

KEY WEST POLICE DEPARTMENT Performance Appraisal

1. EMPLOYEE'S NAME: Last _____ First _____ Middle Initial _____

2. TITLE PROBATIONARY NON-PROBATIONARY 4. RATING PERIOD _____

6. ASSIGNMENT _____ 6. DATE COMPLETED _____

Date Issued: _____

DEFINITION OF PERFORMANCE RATINGS

- Above Satisfactory (AS)** Performs above expected standards
- Satisfactory (S)** Competent and dependable level of performance. Meets performance standards of job.
- Unsatisfactory (U)** Performance does not meet minimum standards. Needs improvement.
- Not Applicable (NA)** Not observed or not applicable

Instructions: Carefully evaluate employee's work performance in relation to current job requirements. Check the rating box to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding point's box. Points should then be totaled and averaged to determine an overall score. Rate employee's overall performance in comparison to position duties and responsibilities. **Calculation Instructions:** Add the total number of evaluation criteria by using the 5-3-1 system (excluding N/A criteria); Add the scores (ex: 5+3+1); Divide the scores by the total number of evaluation criteria, (excluding N/A criteria). Multiply the product by 20. Please see scale below.

	5	3	1	0
Performance Ratings: <i>(Check only those that apply)</i>	Above Satisfactory	Satisfactory	Un-satisfactory	N/A
<input type="checkbox"/> Productivity - Demonstrates commitment to providing high quality services. Completes assignments effectively, efficiently and on time. The member's reports are completed in a professional manner. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Customer Service - Works with citizens to get information, assess needs, and resolve issues and concerns, and consistently acts with the citizen and community in mind. Establishes good community relations and can come to workable solutions. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Job Knowledge - Consistently executes the duties and responsibilities of his or her position in an efficient and accurate manner. Clearly understands and uses knowledge that is acquired through formal training or on-the-job experience. Is well versed in Florida Statutes and City Ordinances. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/> Job Skills - Is effective in working with, understanding, and evaluating technical information related to the job. Effectively uses computer, databases, weapons, or equipment. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reliability - Comes to work on time and ready to work. Appropriately utilizes sick time. Member meets deadlines. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Command Presence – Uniform and/or clothing is pressed and presents a professional appearance. Works to keep him or herself in a good healthy condition to be a productive member of the Key West Police Department. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Self-initiation - Self initiates calls and handles them completely. Works to remedy problems without being told by a peer or supervisor. Assumes additional duties and completes them without hesitation. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Decision Making/Discretion – The member makes sound decisions based on knowledge, common sense, and training in accordance with the mission of the department. The member makes decisions based on relevant facts rather than emotional responses. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Independence – Performs with little or no supervision. Does not rely on supervisors or co-workers for assistance with menial tasks. Able to complete a call completely to include all paperwork and does so in a reasonable amount of time. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adheres to Policy and Departmental Rules – The extent to which an employee follows conduct and other personnel regulations. Adheres to City/Departmental policies. Focuses on work-related activities and acts in ways that support the goals, direction and standards of the Department. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/> Safety Rules -- The member shows a concern for safety of self and others. The member uses caution when handling suspects/prisoners. The member operates vehicles in a safe and prudent manner. The member properly applies training techniques related to officer safety. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Interpersonal Relationships/Communications- Builds and maintains successful working relationships with coworkers. The member is professional and courteous when dealing with others. The member demonstrates good communication and listening skills. The member demonstrates composure in routine and stressful situations. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Equipment- The employee properly utilizes departmental issued equipment. <i>Sworn-</i> Weapons and duty gear is clean and operational. No uncontrollable damage has occurred to patrol vehicle. The assigned vehicle is kept in clean and presentable condition. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Below Section are for Supervisors ONLY Do not add below ratings score to final points.	Above Satisfactory	Satisfactory	Un-satisfactory	N/A
<input type="checkbox"/> Leadership -<i>Supervisors Only</i> - Inspires, motivates, guides others toward goals. Coaches, mentors and challenges staff and adapt leadership style to various situations. Consistently demonstrates decisiveness in day-to-day actions. Takes unpopular positions when necessary. Faces adversity head on. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Departmental Goals -<i>Supervisors Only</i> - Assists with development of departmental goals and ensures goals are met. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scheduling/Utilization of Resources - <i>Supervisors Only</i> - Efficiently and effectively manages resources and assets. Anticipates and adjusts scheduling and manpower for potential problems or opportunities. Controls scheduling to minimize overtime. Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Employee's Name & Signature Date

Supervisor's/ Rater's Name & Signature Date

Calculation Instructions:

Add the total number of evaluation criteria (excluding N/A criteria)

Add the scores (ex: 5+3+1)

Divide the scores by the total number of evaluation criteria, (excluding N/A criteria), multiply the product by 20.

0-50% Unsatisfactory

51-74% Satisfactory

75-100% Above satisfactory