



**Performance Management Process
Nonexempt Police Officer
Employee Performance Review Form**

EMPLOYEE INFORMATION

Employee Name:	Job Title:
Supervisor:	Period Covered by This Appraisal: to
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other	Review Date:

Section I - Employee Goals/Objectives for Review Period

In the space provided, mark the appropriate rating. **Beginning of Review Period:** Set employee objectives. **End of Review Period:** Explain any changes to objectives that occurred during the year and make sure you identify all factors that caused the goal to be achieved or not achieved.

Objective #1	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #2	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #3	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Section II - Employee Performance

Use this section to describe performance in specific work areas. **The bulleted items are examples of "Meets Standards"**.

Attendance and Dependability <ul style="list-style-type: none"> ● Attends on time and as scheduled. ● Requests and uses leave per established procedures. ● Balances personal and departmental needs in making leave requests. ● Does not abuse sick leave; gives adequate notice. ● Accurately documents leave taken and overtime worked. 	Rating: <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
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Comments:

Reporting and Communication <ul style="list-style-type: none"> ● Oral and written reports are clear and understandable. ● Reports are timely. ● Written reports are properly coded and classified. ● Reports are complete; i.e., include all elements required to document a crime or incident. ● Reports are followed up upon and brought to conclusion. 	Rating: <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
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Comments:

<p>Legal and Procedural Knowledge Officer displays up-to-date knowledge of:</p> <ul style="list-style-type: none"> ● Maryland Criminal Law; ● Maryland Motor Vehicle Law; ● Constitutional Law; ● University policies, procedures, rules and regulations; ● Departmental practices, policies and procedures; ● Education Law, such as FERPA or the Clery Act. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Job Skills Officer demonstrates practical knowledge of:</p> <ul style="list-style-type: none"> ● Police equipment; ● Computer equipment; ● Court and Commissioner procedures; ● Arrest procedures; ● Radio operations; ● Crime scene management and witness identification; and ● Witness and suspects interviews. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Safety Officer demonstrates safe procedures in:</p> <ul style="list-style-type: none"> ● Vehicle operation, including motor vehicle stops. ● Use and care of firearms and other weapons. ● Use of backup. ● Restraint of prisoners. ● Recognition of hazardous situations, materials or devices. ● First Responder situations, including BBP procedures. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	

<p>Crime Prevention Activities</p> <ul style="list-style-type: none"> ● Contribute to department's annual award nomination. ● Are geared toward university needs and conditions. ● Fulfill the minimum of two distinct activities per semester. ● Are prepared or presented in a professional manner. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Public and Community Relations</p> <ul style="list-style-type: none"> ● Communicates institutional and departmental goals. ● Explains rules and regulations in a non-judgmental way. ● Embodies customer service principles in daily activities. ● Remains calm, even in the face of provocation. ● Presents a professional image in dress, grooming, body language and attitude. ● Makes regular contact with key campus constituencies or offices. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Victim Service</p> <ul style="list-style-type: none"> ● Re-contacts victims. ● Furnishes victim service pamphlets or brochures. ● Explains court procedures, victim compensation, etc. ● Makes referrals to campus or community support resources. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Productivity and Performance</p> <ul style="list-style-type: none"> ● Begins tour of duty promptly; does not end tour prematurely. ● Does not linger at headquarters during shift. ● Makes maximum use of time through self-initiated activities. ● Adheres to departmental rules and procedures. ● Applies good judgment to new or unique situations. ● Responds promptly and fully to calls for service or police assistance. 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>

Comments:

Teamwork

- Assists other officers with casework or routine operations.
- Makes suggestions for improvement through proper channels.
- Carries a fair share of the workload in group assignments.
- Contributes to the morale and good order of the department.
- Is flexible and open-minded.

Rating:

- Unsatisfactory (1 pt.)
- Below Standards (2 pts.)
- Meets Standards (3 pts.)
- Above Standards (4 pts.)
- Outstanding (5 pts.)

Comments:

Section III - Performance Summary

Summarize the employee's performance in the last review period and provide an overall rating. Calculate the Employee's Overall Performance Total by adding the points earned by the employee in each category and dividing that number by the number of performance measures (i.e., 65/13). When providing comments consider the employee's performance against objectives, key elements of the Employee Performance section above, and strengths/potential improvements. **NOTE: If an employee only has one or two objectives, adjust scoring appropriately. (Ex, 55/11, 60/12)**

Performance Rating Guidelines:

1.0 - 1.4 = Unsatisfactory **2.5 - 3.4 = Meets Standards** 4.5 - 5.0 = Outstanding
 1.5 - 2.4 = Below Standards 3.5 - 4.4 = Above Standards

NOTE: Specific examples must be given to document Unsatisfactory, Below Standards, Above Standards and Outstanding ratings.

Employee Overall Performance

Measure	Points Available	Employee Performance
Objective #1		
Objective #2		
Objective #3		
Attendance and Dependability		
Reporting and Communication		
Legal and Procedural Knowledge		
Job Skills		
Safety		
Crime Prevention Activities		
Public and Community Relations		
Victim Service		
Productivity and Performance		
Teamwork		
Overall Performance Total		

Overall Performance Rating: (Overall Performance Total divided by)

Section IV - Comments:

Section V - Employee Comments:

Use the following space to make comments regarding your performance evaluation.

Section VI - Employee Development Plan - Optional

This section should be completed if/when employee and supervisor have agreed upon desired areas of improvement and development needs related to upcoming goals. It should include developmental objectives, corresponding development activities (on the job, formal training, etc.), and measurements and time frames for completion.

Employee Developmental Objective #1

Employee Developmental Objective #2

Employee Developmental Objective #3

Section VII - Signature Section

Employee Signature

Date

Supervisor Signature

Date

Second Level Review Signature

Date