

# Brighton Police Department PERFORMANCE EVALUATION

Date : 08-04-15

Employee Name: Officer Ashton Steely

Position/Rank: Patrol Officer

POLICE DEPARTMENT

Review Period Beginning : 08-31-14

Ending: 08-31-15

Type of Review: Annual \_\_\_\_\_ One Year Probation \_\_\_\_\_ XXXXX \_\_\_\_\_ Other \_\_\_\_\_

Supervisor(s): Sgt De Vries, Sgt Perdomo

## PURPOSE OF PERFORMANCE EVALUATION

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| <ul style="list-style-type: none"> <li>• Recognize Achievement</li> <li>• Motivate High Performance</li> <li>• Clarify Expectations</li> <li>• Develop Employee Skills</li> </ul> | <ul style="list-style-type: none"> <li>• Resolve Difference of Opinion</li> <li>• Tool to Reach Goals</li> <li>• Assure Citizens Receive Service</li> </ul> | <ul style="list-style-type: none"> <li>• Eliminate Unsatisfactory Performance</li> <li>• Provide a Forum or Opportunity for Performance Discussion</li> </ul> | <ul style="list-style-type: none"> <li>• Identify Those Ready for Advancement Opportunities</li> <li>• Document Need for Training</li> <li>• Provide Employee Direction</li> </ul> |
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### DEFINITION OF RATINGS

OUTSTANDING - (4)

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels. Comments and examples are required to justify this rating.

EXCEPTIONAL - (3)  
DEVELOPING

Performance is consistently above adequate skill levels. Achieves performance objects often beyond expectations.

MEETS EXPECTATIONS - (2)

Employee demonstrates appropriate knowledge and initiative toward successful performance in most categories during the evaluation period. Employee's performance is at an expected level for a new employee within the learning curve of his/her duties; or for an experienced employee developing and being rated on new skills or duties.

SOME DEFICIENCIES EVIDENT - (1)

Performance is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved. Comments and examples are required to justify this rating.

UNACCEPTABLE - (0)

Performance is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required. Comments and examples are required to justify this rating.

### INSTRUCTIONS

Please complete this form carefully and thoroughly. It is to be a consensus of all immediate supervisors the employee reported to during the evaluation period. Remember its purpose to:

- Provide objective criteria for personnel performance evaluations on a standard basis.
- Compel you to examine all of the individual traits affecting employee's performance.
- Help you support your conclusion and recommendation for job classification and compensation improvements.
- Produce fair evaluations of employees.

Procedure: Each category describes standards for job performance. Decide for each, the level at which the employee performed for this rating period. Write the corresponding value number in the rating column and comment on the employee's principal strengths and weaknesses. Add the numbers assigned for each standard to obtain a total score. Self Appraisal Form, Supervisor's Log Form, Employee Evaluation Review, Performance Improvement Plan, should accompany the evaluation for a comprehensive appraisal.

## Dimensions to be Rated Based on Position

*Highlight Indicates Weighted Category*

	Office r (Year 0 - 3)	Office r (Year 4 +0)	Det (Year 0-3)	Det (Year 4+)	Sgt	LT	Capt
1 Dealing With People	X	X	X	X	X	X	X
2 Communication	X	X	X	X			
3 Takes Direction	X		X				
4 Teamwork and Cooperation	X	X	X	X	X		
5 Community Policing	X	X					
6 Initiative	X	X	X	X			
7 Officer Safety	X	X					
8 Control and Use of Force	X	X					
9 Calls for Service/Patrol Invest.	X	X					
10 Conducting Investigations			X	X			
11 Knowledge Laws/Policies/Rules	X	X	X	X			
12 Decision Making	X	X	X	X	X		
13 District Workload Management	X	X					
14 Supervision of Community Policing Efforts					X	X	
15 Role Model		X		X	X	X	X
16 Performance Evaluations					X	X	X
17 Employee Development					X	X	
18 Setting Goals					X	X	X
19 Flexibility					X	X	X
20 Motivates Employees					X	X	X
21 Discipline					X	X	X
22 Scheduling Assign./Overtime Mgt.							X
23 Resolving Conflict					X	X	X
<b>Total Dimensions</b>	<b>12</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>8</b>

## 1. DEALING WITH PEOPLE – All

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING(0-4)= <u>2.5</u>
<p><i>Establishes rapport</i> with all others whenever possible. Relationship with all others built on <b>Service</b>. Always treats people as he/she would like to be treated and handles their problems in a manner that shows understanding to their needs and circumstances. Treats people in a fair, consistent, impartial manner. Respectful even when being disrespected. Always has a genuine interest and desire to provide service and assistance.</p>	<p>Seeks to establish a relationship between people based on mutual understanding (rapport). Usually treats people as he/she would like to be treated and handles their problems in a manner that shows understanding to their needs and circumstances and treats people in a fair, consistent, impartial manner. Maintains an open and approachable manner.</p>	<p>Does not establish rapport. Shows little sensitivity to others problems, frequently degrading and criticizing others. Relates anecdotes belittling or derogatory toward others. Aloof, unapproachable, authoritarian. Inappropriate use of command demeanor.</p>	<p><b>During the PTO and probationary period, Officer Steely is generally comfortable and confident with her officer presence. She is able speak with citizens on scene, establishing the rapport necessary to get the information for the call</b></p> <p><b>Officer Steely is professional when she talks to people, listens and is open to information exchanges. Her body language is good and displays a good image for the department to the citizens she contacts.</b></p> <p><b>Officer Steely received a very nice call from a citizen on the Officer Comment line, regarding a contact on a traffic stop. The citizen was impressed with Officer Steely and commented on her demeanor and professionalism. Good Job</b></p>

## 2. COMMUNICATION ORAL/WITTEN Officer / Detective

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE OF RATINGS (0-4)= <u>2</u>
<p>Always verbally <i>communicates</i> clearly and concisely to peers, public and supervisors. Always elicits open communication from others. Skillfully uses voice and body language to encourage communication. Never interrupts unnecessarily.</p>	<p>Generally verbal communications are clear and concise to peers, public and supervisors Generally elicits open communication from others. Usually demonstrates good listening skills. Avoids interrupting others.</p>	<p>Uninterested, impatient, unpleasant, accusatory, never empathetic. Uses inappropriate language Doesn't demonstrate listening skills or show interest makes others feel uncomfortable. Interrupts, cuts off conversation.</p>	<p>Rating: <u>2</u></p> <p><b>Officer Steely will listen and generally will understand directions given. She has been improving and has been meeting expectations on communication during her solo probationary period.</b></p>

<p><b>Reports and written communications</b> are always in a structured and organized manner, clear, concise, completed and legible. Always uses the appropriate report forms. Spelling and grammar are always correct. Demonstrates appropriate use of vocabulary. Incidents are always reported in a detailed, factual manner. Reports are always completed on time and report writing time is used most efficiently.</p>	<p>Written communication is generally clear, concise, legible, and contains necessary information requiring minor corrections. Proper report forms are routinely used. Routinely spells correctly and uses proper grammar and vocabulary. Completes reports within acceptable time frames.</p>	<p>Written communication lacks clarity, not concise and not legible, lacks organization, and lacks necessary details. Uses conclusory statements and opinions. Reports and use of report forms require correction. Makes spelling and grammatical errors. Use of slang. Reports are late. Requires more time than appropriate to complete reports.</p>	<p>Rating: <u>  2  </u>  Comments:  <b>Officer Steely had some problems in the beginning with her report writing that is generally seen during PTO and Probationary period. Her reports needed some of the basic investigative content, completeness and general information describing the incident. Officer Steely acknowledged that her report writing need improvement and has done a good job during the solo probationary to improve her reports. During the last month of June 2015 Officer Steely had 19 reports and has improved on the content and quality of the reports, as well as on time management of report writing.</b></p>
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**3. TAKES DIRECTION    Officer/ Detective    Year 0-3**

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>  2  </u>
<p>Provides feedback to demonstrate understanding, offers suggestions, alternatives, and improvements in a respectful, appropriate manner. Does not complain, commiserate assignments with peers.</p>	<p>Follows direction and suggestions from supervisors. If necessary asks questions to clarify assignments. Carries out assignments without complaint. Does not rationalize reason for noncompliance.</p>	<p>Does not follow directions and suggestions from supervisors. Does not ask questions to clarify assignments. Complains about assignments. Rationalizes.</p>	<p>Comments:  <b>Officer Steely will follow direction from Supervisors and Senior Officers. She will get the tasks done, yet requires supervision on occasions to ensure completeness.</b>   <b>She will ask Supervisors or senior Officers for information on how to proceed on a report or call. She will listen to ways of enhancing her performance, even responding to simple suggestions such as taking better notes on a larger tablet to get the necessary information for improving reports.</b></p>

#### 4. TEAM WORK AND COOPERATION Officers / Detectives / Sergeant

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE OF RATING (0-4)= <u>2.5</u>
<i>Volunteers</i> to share information without being asked. Offers to help without being asked. Works to benefit of others and Department.	When asked, agrees to help others. When necessary, willing to adjust work plan to benefit others or Dept.(flexible). Shares information with others.	Avoids assisting others-avoids availability. Doesn't keep fellow employees informed. Doesn't share information. Rationalizes reason for lack of assistance. Unwilling to adjust workday for benefit of Dept. (Inflexible) Demonstrates little interest to work with other people.	Rating: <u>3</u> Comments: <b>Officer Steely is a good team player. She works hard to cover the district assigned. She will cover on calls, always aware of what's on the radio. She picks up paper in her district and will assist with paper in other districts for other Officers when they're busy or down significantly in paper.</b>
<i>Supports fellow employees</i> and offers assistance. Never participates in rumor or gossip. <b>Open and approachable</b> to all fellow city employees.	Gives fellow employees benefit of the doubt. Avoids involvement in rumors and gossip. Avoids appearance or impression of being involved in groups excluding others.	Speaks negatively of fellow employees. Participates in rumor and gossip. Excludes/alienates fellow workers.	Rating: <u>2</u> Comments: <b>Officer Steely doesn't seem to be involved in the rumor/gossip mill.</b>

#### 5. COMMUNITY POLICING AND DISTRICT RESPONSIBILITY Officer

OUTSTANDING (10)	EXCEPTIONAL (8)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING 0-10: <u>3</u>
<i>Always contacting people in neighborhoods or businesses</i> and developing information about prevention of crime and disorder. Always involved in proactive patrol activities. Makes frequent and effective use of crime information, traffic accident data and roll call information to		Occasionally contacts neighborhoods or businesses talking with people and developing information about prevention of crime and disorder. Takes proactive measures. Makes minimal use of crime information, traffic accident data and roll call information.	Spends the majority of the time driving around in patrol car, rarely getting out and walking or contacting people. Does not use proactive patrol activities. Does not use crime information, traffic accident data or other data to prevent crime and disorder. Does not take ownership of assigned district. Is not concerned with activities of previous or oncoming shift.	Rating: <u>2</u> Comments: <b>Officer Steely does a good job with the traffic enforcement on traffic stops in problem areas. She has consistently been at or exceeded the average for traffic tickets on her shift and likewise the patrol average.</b>  <b>Officer Steely has noted that she is working on improving on POP/COP projects for the next year.</b>

focus activities. maintains personal district information source.				
<b>(10)</b>	<b>(8)</b>	<b>(2)</b>	<b>(0)</b>	
Always involved in <b>problem solving</b> rather than just documenting incidents when handling calls for service, neighborhood and business problems.		Occasionally involved in problem solving rather than just report writing when handling calls for service, neighborhood and business problems.	Handles most calls for service by only documenting the incident. Does not recognize options for handling call. Not involved in problem solving.	Rating: <u>  2  </u> Comments: <b>Officer Steely has been on Swings and Dayshift during last two rotations. Officer Steely has been observed being proactive in patrolling her district, doing traffic, monitoring his neighborhoods and checking businesses, as well the public schools.</b>
<b>(10)</b>	<b>(8)</b>	<b>(2)</b>	<b>(0)</b>	
Takes charge of and very active in developing, conducting, attending and organizing business/ neighborhood <b>meetings</b> including Neighborhood Watch.		Participates in development or organization of business or neighborhood programs and meetings including Neighborhood Watch.	Does not organize, attend or participate in business/neighborhood meetings including Neighborhood Watch.	Rating: <u>  4  </u> Comments: <b>Officer Steely has attended several of the meetings at the Foundations K-8 school and has been giving orientations on the role of a Police Officer in the community.</b>
<b><u>Graveyard Shift Only/ Substitute for One above category (10)</u></b>	<b><u>Graveyard Shift Only (8)</u></b>	<b><u>Graveyard Shift Only (2)</u></b>	<b><u>Graveyard Shift Only (0)</u></b>	
Discovers crimes before reported, locates unsecured businesses and property. Frequently walks business areas. Makes frequent and effective use of briefing information, crime information, traffic accident data and roll call information to focus daily activities.		Makes some use of briefing information, crime information, traffic accident data and roll call information to prevent crime and disorder.	Does not find unreported crimes. Does not find unsecured businesses or property. Does not walk business areas. Does not use crime information, traffic accident data or other data to prevent crime and disorder.	Rating: <u>  N/A  </u> <b>Weighted Graveyard Shift Category</b> Comments: <b>N/A</b>

**6. INITIATIVE**

**Officer**

**Detective**

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u>3</u>
<p><b>Works independent of supervisor -</b> Inquisitive and looks beneath the surface to enhance the mission of the department.</p>	<p>Operates effectively on their own accord.</p>	<p>Frequently requires specific instruction from supervisor on routine tasks. Does enough to "get by".</p>	<p>Rating: <u>3</u>  Comments:  <b>Officer Steely's monthly statistics since making probationary solo have been to average and steadily improving. During the last month of June Officer Steely had completed 19 reports, 8 arrests, 4 criminal summons, and 19 traffic summons. She led her team in overall stats.</b></p>
<p>Always takes action when required whether assigned or not. Very frequently initiates appropriate activity.</p>	<p>Performs duties that are assigned. Initiates necessary appropriate activity.</p>	<p>Rationalizes reasons for not performing duties. Does not initiate activity.</p>	<p>Rating: <u>3</u>  Comments:  <b>In the PTO phase Officer Steely has shown good progression in the solo probationary period, performing duties/task that are assigned or required. She is initiating the necessary appropriate activity during a shift and is moving away from the need for rationalizing.</b></p>

**7. OFFICER SAFETY      Officer**

Officer safety techniques to be evaluated include but are not limited to:

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| <ul style="list-style-type: none"> <li>1. Keeps gun hand free whenever possible.</li> <li>2. Controls suspect movements.</li> <li>3. Uses illumination appropriately</li> <li>4. Advises dispatch when leaving patrol car.</li> <li>5. Maintains good physical condition</li> <li>6. Practices safety with firearm and other weapons.</li> <li>7. Stands out of way of vehicular traffic.</li> <li>8. Handcuffs effectively and properly.</li> <li>9. Stands to the side of doors when knocking.</li> </ul> | <ul style="list-style-type: none"> <li>10. Practices appropriate car stop and felony car stop methods.</li> <li>11. Searches prisoners and patrol car before and after transports.</li> <li>12. Conducts checks for weapons when appropriate.</li> <li>13. Secures weapon in holding area before processing arrestees and removing handcuffs.</li> <li>14. Avoids exposing weapon to suspects.</li> </ul> | <ul style="list-style-type: none"> <li>15. Low-key not intended to attract a lot of attention.</li> <li>16. Is aware of surroundings at all times.</li> <li>17.</li> </ul> |
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OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u>  2  </u>
<i>Utilizes officer safety skills</i> in all situations in such a manner that does not compromise self or others. Proficiently demonstrates the ability to practice safety techniques without making it obvious to those being contacted.	Normally utilizes all officer safety skills without being reminded and without compromising self or others in tactical situations. Practices officer safety techniques without making it obvious to those being contacted. Low key-not intended to attract a lot of attention	Fails to practice officer safety measures. Does not apply safety techniques appropriately and effectively. Advertises/reveals officer safety tactics by displaying actions.	Rating: <u>  2  </u> Comments: <b>Officer Steely's officer safety is to standard, approaching residences and calls in a proper manner. She does well as a cover Officer for her teammates. She approaches locations with anticipation and awareness in mind, parking out of sight and proceeding to the call location. Officer Steely continues to improve on her verbal skills/presence when speaking to suspects.</b>
Always <i>operates vehicle</i> in accordance with traffic laws/policy guidelines. Never exceeds reasonable speeds in responding to emergency calls. No improper driving observed.	Operates patrol vehicle in a safe manner complying with traffic laws and department policy. Emergency vehicle operations are at safe and reasonable speeds. Routinely drives defensively.	Commits traffic law and policy violations. Drives improperly when responding to calls. Involved in preventable collisions.	Rating: <u>  2  </u> Comments: <b>Officer Steely meets developing expectations on her operations of an emergency vehicle.</b>  <b>See use of emergency equipment in the second section of #8.</b>

**8. CONTROL and USE OF FORCE      Officer**

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u>  2.5  </u>
Always demonstrates ability to <i>control and resolve situations without escalating</i> the	Demonstrates ability to control and resolve situations without	Has difficulty controlling situations without escalating	Rating: <u>  2  </u> Comments:

conflict. Restores order with little or no assistance using effective verbal skills. Always in emotional self control.	escalating the conflict. Normally requires little assistance to restore order and uses effective verbal skills. Demonstrates good control of emotions.	conflict. Lacks/Fails to use verbal skills to restore order. Does not control own emotions.	<b>Officer Steely has met the developing expectations of control and use of force during her PTO/Probationary phases.</b>
Always uses the appropriate <i>level of physical force</i> and escalates force only when necessary. Always uses appropriate equipment and techniques in use of force situations.	Strives to uses appropriate level of force and techniques. Escalates force only when necessary. Utilizes appropriate equipment and techniques in use of force situations	Does not use the appropriate level of force/premature or inappropriate escalation of force. Uses improper equipment and techniques in use of force situations	<p>Rating: <u>  3  </u></p> <p>Comments:  <b>Seems to be to standard with physical and higher levels of force.</b></p> <p><b>On 06-03-15 Officer Steely assisted outside agencies in a pursuit that was coming down HWY85 from Weld County. Officer Steely blocked NB traffic at WCR2 to clear the intersection. The suspect drove into the SB lanes north of her location and rammed her cruiser as the suspect passed WCR 2. The chase terminated after the collision. This resulted in the suspect vehicle not ramming any civilian vehicles at the intersection. Good Job.</b></p>

**9. CALLS FOR SERVICE / PATROL INVESTIGATIONS      Officer**

<b>OUTSTANDING (4)</b>	<b>DEVELOPING MEETS EXPECTATIONS (2)</b>	<b>UNACCEPTABLE (0)</b>	<b>AVERAGE RATING (0-4) = <u>  2  </u></b>
<i>Investigates all calls for service thoroughly and completely. Interviews all involved</i> before taking enforcement action or coming to conclusion. Never tells citizens, "There's nothing we can do" Goal is for a satisfactory conclusion on every call.	Investigates <b>calls for service</b> adequately. Interviews both sides and investigates before making a decision / enforcement action. Finds a course of action for situations.	Does not investigate situations thoroughly before making a decision/ enforcement action. Obtains only one side of story before issuing summons or taking enforcement action. Makes premature judgments. Tells citizens. "There's nothing we can do".	<p>Rating: <u>  2  </u></p> <p>Comments:  <b>Officer Steely needs to work on time management and getting all her paper completed on time. She usually does a thorough investigation but sometimes overlook details on some calls and reports, which will affect the time management.</b>  <b>Over all Officer Steely shows great strength and knows the areas that she needs to improve on.</b></p>
Always investigates/	Processes crime scenes including photographs, processing latent	Rarely processes crime scenes. Crime scenes	Rating: <u>  2  </u>

<p><b>evaluates/processes crime scenes appropriately</b>, utilizing proper methods of crime scene protection and processing including quality photographs, lifting latent fingerprints, collecting elimination prints and collecting meaningful evidence. Utilizes Evidence Technicians appropriately. Gathers, books-in evidence properly.</p>	<p>fingerprints and gathering appropriate evidence. Identifies need for Evidence Technicians.</p>	<p>frequently not protected. Rationalizes reasons to ignore potential evidence or sources of evidence. Gathers and books in evidence improperly.</p>	<p>Comments: <b>Officer Steely is meeting expectations on her crime investigations.</b></p>
<p>Always effective at establishing a rapport with victims, witnesses and suspects when conducting interviews and interrogations. Always conducts effective interviews and interrogations using appropriate techniques and applying correct legal principles. Interviews, interrogations and statements are always obtained when appropriate and documented accurately and thoroughly.</p>	<p>Usually establishes rapport with victims, witnesses and suspects to gain necessary information to facilitate successful investigation and prosecution. Conducts interviews and interrogations, (Field Interviews (FIs) applies proper techniques and correct legal principles. Usually obtains statements / conducts interviews and questions suspects when appropriate.</p>	<p>Does not establish rapport with victims and witnesses when conducting interviews. Does not use proper interview and interrogation techniques and improperly applies or disregards legal concepts. Does not obtain statements or conduct interviews when appropriate/necessary. Statements and interviews are improperly documented</p>	<p>Rating: <u>  2  </u> Comments: <b>Officer Steely is taking the time to listen and get the information he needs from victim and witnesses. She will work at getting the necessary paperwork, victim sheets, witness statements, miranda forms and statements that will bring her cases to a good disposition.</b></p>

**11. KNOWLEDGE OF LAWS, POLICIES, PROCEDURES AND RULES Officers / Detectives**

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4) = <u>  1  </u>
<p>Demonstrates complete knowledge of <b>criminal laws, municipal codes and motor vehicle laws</b> Always current on case law Consistently demonstrates complete knowledge of legal concepts of reasonable suspicion, probable cause and search and seizure</p>	<p>Demonstrates knowledge of the most common criminal laws, municipal codes and motor vehicle laws Demonstrates knowledge of the more common court case laws. Understands and applies legal concepts of reasonable suspicion, probable cause and search and seizure</p>	<p>Requires assistance to properly apply laws for a given situation. Demonstrates minimal knowledge of court cases. Frequently misapplies concepts of reasonable suspicion, probable cause and search and seizure</p>	<p>Rating: <u>  2  </u> Comments:</p>
<p>Encourages others, teaches others, observes and keeps current regarding <b>rules, general orders, policy and procedures.</b></p>	<p>Demonstrates a working knowledge of policies and procedures.</p>	<p>Demonstrates disregard or ignorance of policies and procedures, general orders, common practices. Unaware of existence of particular policies/procedures/ practices.</p>	<p>Rating: <u>  0  </u> Comments: <b>Officer Steely missed a DOR hear on 4/21/15. The hearing at DOR was dismissed in favor of the defendant. Officer Steely also had a situation in</b></p>

			August where her assigned car was not ready after making a less lethal shotgun cruiser ready. The shotgun ended back in the armory in that condition, where it sat for one day.
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**12. DECISION MAKING**

**Officer Detective Sergeant**

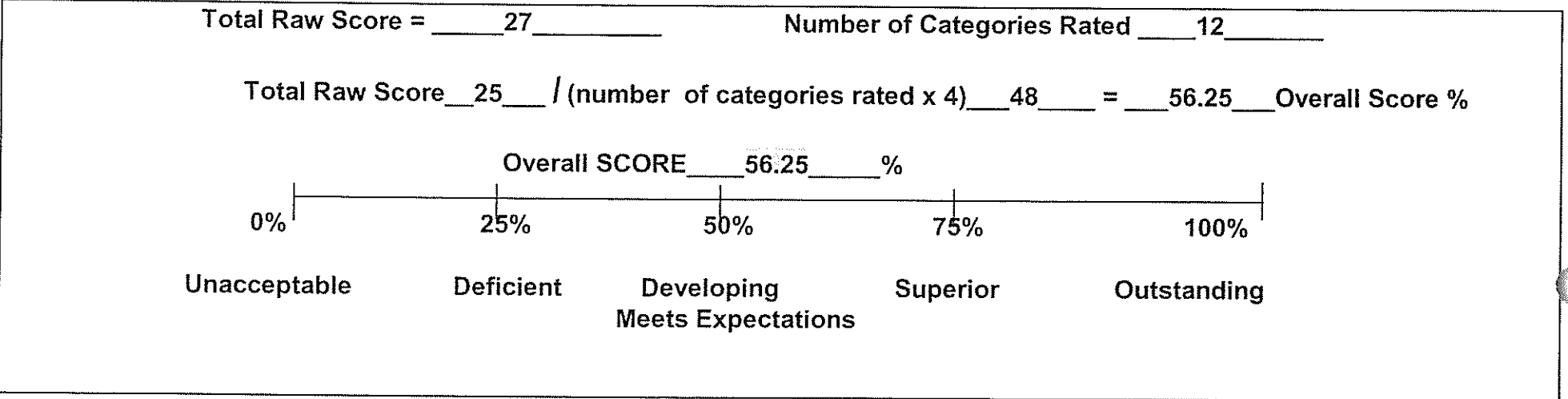
OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>2</u>
Requires no assistance to make correct decisions. Does not hesitate to make decisions when appropriate. Recognizes need for supervisory input on critical issues. Consistently anticipates problems and resolves them before problem develops. Continuously upgrades decision making skills.	Usually makes decisions when required. Seeks Supervisory assistance when appropriate or necessary.	Seeks supervisor assistance to make routine decisions. Makes improper decisions. Avoids making decisions. Does not identify options or solutions.	Comments: <b>Officer Steely has improved on her decision making since PTO. She will still at times ask Supervisors or senior Officers for information on how to proceed on a report or call, then after getting direction, proceed to ask other Officers the same question, as if to get a quorum on what to do. Officer Steely is encouraged to improve on being the decision-maker and using Officers for sources of information for report quality and disposition.</b>

**13. DISTRICT WORKLOAD MANAGEMENT**

**Officer**

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>2.5</u>
Always prioritizes calls for service, maximizes dispatch services, rarely requires assistance from other officers to handle daily call load. Whenever possible takes responsibility for calls originating in district. When ever possible contacts complainants personally when anticipated arrival may be delayed. Always uses Differential Call Response appropriately. Does not give citizens excuses for extended response time. Never places personal agenda above calls for service.	Prioritizes calls for service, utilizes dispatch services effectively, handles daily call load with occasional assistance from other officers. Takes responsibility for calls originating in district. Contacts complainants personally or asks dispatch to call complainants when anticipated arrival may be delayed. Does not abuse Differential Call Response.	Does not prioritize calls for service, does not utilize dispatch services effectively, requires assistance from other officers in handling daily call load. Does not take responsibility for calls originating in district. Does not contact complainants and seldom asks dispatch to contact complainants when arrival will be delayed. Uses Differential Call Response	<b>Officer Steely has done fairly well during her probationary period. Her monthly statistics have been at the Patrol Average or just above. Initially she was very weighted toward traffic stops and low on reports. As Officer Steely became comfortable on patrol, she has developed a fairly good mix of law enforcement activity, without giving up her good stats on traffic enforcement. Her months of May and June had 19 reports, 9 arrests, 4 accidents, and 9-traffic summons. These are good stats and with an improvement</b>

		<p>when inappropriate. Inappropriately refers complainants to desk officer/ detectives/ on-line reporting/ different shift, etc. Blames delay on call load/"more important things to do", rationalizes. Places personal agenda above calls for service.</p>	<p>in time management, Officer will do well in workload management.</p>
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**Areas that can be Improved; Strengths; Goals for next year:**

Officer Steely passed the PTO training to move into her probationary phase on approximately 03-10-15. Officer Steely has been on Patrol Days and Patrol Swing shifts during 2015 while on solo probation. Officer Steely is doing well, improving and/or meeting expectations in the following areas:

- Officer Steely is meeting expectations in report writing. Her reports look generally good, yet sometimes overlook details on some calls and reports. She is doing well on her investigations and has had good comments on some of her investigative reports. She operates as a first year solo Officer and handles her calls for service as expected.
- Officer Steely does a good job interacting with her fellow Officers and is a good team member on the street. Officer Steely demonstrates a good outgoing demeanor that is acceptable to her colleagues, as well as the citizens of Brighton.

**Goals for next year:**

- Goals for Officer Steely next year would be to look for a Level One Accident Class to get into. Also check with [REDACTED] on seeing when she can attend a CIT class.
- Officer Steely has expressed interest in becoming more proficient in DUI detection. Get with [REDACTED] on further classes that may help to accomplish this goal, including the ARIDE classes. There is a DUI Accident investigation class that can be looked into after a Level One class is taken.

Officer Steely has progressed through her PTO and the beginning of the Probationary stages, meeting expectations. She has been able to demonstrate her ability to perform the required duties as a patrol Police Officer. Officer Steely has also been able to integrate into the teams/shifts that he has been on and became a contributing member of patrol. Officer Steely is on course to meeting the requirements to be released from PTO Probationary status on 08-31-2015.

Good Luck, Officer Steely.

Supervisor(s) Signature: SGT L. James De Vries SGT P. TERDOMO Date: 08-15-15

Review Signature: Christopher P. [Signature] Date: 08-20-15

Comments: \_\_\_\_\_  
\_\_\_\_\_

Review Signature: [Signature] SWINARD Date: 8/26/15

Comments: Officer Stealy is progressing well. Her 1st year has been productive and she has proven to be a hard worker. Thanks for all the extra effort

Department Head Signature: [Signature] Date: 8-26-15

Comments: Ashton has had a very memorable first year as a patrol officer, including being run into by a homicide suspect. She has progressed very well in her career. [Signature] Ashton

Employee Signature: [Signature] Date: 09/11/15

Comments: \_\_\_\_\_  
\_\_\_\_\_

Human Resources Director: Signature: [Signature] Date: 9/23/15

Documents Received:  
Self Appraisal Form.....  Yes \_\_\_ No  
Employee Evaluation Review.....  Yes \_\_\_ No  
Manager's Check List.....  Yes \_\_\_ No  
Supervisor's Log Form..... \_\_\_ Yes \_\_\_ No  
Performance Improvement Plan..... \_\_\_ Yes \_\_\_ No  
Assessment Forms..... \_\_\_ Yes \_\_\_ No

Comments: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SELF-APPRAISAL FORM

EMPLOYEE NAME: Ashton Steely

DATE: July 30, 2015

TITLE: Police Officer

**Complete a copy of performance Planning Objectives:**

**Accomplishments/Achievements - list any special accomplishments not on Performance Planning Objectives.**

1. I completed PTO training without any problems
2. I have participated in several community policing opportunities such as going to Foundations and speaking with children about what police officers do, etc...
3. \_\_\_\_\_
4. \_\_\_\_\_

**RESOURCE NEEDS - Please list anything your supervisor or the organization could do to improve your effectiveness in your job. Consider materials and equipment needs, supervisory/management support and direction, procedural changes, etc.**

None, I felt confident with the resources available to me.

**EMPLOYEE DEVELOPMENT - Please list or discuss those areas which you believe you can improve upon during the next performance appraisal period. (Attach additional pages if necessary).**

Every day I learn more about how to handle different situations, I will continue to learn and grow

I would like to improve on my DUI's

I would like to improve on completing more POP/COP projects

**EDUCATION & TRAINING UPDATE - Please list any job related courses or training you have completed since your last evaluation. Provide transcripts or any documentation.**

I have not completed any special job related training due to being on probation. I would however like to attend Koga classes and improve my skills in Koga.

