Police Lieutenant Annual Performance Appraisal Instructions

PURPOSE:
The purpose of any performance appraisal program is employee development. The value of performance appraisal is in the process of communication between supervisor and employee and not merely in the completion of the form. Specific objectives of the Performance Appraisal program are:

- To increase professional development, skill level, and performance of each employee;
- To strengthen working relationships between the supervisor and employee;
- To clarify job duties and responsibilities;
- To establish mutually-understood standards for measuring performance; and
- To aid in promotion and retention.

PREPARATION:

Supervisor: Complete the appropriate sections of this annual performance appraisal in advance of your conference with the employee and be prepared to discuss it in detail.

Staff employee performance rating: Select the most appropriate box(s) after considering the performance topic using the 1-5 (5 = best) rating system. If a rating of 1 or 5 is selected supporting documentation or specific statements must be made in the evaluation.

Summarize the performance over the past year: This section gives you the opportunity to highlight the employee’s strengths and areas of improvement opportunities. Specifics and details make the evaluation more meaningful.

Indicate or list suggested ways, if any, employee can improve job performance: List the goals, upcoming projects, and training/self-development planned for the employee. Discuss during the employee conference to confirm target dates.

Overall rating of staff employee performance: Select the most appropriate statement(s) to describe the overall appraisal of the employee’s performance. More than one statement can be selected if more than one description is necessary to most clearly reflect the employee’s performance.

Employee Comments (optional): This area is provided to the employee to make comments regarding the evaluation or evaluation process.

Signature: The signature area certifies the contents of the performance appraisal have been discussed. Signatures are not optional.

Supporting documents can be attached, if necessary.

Distribution of Completed Form - Original maintained in the department. A copy is provided to the Human Resource Management Office and the employee.
**New York State University Police**

**Police Annual Performance Appraisal Form - Evaluation Period: January to December Year: __________**

**Instructions:** Use this form to document the employee’s annual performance review. This form should be completed by the supervisor and reviewed with the employee. This form is kept in the department’s file to maintain a record of the employee’s annual review. See General Order 122.10.

**I. Employee:**

Employee Name _______  Line # _______  Badge # _______

Job Title _______  SUNY Campus _______

**II. Staff Employee Performance Rating:**

**Instructions:** The immediate supervisor should complete this section as a part of the employee’s annual review.

Each performance topic will be rated accordingly:

- 5 Far above what is required; meets the highest standards
- 4 Above normal expectations and standards
- 3 Consistent with what is expected and considered acceptable
- 2 Below normal expectations and standards
- 1 Does not meet minimum requirements

**Performance Topics: Select the most appropriate box(es)**

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<thead>
<tr>
<th>Performance Topic</th>
<th>Rating</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>1. Observance of Work Hours</td>
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<td>2. Attendance</td>
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<td>3. Grooming and Dress</td>
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<td>4. Adherence to Policies, Procedures &amp; Rules</td>
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<td>5. Initiative</td>
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</tbody>
</table>
II. Staff employee performance rating: (continued)

**Performance Topics: Select the most appropriate box(es)**

6. **Organization & Use of Time**
   Does the employee manage work assignments effectively? Does the employee maintain necessary records and documents? Does the employee maximize use of his/her time? Does the employee establish appropriate work routines as necessary for the position?

7. **Interpersonal Relations**
   This category addresses the employee’s interaction with others within or outside the Police Department or University. Employees should strive to create an excellent and lasting impression in employees’ participation and response to the needs of the public, administrators, faculty, students and other agencies. Employees are expected to actively engage in community policing and problem solving.

8. **Use of Required Technology**
   Employee is able to operate equipment and other devices required to perform assigned duties.

9. **Attitude**
   Does the employee address daily responsibilities in a positive manner within the mission statement of the department? Does the employee interact with fellow employees and community members in a professional and customer service oriented manner?

10. **Job Knowledge**
    Does the employee have the basic knowledge and skills to handle his/her assigned duties?

11. **Work Judgment**
    This area applies to decision making and problem solving and the employee's ability to recognize, analyze and solve problems, and make recommendations.

12. **Job Skill Level**
    Does the employee demonstrate the level of knowledge of policy, procedure, and law to perform the daily task of his/her assigned duties?

13. **Quality of Work**
    This category addresses the employee’s performance of his/her work thoroughly, effectively and accurately. Does the employee complete the appropriate amount of work on time and prioritize tasks?

14. **Accepts Responsibility**
    Does the employee demonstrate and perform all tasks that are assigned to his/her particular assignment? Does the employee work effectively with minimal supervision?

15. **Accepts Direction and Change**
    Does the employee adapt to change and adjust quickly and effectively? Does the employee accept constructive criticism and suggestions in a positive manner to improve performance?

16. **Performance Under Stress**
    Does the employee work effectively and calmly under pressure? Is the employee able to balance multiple tasks? Does the employee control strong emotions such as anger, extreme frustration or stress and demonstrate calm behavior in stressful conditions?
Performance Topics: Select the most appropriate box(es)

17. Operation/Care of Equipment
   This category addresses the employee’s proper maintenance of all required equipment. Does the employee properly wear prescribed safety equipment and inspect specialized equipment to ensure it is in working condition? Does the employee maintain the cleanliness and service maintenance of patrol vehicles assigned to them? Does the employee properly maintain his/her duty weapons?

18. Understands/Follows Instructions
   Does the employee demonstrate the ability to implement tasks and carry out assignments or instructions with little or no supervision?

19. Character (Professional)
   Employee’s demeanor, activity, personal honesty and ethical standards are in accordance with the SUNY Manual for Police and departmental general orders.

20. Report Writing/Communication Skills
   Employee’s reports and departmental records should be submitted in a timely manner and with minimal errors. Reports and other documents should be well written and concise.

21. Community Policing and Problem Solving
   Employee creates a positive relationship with the community by demonstrating the tenants of community policing and actively engaging with members of the campus community. Demonstrates problem solving skills by working with members of the community to resolve problems and issues that may or may not be criminal in nature. Is proactive in making the campus a safe, friendly, welcoming community for all.

22. Driving Skills
   The employee uses safe driving habits and adheres to traffic laws when operating assigned University vehicles.

23. Verbal Persuasiveness
   Is the employee able to communicate with persons contacted during work assignments without use of threat or intimidation to carry out his/her assigned duties and responsibilities?

Performance Topics for Those Who Supervise Others: Select the most appropriate box(es)

1. Scheduling and Coordinating
   Supervisor is proficient in scheduling employees and coordinating daily activities for assigned personnel to ensure proper shift coverage. Supervisor shall monitor payroll and attendance records for personnel assigned to their respective shifts.

2. Training and Instructing
   Supervisor keeps assigned employees abreast of changes that affect their daily duties. Supervisor is proactive in encouraging personnel to further their job knowledge through continuing education and in service training.
3. **Professional Development**  
   Supervisor encourages and supports subordinates to do a better job and enhance education.

4. **Evaluating Subordinates**  
   Supervisor maintains records of exemplary or deficient activities and meets with subordinates to discuss those activities.

5. **Judgments and Decisions**  
   Supervisor displays sound judgment and makes reasonable decisions in regards to their subordinates.

6. **Leadership**  
   Supervisor presents a positive image for subordinates and is proactive and encourages subordinates to do the best job they can do by setting an exemplary example.

**III. Summarize the performance over the past year:**

_____  

**IV. Indicate or list suggested ways employee can improve job performance:**

_____
V. Overall rating of staff employee performance:  Select the most appropriate statement(s)

☐ ☐ Performance is superior, far above what is required. Employee consistently exceeds highest standards.

☐ ☐ Performance is consistently above normal expectations and standards. Employee excels when compared to others performing the same job.

☐ ☐ Performance is consistent with what is expected and considered acceptable. Employee is referred to as "doing a good job." Understands and demonstrates basic principles, techniques, and procedures necessary for efficient job performance.

☐ ☐ Performance is generally below the minimum requirements for the job.

☐ ☐ Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

VI. Employee Comments:  (Optional)

VII. Signatures:

As signed below, we the supervisor and employee certify that the contents of this performance appraisal have been discussed.

Employee signature: ____________________________ Date ____________

Supervisor’s signature: ____________________________ Date ____________

Chief or Assistant Chief of Police signature: ______________ Date ____________

NOTE:  Attach supporting documents if necessary.