

\*Indicates required field



## City of Flagstaff Police Department Detective/GITEM Performance Evaluation

Evaluation Score

Overall Score:  / 3.00

Overall Performance Evaluation Rating

Rating: Not Rated

Employee will receive an Overall Outstanding Evaluation Rating if the overall score is 2.75 or higher. This overall evaluation rating reflects an employee that is working above and beyond to improve and deliver quality service to the department and community.

### Personnel Action

Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Job Title:	<input type="text"/>	Department:	<input type="text"/>
Division:	<input type="text"/>	Section:	<input type="text"/>
Manager Name:	<input type="text"/>		
Evaluation Type:	<input type="text"/>	Effective Date:	<input type="text"/>
Evaluation Period Beginning:	<input type="text"/>	Evaluation Period Ending:	<input type="text"/>

### Performance Evaluation Purpose

- **Inform** - The supervisor and employee communicates openly about performance. This should happen throughout the year and not only at this time. Issues discussed now should not be unexpected to the employee.
- **Set Goals** - The supervisor and employee mutually establish goals for progress. Goals should be realistic, measurable, and obtainable within six months to one year.
- **Develop** - The supervisor and employee identify actions that can be taken to enhance development and performance.
- **Evaluate** - The supervisor and employee evaluate results based on previously established goals and performance standards.
- **Provide** - The decisions on merit and/or tenure advances as applicable.

- **Reminders** - For those employees that have a [zone change checklist](#) and/or an [alternate work schedule](#), those documents should be revisited during the annual evaluation process.

## Definition of Ratings

**Outstanding:** Employee will receive an Overall Outstanding Evaluation Rating if the overall score is 2.75 or higher. This overall evaluation rating reflects an employee that is working above and beyond to improve and deliver quality service to the department and community.

**Above Standard: (3)** Employee consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical and interpersonal skills or has achieved significant improvements in these areas.

**Standard: (2)** Employee meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

**Below Standard: (1)** Employee's performance sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

**Not Applicable: (N/A)** This section does not apply or relate to the position.

## 1. Employee Pre-Review Input Section

### A. Previous Year's Goal

Were your previous year's goals met? Please comment on the status of your previous year's goals.

For employees in their probationary period, refer to tasks and/or training assigned during the onboarding period.

Self: N/A

Comments:



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### B. Other Accomplishments

Describe other work related accomplishments outside of the established goals.

For employees in their probationary period, refer to other work related accomplishments outside of the assigned tasks and/or training established during the onboarding period.

Self: N/A

Comments:



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**C. New Goals**

Please list goals you would like to complete in the next review period.

**Self:** N/A

**Comments:**



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**2. Job Description Acknowledgement****Job Description Acknowledgement**

The job description is intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.

If there needs to be modifications to the existing job description, select, "This job description needs updating" below. Then the employee and supervisor will update the existing job description through track changes and submit the recommended changes through the chain of command to HR.

City of Flagstaff job descriptions can be found [here](#).

**Manager**

**Self**

- This job description does not need updating.
- This job description needs updating.

- 
- 

**Self:** N/A

**Comments:**



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**3. Harassment/Sexual Harassment Policy Advisory and Review**

The City of Flagstaff and the Flagstaff Police Department is committed to creating a work environment free from all forms of harassment. It is understood that all employees need to be able to work in security and with dignity. The City of Flagstaff and the Flagstaff Police Department will enforce all policies and procedures to ensure this requirement is met. Keeping in mind, as a valued member of our organization, please review the following statements and discuss them with your supervisor. This section of your Performance Appraisal Report is meant to ensure you are familiar with your rights and the expectations of you concerning incidents of harassment or sexual harassment in the work place.

**Harassment Policy Acknowledgement**

I am familiar with the City of Flagstaff's policy concerning harassment/sexual harassment and the Flagstaff Police Department policy which clearly define harassment and sexual harassment as unacceptable behavior in the workplace.

**Manager**

**Self**

I agree with the above statement.

I disagree with the above statement.

**Self:** N/A

**Comments:**



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**Grievance Procedures Acknowledgement**

I am familiar with the grievance procedure and how to report incidents of harassment and/or sexual harassment.

**Manager**

**Self**

I agree with the above statement.

I disagree with the above statement.

**Self:** N/A

**Comments:**



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**Incidents of Harassment or Sexual Harassment**

I am unaware of any incidents of harassment or sexual harassment, either reported to me by a fellow employee, witnessed by me, or that I myself have experienced.

**Manager**

**Self**

I agree with the above statement.

I disagree with the above statement and will report incidents to my supervisor or Human Resources.

**Self:** N/A

**Comments:**





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### 4. Performance Evaluation Section

Please complete all sections. If rating item is not applicable, select N/A from the drop-down.

#### A. Core Competencies

Score:  / 3.00

Competency	Rating	Comments:	Score
<p><b>Teamwork</b>                      Openly shares information; contributes valuable ideas, demonstrates integrity by providing honest opinions, and feedback; and can be counted upon to fulfill commitments made to others on the team. Establishes and encourages a team environment while eliminating barriers. Contributes to project successes which leads to overall team excellence. For example: provides clear expectations, articulates common goals, communicates how individual roles contribute to team success, provides both clear direction and sufficient resources while removing or reducing obstacles to team success. Seeks input from the team before making larger decisions. Listens to team members' ideas for improvement and helps to implement.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> 	<input type="text"/>
<p><b>Accountability</b>                      Demonstrates and appropriate level of knowledge, skills and abilities, is resourceful, and establishes integrity by taking responsibility for his or her actions and is willing to remedy issues. Demonstrates excellence in the pursuit of expertise in their field. This supervisor ensures that employees understand their level of responsibility, safety practices, expectations of their positions, and the City's mission, vision and values. Assists and supports direct reports while holding them accountable. Employees are confident about how much support they will receive when they accept ownership of projects and issues.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> 	<input type="text"/>

<p><b>Communication</b>          Communicates transparently and effectively both internally and externally. Communicates appropriately verbally, in writing, and online. Uses good judgment when communicating and demonstrates skills that lead to results. Fosters a work environment that encourages others to communicate in an open and inclusive manner and share information. Engages in two-way conversations throughout the year by communicating clearly and actively listening. Able to listen respectfully and consider alternate positions while being receptive to feedback.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Quality</b>          Creates a work environment where employees can be responsive, creative, highly accurate, thorough, displays pride in their work and commitment to the City's high level of excellence in customer service and professionalism. Conveys that customers are the highest priority and the importance of meeting their expectations. Publicly recognizes those who provide a high level of quality and deliver excellent customer service.</p> <p>Helps other department members within own department or other City departments by jumping calls when they are closest or other officers are behind.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Leadership</b>          Communicates a vision that others choose to follow. Models behaviors expected of others and inspires and empowers others to undertake challenging tasks and projects. Values employees and their contributions to the team, tasks, and projects. Effectively coaches and leads employees to be successful. Encourages employees to take initiative, problem solve, and build collaborative relationships.</p> <p>Effectively directs and controls assigned personnel.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>



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- Add Development Plan

**B. Investigative Procedures**

Score:  / 3.00

Competency	Rating	Comments:	Score
<p><b>Properly Processes Crime Scenes</b> Ability to manage and recognize crime scenes</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100%; width: 100%;"></div>	<input type="text"/>
<p><b>Properly Secures Evidence</b> Properly identifies and secures evidence. Submits evidence to the crime lab in a timely manner.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100%; width: 100%;"></div>	<input type="text"/>
<p><b>Interviews and Interrogations</b> Interviewing witnesses and gathering information. Identifies and interrogates suspects.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100%; width: 100%;"></div>	<input type="text"/>
<p><b>Informs Victims/Officers</b> Informs Victims/Officers</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100%; width: 100%;"></div>	<input type="text"/>



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**C. Case Preparation and Management**

Score:  / 3.00

Competency	Rating	Comments:	Score

<p><b>Clears Cases in a Timely Manner</b> Clears Cases in a Timely Manner</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Clearance Rate</b> Pending Cases/ Clearance Rate</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Court Orders and Warrants</b> Authors and executes court orders and warrants.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>
<p><b>Case Preparation and Presentation</b> Case Preparation and Presentation</p>	<input type="text" value="-----"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<input type="text"/>



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[Add Development Plan](#)

**D. Job Knowledge and Skills**

Score:  / 3.00

Competency	Rating	Comments:	Score



Knowledge of Criminal Codes	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Report Quality, Accuracy, Content	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Special Assignments	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>
Compliance with Training and Completing Daily Training Bulletins	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="text"/>

ABC 






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**E. Promotion of Shared Responsibility of Trust/Customer Service and Values**

Score:  / 3.00

Competency	Rating	Comments:	Score



<p><b>Public Relations</b> Actively involved in promoting a positive image for the police department and works different public relations events.</p>	<input type="text" value="-----"/> 	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> 	<input type="text"/>
<p><b>Block Watch / Pride Programs / Community Support Initiatives</b> Actively involved with TLO projects, Block Watch programs and develops MBO Projects. They also do not worry about overtime details, and gets involved with special events to help out our team.</p>	<input type="text" value="-----"/> 	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> 	<input type="text"/>
<p><b>Crime Prevention / Problem Solving / Intelligence Gathering</b> Crime Prevention / Problem Solving / Intelligence Gathering</p>	<input type="text" value="-----"/> 	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> 	<input type="text"/>

ABC 

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**F. Personal Factors**

Score:  / 3.00

Competency	Rating	Comments:	Score
<p>Adheres to Departmental Rules/Regulations and demonstrates ethical behavior.</p>	<input type="text" value="-----"/> 	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> 	<input type="text"/>

Accepts Direction or Change	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="text"/>
Response to Call Outs	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="text"/>
Initiative, motivation, and self starting	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="text"/>

ABC 

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 Add Development Plan

### 5. Goals & Objectives Section

Goals agreed upon by employee and supervisor for next rating period.

#### Goals



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

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 Add New Goal



### Supervisor Comments

Overall Comments

Direct Supervisor



## Employee Comments

### Overall Comments

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- I agree with this evaluation
- I do not agree with this evaluation

**Employee**

