a complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.</li> <li>• Completes reports in a timely manner.</li> <li>• Properly completes required forms and paperwork.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Submits complete reports and other written products that do not require corrections (i.e. clearly makes point; includes all necessary information; proper use of all codes and subsections; legible; correct grammar, spelling, and punctuation).</li> </ul>
<p><b>Decision Making</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• <b>Demonstrates our value of a reverence for all laws.</b></li> <li>• Uses common sense in everyday situations.</li> <li>• Confidently makes sound decisions.</li> <li>• Evaluates problems before making decisions.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Makes sound and timely decisions while under pressure.</li> <li>• Demonstrates a thorough understanding of Department policies and procedures and incorporates this into decision making.</li> </ul>
<p><b>Interpersonal Skills</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Establishes cooperation and rapport with others.</li> <li>• Seeks feedback, uses it as a learning tool and applies it to future situations.</li> <li>• Employs good listening skills.</li> <li>• Verbally presents information in a clear, concise, and understandable manner.</li> <li>• Discusses differences constructively, in a respectful manner.</li> <li>• Uses verbal skills to prevent or de-escalate confrontations.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Effectively manages conflict.</li> <li>• Demonstrates courtesy, tact, and consideration for others.</li> <li>• Provides feedback to others in a constructive and professional manner.</li> <li>• Accepts responsibility for his/her actions without becoming defensive.</li> <li>• Communicates effectively with the public.</li> </ul>
<p><b>Driving Skills</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Sets a good example of defensive and courteous driving.</li> <li>• Follows Department policy during routine driving.</li> <li>• Follows Department policy during pursuits and other emergency driving operations.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Refrains from engaging in distracting activity (e.g. cell phone, MDC) while driving.</li> <li>• Complies with the vehicle code.</li> <li>• Routinely wears seat belt.</li> </ul>
<p><b>Radio / Communications Procedures</b></p> <p style="text-align: right; margin-right: 20px;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Attentive to radio at all times.</li> <li>• Attentive to MDC communications.</li> <li>• Makes clear, concise and professional radio transmissions.</li> <li>• Limits radio transmissions to that which is necessary.</li> </ul>	<p style="text-align: center; margin: 0;"><b><u>MEETS STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>• Comprehends radio transmissions without making repetitive requests for information.</li> <li>• Updates dispatch communications to changes in status.</li> <li>• MDC chat is appropriate and professional.</li> </ul>

## Section 2: Leadership and Initiative

<b>Performance</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• <b>Demonstrates our value of a strong work ethic.</b></li> <li>• Assigned work is thorough and completed on time.</li> <li>• Prepared for duty at the assigned time.</li> <li>• Demonstrates good time management.</li> <li>• Displays enthusiasm and dedication toward work.</li> <li>• Uses information from briefings, beat meetings, watch bulletins, and crime analysis to initiate contacts, arrests, or other directed patrol.</li> </ul>	<ul style="list-style-type: none"> <li>• Engages in self-initiated activity.</li> <li>• Productive in terms of both quality and quantity.</li> <li>• Provides thorough, well-prepared training.</li> <li>• Strives to match own professional goals with the Department's Mission and City Council's Mission Statement.</li> </ul>
<b>Leadership</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• <b>Demonstrates our value of honesty and integrity.</b></li> <li>• Leads by example.</li> <li>• Seeks out leadership roles when appropriate.</li> <li>• Takes the initiative in field situations to direct the efforts of other officers.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to make difficult decisions.</li> <li>• Respectful of others.</li> <li>• Sought out by peers for guidance, direction, or expertise.</li> <li>• Strives to raise morale.</li> </ul>
<b>Service Improvement</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Exhibits a drive for continuous improvement.</li> <li>• Maintains a high standard of personal performance.</li> <li>• Takes the initiative to further professional knowledge.</li> <li>• Approaches training in a serious manner with an eagerness to learn.</li> <li>• Takes the initiative to share new training and job knowledge with others.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains or demonstrates continuous improvement of weapons proficiency (i.e. safety guidelines, weapons manipulation, shooting skills).</li> <li>• Seeks to improve Department processes.</li> <li>• Readily adapts to new methods and procedures.</li> <li>• Demonstrates effective use of department computer systems; stays current with technology.</li> </ul>
<b>Personal Appearance</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• Wears a clean, well-pressed uniform with shoes/boots and leather gear shined to a high gloss.</li> <li>• Maintains an appropriate level of physical fitness.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned equipment is kept in a ready manner.</li> <li>• Well-groomed, appropriate for assignment.</li> </ul>

## Section 3: Community Policing, Partnerships, and Teamwork

<b>Community Policing &amp; Problem Solving</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• <b>Demonstrates our value of sustaining the public's trust.</b></li> <li>• Understands the characteristics of his/her beat.</li> <li>• Uses available time to address beat problems.</li> <li>• Demonstrates the ability to identify factors that cause problems to occur.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies legitimate resources and alternatives that can be used as responses in addressing problems.</li> <li>• Stays informed of all problems in assigned area.</li> <li>• Balances problem solving efforts with other responsibilities.</li> </ul>
<b>Community Partnership</b>	<b><u>MEETS STANDARDS</u></b>
<p style="text-align: center;"><u>Benchmarks</u></p> <ul style="list-style-type: none"> <li>• <b>Demonstrates our value of appreciating the diverse culture within our community and within our department.</b></li> <li>• Displays cultural competency.</li> <li>• Knows the formal and informal leaders within his/her beat.</li> <li>• Displays a sense of personal responsibility for his/her assigned beat.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrates our value of forming partnerships with all members of our community.</b></li> <li>• Participates in police-community functions.</li> <li>• Develops partnerships with the community.</li> <li>• Keeps citizens informed of what steps have been taken to address the problem.</li> <li>• Works toward the goal of improving the quality of life in the community.</li> </ul>

**Teamwork and Collaboration**

**MEETS STANDARDS**

Benchmarks

- *Assumes whatever role is necessary to ensure the success of the team.*
- *Actively participates at briefings, meetings, and on his/her beat team or workgroup (i.e. provides intelligence, assists other officers, organizes outside resources, develops action plans, community presentations).*
- *Works well as part of a team.*
- *Demonstrates a commitment toward common goals.*
- *Works well with outside stakeholders, including other agencies.*

**OVERALL PERFORMANCE ASSESSMENT**

**MEETS STANDARDS**

**OVERALL COMMENTS**

**Instructions:** Include noteworthy performance and identify the employee's strengths as well as areas for improvement. Include longer-term goals. A plan to improve performance must be prescribed for any section assessed below "Meets Standards".

**PERFORMANCE REVIEW**

Previous evaluation reviewed with employee:

Date: mm/dd/yyyy

Attach Employee Evaluation Input page to this evaluation.

**RATER / CO-RATER ACKNOWLEDGEMENT:**

Rater's Name: \_\_\_\_\_ Title: Sergeant

Rater's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Rater's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Co-Rater's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGEMENT:**

This evaluation has been discussed with me and:

- I agree with this evaluation.
- I disagree with this evaluation; see my comments below (if any).
- I wish to discuss this evaluation with the Shift Commander.

**EMPLOYEE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EMPLOYEE PERFORMANCE EVALUATION CHECKLIST

**Employee:** \_\_\_\_\_ **Classification:** Police Officer II

**Assignment:** PATROL **Rating Period:** July 2012 to Jan. 2012

Evaluation Reviewed with Employee: \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Supervisor to Commander/Manager for Review: \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Commander/Manager to Bureau Chief for Review: \_\_\_\_\_  
Date

\_\_\_\_\_  
Commander's Signature

Bureau Chief to Sergeant/Commander/Manager: \_\_\_\_\_  
Date

\_\_\_\_\_  
Bureau Chief's Signature

Signed original evaluation given to Business Office: \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Copies of signed evaluation distributed to employee and employee's supervisory (working) file: \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Evaluation filed in Employee's Personnel File: \_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Signature

