

*Indicates required field



Performance Appraisal-Uniform Division Traffic Officer

Employee Identification

Name: Department:

Hire Date: Job Title:

Evaluator:

Past Goals

Goal/Objectives	Accomplishments
<div data-bbox="108 968 196 1003"></div> <div data-bbox="167 1037 878 1073">Title: <input type="text"/></div> <div data-bbox="240 1089 878 1220"><input type="text"/></div> <div data-bbox="570 1241 826 1276">Due: <input type="text"/></div>	<input type="text"/>
	<div data-bbox="1149 1241 1476 1276">Completed: <input type="text"/></div> <div data-bbox="1062 1289 1528 1327">Status: <input type="text" value="Select"/></div>

Add Past Goal



Competencies

REPORT WRITING

Score: / 3.00 0 %

REPORT WRITING

(100%)

The ability to compose police reports and any other written or electronic communication in a concise, professional and articulate manner.

- Consistently Exceeds Expectations:**
The officer's report writing is exceptional and is used as an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's report writing is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer writes detailed and articulate reports. The officer utilizes proper sentence structure, grammar and punctuation. The officer completes entities and offenses with accurate updated information.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for report writing.

- Does Not Meet Expectations:**
The officer received an employee counseling document for report writing and has failed to complete the outlined work improvement plan.

Comments:



INVESTIGATIONS

Score: / 3.00 0 %

INVESTIGATIONS

(100%)

The ability to gather all necessary information and evidence, interview all witnesses, suspects and victims and complete all required paperwork. The officer follows available leads to their conclusion whenever practical.

- Consistently Exceeds Expectations:**
The officer's investigations are exceptional and are used as an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's investigations are markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer conducts complete and thorough investigations following all leads as far as practical. The officer collects all necessary information before leaving the scene. The officer takes advantage of opportunities to gain confession from suspects. The officer submits accurate and complete attachments to include witness statements, LAP assessments, etc.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for investigations.
- Does Not Meet Expectations:**
The officer received an employee counseling document for investigations and has failed to complete the outlined work improvement plan.

Comments:



PUBLIC RELATIONS

Score: / 3.00 0 %

PUBLIC RELATIONS

(100%)

The ability to effectively interact and communicate with customers.

- Consistently Exceeds Expectations:**
The officer's public relations skills are exceptional and are used as an example for other officers
- Occasionally Exceeds Expectations:**
The officer's public relations skills are markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer communicates effectively with the public during the course of their duties. The officer shows empathy while speaking with victims. The officer takes opportunities to build rapport and remain patient with those whom they are speaking with. The officer takes document action to further the public image of the Ogden City Police Department.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for public relations.
- Does Not Meet Expectations:**
The officer received an employee counseling document for public relations and has failed to complete the outlined work improvement plan.

Comments:



TEAMWORK

Score: / 3.00 0 %

TEAMWORK

(100%)

Works in harmony with others toward organizational and individual goals, and appropriately interacts with others.

- Consistently Exceeds Expectations:**
The officer's ability to work as part of a team is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's ability to work as part of a team is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer works in harmony with their peers and facilitates a cooperative team environment. The officer manages their workload to complete an equitable share of the team's work. The officer displays a positive attitude to assist their sergeant in building a positive teamwork atmosphere.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for teamwork.
- Does Not Meet Expectations:**
The officer received an employee counseling document for teamwork and has failed to complete the outlined work improvement plan.

Comments:



APPEARANCE/PREPAREDNESS

Score: / 3.00 0 %

APPEARANCE/PREPAREDNESS

(100%)

The officer arrives to work punctually and is prepared to begin work immediately. The officer anticipates needed supplies prior to entering the field. The officer complies with Ogden Police uniform and equipment policy including their ballistic vest.

- Consistently Exceeds Expectations:**
The officer's appearance and preparedness is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's appearance and preparedness is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer arrives for duty on time and prepared to work. The officer has all necessary equipment. The officer's uniform appears clean, pressed and cared for.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for appearance/preparedness.
- Does Not Meet Expectations:**
The officer received an employee counseling document for appearance/preparedness and has failed to complete the outlined work improvement plan.

Comments:



DECISION MAKING/POLICY CONFORMANCE

Score: / 3.00 0 %

DECISION MAKING/POLICY CONFORMANCE

(100%)

The ability to conform to Ogden Police and Ogden City policies. The ability to make timely decisions using sound judgment.

- Consistently Exceeds Expectations:**
The officer's decision making and policy conformance is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's decision making and policy conformance is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer makes sound and reasoned decisions in the course of their duties. The officer makes competent independent decisions, but utilizes senior officers and sergeants when necessary.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for decision making/policy conformance.
- Does Not Meet Expectations:**
The officer received an employee counseling document for decision making/policy conformance and has failed to complete the outlined work improvement plan.

Comments:



WEIGHTED PERFORMANCE CRITERIA SELF-INITIATED

Score: / 3.00 0 %

WEIGHTED PERFORMANCE CRITERIA SELF-INITIATED

(100%)

The officer's score in the Self-initiated category will be based on the following objective performance criteria. Performance will be measured based on average cumulative score per work week. Moving Citations – 7, Non-moving Citations – 5, Warnings – 1, Other Citations (parking, misd.) – 5, DUI – 10.

- Consistently Exceeds Expectations:**
195 or above.
- Occasionally Exceeds Expectations:**
163-194.99
- Fully Meets Expectations:**
130-162.99
- Needs Improvement:**
97-129.99
- Does Not Meet Expectations:**
96.99 or below

Comments:



WEIGHTED PERFORMANCE CRITERIA FIELD OPERATIONS

Score: / 3.00 0 %

WEIGHTED PERFORMANCE CRITERIA FIELD OPERATIONS

(100%)

The officer's score in the Field Operations category will be based on the following objective performance criteria. Performance will be measured based on average cumulative score per work week. Reports – 10, Supplement Reports – 5, Accidents – 10, Backing – 2.

- Consistently Exceeds Expectations:**
107 or above.
- Occasionally Exceeds Expectations:**
90-106.99
- Fully Meets Expectations:**
71-89.99
- Needs Improvement:**
53-70.99

Does Not Meet Expectations:
52.99 or below

Comments:



Summary Score

Score: / 3.00 (0%)

Manager Comments



Employee Comments



Development Plan

Development Objectives



Title:

Due:

Competency:

Select



[Add Development Plan](#)



Signatures

Employee: _____

Date: _____

Direct Manager: _____

Date: _____

*Indicates required field



Performance Appraisal-Uniform Division Patrol Officer

Employee Identification

Name:

Department:

Hire Date:

Job Title:

Evaluator:

Past Goals

Goal/Objectives

Accomplishments



Title:

Due:

Completed:

Status:

Add Past Goal



Competencies

REPORT WRITING

Score: / 3.00 %

REPORT WRITING

(100%)

The ability to compose police reports and any other written or electronic communication in a concise, professional and articulate manner.

- Consistently Exceeds Expectations:**
The officer's report writing is exceptional and is used as an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's report writing is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer writes detailed and articulate reports. The officer utilizes proper sentence structure, grammar and punctuation. The officer completes entities and offenses with accurate updated information.

- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for report writing.
- Does Not Meet Expectations:**
The officer received an employee counseling document for report writing and has failed to complete the outlined work improvement plan.

Comments:



INVESTIGATIONS

Score: / 3.00 0 %

INVESTIGATIONS

(100%)

The ability to gather all necessary information and evidence, interview all witnesses, suspects and victims and complete all required paperwork. The officer follows available leads to their conclusion whenever practical.

- Consistently Exceeds Expectations:**
The officer's investigations are exceptional and are used as an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's investigations are markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer conducts complete and thorough investigations following all leads as far as practical. The officer collects all necessary information before leaving the scene. The officer takes advantage of opportunities to gain confession from suspects. The officer submits accurate and complete attachments to include witness statements, LAP assessments, etc.
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- Does Not Meet Expectations:**
The officer received an employee counseling document for investigations and has failed to complete the outlined work improvement plan.

Comments:



PUBLIC RELATIONS

Score: / 3.00 0 %

PUBLIC RELATIONS

(100%)

The ability to effectively interact and communicate with customers.

- Consistently Exceeds Expectations:**
The officer's public relations skills are exceptional and are used as an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's public relations skills are markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer communicates effectively with the public during the course of their duties. The officer shows empathy while speaking with victims. The officer takes opportunities to build rapport and remain patient with those whom they are speaking with. The officer takes document action to further the public image of the Ogden City Police Department.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for public relations.
- Does Not Meet Expectations:**
The officer received an employee counseling document for public relations and has failed to complete the outlined work improvement plan.

Comments:



TEAMWORK

Score: / 3.00 %

TEAMWORK

(100%)

Works in harmony with others toward organizational and individual goals, and appropriately interacts with others.

- Consistently Exceeds Expectations:**
The officer's ability to work as part of a team is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's ability to work as part of a team is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer works in harmony with their peers and facilitates a cooperative team environment. The officer manages their workload to complete an equitable share of the team's work. The officer displays a positive attitude to assist their sergeant in building a positive teamwork atmosphere.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for teamwork.
- Does Not Meet Expectations:**
The officer received an employee counseling document for teamwork and has failed to complete the outlined work improvement plan.

Comments:



APPEARANCE/PREPAREDNESS

Score: / 3.00 %

APPEARANCE/PREPAREDNESS

(100%)

The officer arrives to work punctually and is prepared to begin work immediately. The officer anticipates needed supplies prior to entering the field. The officer complies with Ogden Police uniform and equipment policy including their ballistic vest.

- Consistently Exceeds Expectations:**
The officer's appearance and preparedness is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's appearance and preparedness is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer arrives for duty on time and prepared to work. The officer has all necessary equipment. The officer's uniform appears clean, pressed and cared for.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for appearance/preparedness.
- Does Not Meet Expectations:**
The officer received an employee counseling document for appearance/preparedness and has failed to complete the outlined work improvement plan.

Comments:



DECISION MAKING/POLICY CONFORMANCE

Score: / 3.00 0 %

DECISION MAKING/POLICY CONFORMANCE

(100%)

The ability to conform to Ogden Police and Ogden City policies. The ability to make timely decisions using sound judgment.

- Consistently Exceeds Expectations:**
The officer's decision making and policy conformance is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The officer's decision making and policy conformance is markedly better than what is typical for patrol officer.
- Fully Meets Expectations:**
The officer makes sound and reasoned decisions in the course of their duties. The officer makes competent independent decisions, but utilizes senior officers and sergeants when necessary.
- Needs Improvement:**
The officer received one or more unmitigated negative journal entries for decision making/policy conformance.
- Does Not Meet Expectations:**
The officer received an employee counseling document for decision making/policy conformance and has failed to complete the outlined work improvement plan.

Comments:



WEIGHTED PERFORMANCE CRITERIA TRAFFIC

Score: / 3.00 0 %

WEIGHTED PERFORMANCE CRITERIA TRAFFIC

(100%)

The Officer's performance in the traffic criteria will be based on the following objective performance criteria and weighted scales (1-10). Performance will be based on average number per work week. **Moving Citation - 4 Non- Moving Citation - 4 Warning Citation- 2 Parking Citation- 1 DUI-10**

- Consistently Exceeds Expectations:**
9 or above.
- Occasionally Exceeds Expectations:**
7.5-8.99
- Fully Meets Expectations:**
6.5-7.49
- Needs Improvement:**
5.5-6.49
- Does Not Meet Expectations:**
5.49 or below

Comments:



WEIGHTED PERFORMANCE CRITERIA DISPATCHED CALLS

Score: / 3.00 0 %

WEIGHTED PERFORMANCE CRITERIA DISPATCHED CALLS

(100%)

The officer's performance in the Dispatched Calls criteria will be based on the following objective performance criteria and weighted scales (1-10). Performance will be based on average number per work week. **Backs on calls -1 Reports Written- 10 Supplemental reports- 5**

- Consistently Exceeds Expectations:**
86 or above
- Occasionally Exceeds Expectations:**

72-85.99

- Fully Meets Expectations:**
64-71.99
- Needs Improvement:**
54-63.99
- Does Not Meet Expectations:**
53.99 or below

Comments:



WEIGHTED PERFORMANCE CRITERIA SELF-INITIATED

Score: / 3.00 0 %

WEIGHTED PERFORMANCE CRITERIA SELF-INITIATED

(100%)

The officer's performance in the self-initiated criteria will be based on the following objective performance criteria and weighted scales (1-10). Performance will be based on average number per work week. **Street Checks- 2 Misdemeanor citations- 7 Warrants served; Misdemeanor-3 Felony-6 Search Warrants written- 10**

- Consistently Exceeds Expectations:**
22 or above
- Occasionally Exceeds Expectations:**
19- 21.99
- Fully Meets Expectations:**
17- 18.99
- Needs Improvement:**
14-16.99
- Does Not Meet Expectations:**
13.99 or below

Comments:



Summary Score

Score: / 3.00 (0%)

Manager Comments



Employee Comments



Development Plan

Development Objectives



Title: Due:

Competency:

Select ▼

[Add Development Plan](#)



Signatures

Employee: _____

Date: _____

Direct Manager: _____

Date: _____

*Indicates required field



Performance Appraisal-Major Crimes Police Officer

Employee Identification

Name: Department:

Hire Date: Job Title:

Evaluator:

Past Goals

Goal/Objectives	Accomplishments
<div data-bbox="110 814 203 852"></div> <div data-bbox="168 882 885 924">Title: <input type="text"/></div> <div data-bbox="243 934 885 1071"><input type="text"/></div>	<input type="text"/>
Due: <input type="text"/>	Completed: <input type="text"/>
Status: <input type="text" value="Select"/>	

Add Past Goal



Competencies

REPORT WRITING

Score: / 3.00 0 %

REPORT WRITING

(100%)

The ability to compose police reports and any other written or electronic communication in a concise, professional and articulate manner.

- Consistently Exceeds Expectations:**
The detective's report writing is exceptional and is used as an example for other officers or detectives.
- Occasionally Exceeds Expectations:**
The detective's report writing is markedly better than what is typical for detectives.
- Fully Meets Expectations:**
The detective writes detailed and articulate reports. The detective utilizes proper sentence structure, grammar and punctuation. The detective completes entities and offenses with accurate updated information. Case reports are prepared with the intent of successful prosecution.
- Needs Improvement:**
The detective received one or more unmitigated negative journal entries for report writing.
- Does Not Meet Expectations:**
The detective received an employee counseling document for report writing and has failed to complete the outlined work improvement plan.

Comments:



INVESTIGATIONS

Score: / 3.00 0 %

INVESTIGATIONS

(100%)

The ability to gather all necessary information and evidence, interview all witnesses, suspects and victims and complete all required paperwork. The detective follows available leads to their conclusion whenever practical. Is organized and effective in time management prioritizing case investigation and management.

- Consistently Exceeds Expectations:**
The detective's investigations are exceptional and are used as an example for other detectives.
- Occasionally Exceeds Expectations:**
The detective's investigations are markedly better than what is typical for detectives.
- Fully Meets Expectations:**
The detective conducts complete and thorough investigations following all leads as far as practical. The detective collects necessary evidence and utilizes investigative techniques and practices to include the writing of search warrants and investigative subpoenas. The detective utilizes the ATAC and other resources to develop leads and attempt to identify suspects with the goal of successful prosecution.
- Needs Improvement:**
The detective received one or more unmitigated negative journal entries for investigations.
- Does Not Meet Expectations:**
he detective received an employee counseling document for investigations and has failed to complete the outlined work improvement plan.

Comments:



PUBLIC RELATIONS

Score: / 3.00 0 %

PUBLIC RELATIONS

(100%)

The ability to effectively interact and communicate with customers.

- Consistently Exceeds Expectations:**
The detective's public relations skills are exceptional and are used as an example for other detectives.
- Occasionally Exceeds Expectations:**
The detective's public relations skills are markedly better than what is typical for detectives.
- Fully Meets Expectations:**
The detective communicates effectively with the public during the course of their duties. The detective shows empathy while speaking with victims. The detective takes opportunities to build rapport and remain patient with those whom they are speaking with. The detective takes document action to further the public image of the Ogden City Police Department.
- Needs Improvement:**
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- Does Not Meet Expectations:**
The detective received an employee counseling document for public relations and has failed to complete the outlined work improvement plan.

Comments:



TEAMWORKScore: / 3.00 0 %

TEAMWORK

(100%)

Works in harmony with others toward organizational and individual goals, and appropriately interacts with others. The detective's interactions within the investigation's bureau promotes cohesion. The detective works closely with the uniform division and provides support to patrol officers on scene investigating crimes.

- Consistently Exceeds Expectations:**
The detective's ability to work as part of a team is exceptional and is an example for other detectives.
- Occasionally Exceeds Expectations:**
The detective's ability to work as part of a team is markedly better than what is typical for detectives.
- Fully Meets Expectations:**
The detective works in harmony with their peers and facilitates a cooperative team environment. The detective manages their workload to complete an equitable share of the team's work. The detective displays a positive attitude to assist their sergeant in building a positive teamwork atmosphere.
- Needs Improvement:**
The detective received one or more unmitigated negative journal entries for teamwork.
- Does Not Meet Expectations:**
The detective received an employee counseling document for teamwork and has failed to complete the outlined work improvement plan.

Comments:

**APPEARANCE/PREPAREDNESS**Score: / 3.00 0 %

APPEARANCE/PREPAREDNESS

(100%)

The detective is prepared to work during his scheduled or planned working hours. The detective anticipates needed supplies prior to entering the field. The detective complies with Ogden Police uniform and equipment policy including their ballistic vest.

- Consistently Exceeds Expectations:**
The detective's appearance and preparedness is exceptional and is an example for other officers.
- Occasionally Exceeds Expectations:**
The detective's appearance and preparedness is markedly better than what is typical for detectives.
- Fully Meets Expectations:**
The detective is prepared to work during his scheduled or planned working hours. The detective has all necessary equipment. The detective's uniform or plain clothes dress appears clean, pressed and cared for.
- Needs Improvement:**
The detective received one or more unmitigated negative journal entries for appearance/preparedness.
- Does Not Meet Expectations:**
The detective received an employee counseling document for appearance/preparedness and has failed to complete the outlined work improvement plan.

Comments:

**DECISION MAKING/POLICY CONFORMANCE**Score: / 3.00 0 %

DECISION MAKING/POLICY CONFORMANCE

(100%)

The ability to conform to Ogden Police and Ogden City policies. The ability to make timely decisions using sound judgment.

- Consistently Exceeds Expectations:**
The detective's decision making and policy conformance is exceptional and is an example for other detectives.
- Occasionally Exceeds Expectations:**
The detective's decision making and policy conformance is markedly better than what is typical for detective.
- Fully Meets Expectations:**
The detective makes sound and reasoned decisions in the course of their duties. The detective makes competent independent decisions, but utilizes senior detectives and sergeants when necessary.
- Needs Improvement:**
The detective received one or more unmitigated negative journal entries for decision making/policy conformance.
- Does Not Meet Expectations:**
The detective received an employee counseling document for decision making/policy conformance and has failed to complete the outlined work improvement plan.

Comments:



QUANTITY OF WORK

Score: / 3.00 %

QUANTITY OF WORK

(100%)

The detective has a case closures of 25% combined arrests, citation, summons, exceptional, and warrant clearance rate.

- Consistently Exceeds Expectations:**
Case closure rate of 30% combined effects or greater.
- Occasionally Exceeds Expectations:**
Case closure rate of 27.5% combined effects.
- Fully Meets Expectations:**
Case closure rate of 25% combined effects.
- Needs Improvement:**
Case closure rate of 22.5% combined effects.
- Does Not Meet Expectations:**
Case closure rate of 20% combined effects or below.

Comments:



Summary Score

Manager Comments



Employee Comments



Development Plan

Development Objectives



Title: Due:

Competency:

Select ▼

 [Add Development Plan](#)



Signatures

Employee: _____

Date: _____

Direct Manager: _____

Date: _____