

CLARKSVILLE POLICE DEPARTMENT PERFORMANCE REPORT

| | | | |
|-------------------------|--------------|------------------|------------|
| Employee's Name: | | | |
| Date: | <i>From:</i> | | <i>To:</i> |
| Division: | | Position: | |

~ RATING FACTORS ~

Below Standard / Exceeds Standard ratings require a narrative comment.

1. **APPEARANCE:** General grooming. Assigned equipment and care of items.
 - **General Grooming:** Hair proper length, clean shaven, mustache proper length, good hygiene, and over all good appearance.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Assigned Equipment:** Equipment up to date. Proper placement. Clean and in good condition. All equipment present during duty hours.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

2. **ATTITUDE:** Acceptance of criticism and responses. Attitude towards officers. Attitude towards public service.
 - **Acceptance of Criticisms and Responses:** Able to accept criticism and apply it to better job performance. Responds in professional manner as needed.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Attitude Towards Officers and Administration:** The ability to control attitude towards officers and administration.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Attitude Towards Public Service:** The ability to display professionalism. Understanding and communicating as needed by the event.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

3. Knowledge of Job: Department policies and procedures. I.C. Codes and proper use.

- **Department Policies and Procedures:** Understanding and applying policies and procedures.

| | | |
|--|--|--|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **I.C. Codes:** Current understanding and proper use of codes.

| | | |
|--|--|--|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

4. Performance: Use of common sense and good judgment, complies with instructions. Attendance and preparedness. Officer safety, conduct during stressful events. Self initiated and motivated. Quality of reports.

- **Use of common sense and good judgment:** Ability to reason and use common sense when problem falls out of normal situation. Complies with given instruction in a timely manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Attendance and Preparedness:** Officer Reports to duty in given time frame. No excessive absenteeism. Preparedness by showing up for duty with needed equipment.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Officer Safety & Conduct During Stressful Events:** The ability to use sound judgment and procedure to ensure officer safety during everyday and stressful events.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Self Initiated and Motivated:** The ability to act without being asked to perform. Goes beyond the normal duty requirement. Motivates not only himself but others around him to better performance.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- **Quality of Reports:** Reports meet department standard. Reports finished in timely manner

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- 5. Performance Communication:** Proper use of radio equipment and transmissions to dispatch and other officers.
- Proper use of Radio Equipment and Transmissions:** The ability to use radio equipment as trained by the department. Transmissions to dispatch and officers done in a professional manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- Public Interaction:** Explaining violation and closing in a professional manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- 6. Relationships With Department:** Proper use of chain of command. Interaction with other officers. Interaction with administration.
- Chain of Command:** Proper use of chain of command. The ability to understand and execute properly.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- Interaction with Officers:** The ability to perform interviews with victims and suspects in a professional manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- Interaction with Administration:** The ability to communicate, listen and respond in a professional manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- 7. Vehicle:** Proper use of vehicle as set by department policy both on and off duty. Care of vehicle, including appearance inside and out. Proper equipment kept in vehicle at all times.
- Proper use of Vehicle:** Vehicle used both on and off duty as set by department policy. Vehicle performance used with in the department guide lines.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- Care of Vehicle:** Vehicle maintained in a professional manner. Vehicle kept clean inside and out. Any problems or damage reported in timely manner.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

- Proper Equipment in Vehicle:** Each officer is equipped with items to be kept in his vehicle. These items are inventory for the vehicle and will be present at all times.

| | | |
|---|---|---|
| BELOW STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | MEETS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) | EXCEEDS STANDARD <input type="checkbox"/> Mid year review (February) <input type="checkbox"/> Final (August) |
| Comments: | | |

| |
|---|
| Additional Comments: |
| Large empty box for additional comments |

| | |
|-----------------------|--|
| Shift Captain: | |
| Officer: | |
| Date: | |

Officer Response: