

**CITY OF ALAMOSA
PAY-FOR-PERFORMANCE EVALUATION (non-supervisory)**

Employee: Nick Smith
 Evaluation Date: 06/20/2020
 Position: Patrolman
 Department: Alamosa Police Department
 Date Employed: 06/24/2019
 Evaluation Period Covered: 06/24/2019 To 06/23/2020
 Date of Appointment to Current Position: 06/24/2020

Type of Review:	
<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Training
<input type="checkbox"/> Other	<input type="checkbox"/> Interim/Special

	Performance Score*	Weight	Weighted Score*
PART 1 • Major Responsibilities and Unplanned Assignments	3.7	X4	14.8
PART 2 • Core Competencies	3.8	X6	22.8
OVERALL SCORE (Part 1+Part2)			37.6

SIGNATURES

The employee and the evaluator should sign in the space below after they have reviewed the evaluation. The employee's signature does not necessarily indicate agreement with the evaluation. Any written comments made by the employee must be attached.

Evaluator

I have explained this evaluation to the employee and attest that the information contained herein represents my best judgment of the employee's performance.

I have attached an addendum to this evaluation

Employee

I have had this evaluation explained to me.

I have attached an addendum to this evaluation

[Signature] 6/21/2020 [Signature] 6/21/2020
 Signature of Evaluator Date Signature of Employee Date

Department Director

Personnel Director

[Signature] 06-29-2020 [Signature] 7/8/20
 Signature Date Signature Date

P.F.P. Worksheet		
Instructions: The total PFP adjustment is calculated by carrying forward the Overall Score from page 1 and finding the range in the two left-hand columns of the following matrix in which the score falls. The PFP adjustment is found in the right-hand column.		
OVERALL SCORE		ADJUSTMENT
FROM	TO	
0	24.5	0
24.6	29.6	1.25%
29.7	34.7	2.25%
34.8	39.8	3.25%
39.9	44.9	3.5%
45	50	4%
Total PFP adjustment (Subject to City Manager approval)		45.2

PERFORMANCE RATING DEFINITIONS

OUTSTANDING:

Consistently performs far beyond job standards, and contributes far beyond expectations. Produces results of exceptional quality. Demonstrates unusual talent, expertise and effort. Has demonstrated exceptional growth and progress.

EXCEEDS JOB STANDARDS:

Consistently exceeds job standards, and contributes beyond expectations. Produces results of good quality. Demonstrates above-average talent, ability, expertise and effort. Has demonstrated significant growth and progress.

MEETS JOB STANDARDS:

Normally meets job standards. Produces results of average quality. Demonstrates acceptable talent, ability, expertise and/or effort. Has demonstrated acceptable growth and progress.

DOES NOT MEET JOB STANDARDS:

Does not consistently meet job standards, nor always contribute as expected. Produces results of below-average quality. Does not consistently demonstrate the required talent, ability, expertise and/or effort. Has not demonstrated sufficient growth and progress.

UNSATISFACTORY:

Does not meet job standards, nor contribute as expected. Produces results of unsatisfactory quality. Does not demonstrate the required talent, ability, expertise, and/or effort. Immediate growth and progress must be demonstrated or termination may result.

INSTRUCTIONS

1. Indicate how the employee has performed in terms of the key listed below. When performance is outstanding or unsatisfactory, reasons/examples must be included or attached.

KEY

Outstanding5	Does Not Meet Job Standards.....2
Exceeds Job Standards 4	Unsatisfactory.....1
Meets Job Standards.....3	Not-Applicable.....N/A

2. At the end of each section, total the points given for each responsibility/assignment or core competency and place on appropriate line.
3. Divide the total points by the total number of responsibility/assignment or core competency for each section. Scores can be entered in decimal format. Place this average on the line performance score.

PART 1: DEPARTMENT DIVISION GOALS

GOAL/OBJECTIVE: Write clear, concise statements relative to the principal goals/objectives for the position. Establish the relative importance (priority) of each goals/objectives. Include a minimum of two goals.

RESULT ACHIEVED: Comment on the degree and quality of the results achieved and note any extenuating circumstances affecting the results. When performance is outstanding or unsatisfactory, reasons/examples must be included or attached.

PRIORITY: List the major responsibilities in order of priority, with number one being the highest priority.

1. GOAL/OBJECTIVE	PRIORITY	<u>1</u>
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-Recruit must meet the Sergeants expectations and have no sustained violations of policy during evaluation period.

<p>RESULTS ACHIEVED: Officer Smith was given a list of expectations at the beginning of each quarter. He went above and beyond what was expected. Officer Smith consistently assisted other officers with calls, paperwork, or anything needed. He adjusted his shift several times to help with coverage and never complained. Officer Smith is always on-time for work and court appearances. He conducts extra patrols in the parks and high crime areas. He actively contacts suspicious parties and conducts field interviews in his attempts to detour and prevent crimes. He follows the chain of command, takes his calls for service and completes his reports with little to no errors after conducting thorough investigations. Officer Smith did have two violations of policy that he was</p>	Performance Points 2
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reprimanded for; one for an on-duty accident and the other for turning off his in-car camera with someone in custody.	
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2. GOAL/OBJECTIVE PRIORITY 2

-Recruit officer must participate in one community event or conduct a presentation that enhances or educates the community.

RESULTS ACHIEVED: Officer Smith attended 5 community events this year: Fright Fest, Parade of Lights, Shop with a Cop, Elementary School Lunch-ins and participated in Honor Guard for two events.	Performance Points 5
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3. GOAL/OBJECTIVE PRIORITY 3

-Recruit officer must attend one training beyond the monthly in-service training the department provides that has been approved by a supervisor, command officer, and the chief of police.

RESULTS ACHIEVED: Officer Smith completed a Train the Trainer class during this evaluation period; however he enrolled in two others (Basic SWAT and Court Room Testimony/ Interview) but was unable to attend due to COVID-19.	Performance Points 4
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4. GOAL/OBJECTIVE PRIORITY 4

-Recruit officer must actively participate in the department's annual fitness requirements and complete all factions that corresponds to the program.

RESULTS ACHIEVED: Officer Smith completed and passed all portions of the annual fitness test. He also tested for SWAT which included another fitness test; which he also passed.	Performance Points 4
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ADD UPDATED INFORMATION REGARDING MAJOR UNPLANNED ASSIGNMENTS AS APPROPRIATE THAT OCCURRED DURING THE REVIEW PERIOD THAT WAS NOT CITED ABOVE. (Attach additional sheets as necessary).

MAJOR UNPLANNED ASSIGNMENTS	PERFORMANCE POINTS
1.	
2.	
TOTAL POINTS FOR PART 1	15
TOTAL RESPONSIBILITIES/ASSIGNMENTS FOR PART 1	4
TOTAL PERFORMANCE SCORE FOR PART 1 (Divide the sum of the points by the number of Responsibilities/Assignments, and place this figure on Page 1).	3.75

PART 2 - CORE COMPETENCY ELEMENTS (Use KEY on Page 3)	PERFORMANCE POINTS
Customer Responsiveness/Public Relations - Provides timely, courteous and responsive service to both internal and external customers. Follows through and keeps commitments. Solicits and responds to feedback in a positive manner.	4
Technical Knowledge - Thorough job knowledge. Understands and applies appropriate rules, regulations, ordinances, policies and procedures.	3
Interpersonal Skills - Is cooperative in dealing with others. Treats others in a fair, consistent, and respectful manner. Has an open and approachable manner. Appropriately deals with conflict.	4
Communication - Both oral and written communication is persuasive and effective; listens actively. Shares information appropriately. Uses grammar, vocabulary and sentence structure correctly and effectively.	3
Teamwork - Promotes teamwork and collaboration within the work unit, City wide and with outside agencies. Shares knowledge and works with others to achieve mutual objectives.	5
Decision Making - Uses good judgement, common sense, and seeks out relevant information to make informed decisions. Works with other areas of the organization which will be impacted by decisions and actions. Makes ethical decisions; encourages others to do the same.	3
Flexibility - Takes personal responsibility for adapting to change. Responds quickly to changing organizational needs and realities. Modifies behavior and responds appropriately to facilitate the change process.	4
Creative/Innovation/Initiative - Generates and seeks imaginative options. Brings into existence new or unconventional solutions, and initiates a course of action. Elicits and encourages innovation, new ideas, processes, and procedures. Makes suggestions in the areas of innovation and productivity gains.	4

Safety Awareness - Ensures safe work environment; provides appropriate safety training of employees. Encourages and maintains support for departmental and City safety policies and programs.	4
Overall Performance - This is the overall general performance of the employee, including work habits, dependability, quality and quantity of work and overall job competency. This may include considerations not captured by the categories above.	4
TOTAL POINTS FOR PART 2	38
TOTAL CORE COMPETENCY ELEMENTS FOR PART 2	10
TOTAL PERFORMANCE SCORE FOR PART 2 (Divide the sum of points by the number of Core Competency Elements rated, and place this figure on Page 1).	3.8

When performance is Unsatisfactory or Does Not Meet Job Standards, reasons or examples must be included below.

PART 2 - OVERALL COMMENTS:

Officer Smith has completed his first year with the police department. He answers emergency calls regarding law enforcement matters, enforces City ordinances, County or State Laws. He secures information from parties at an incident scene and follows through on his investigations. He makes arrests and collects and preserves evidence at a crime scene. He maintains accurate records and writes accurate and timely incident and crime reports. He works with other investigative and legal personnel and presents evidence in court. He answers citizen questions and attempts to resolve problems or refer citizens to other agencies or individuals who can provide the desired assistance. He directs traffic at emergency or congested situations, assists with crime prevention, public education and collaborates with other community organizations. He utilizes computer equipment to access information and complete reports. He contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of criminals. He provides information to and answers inquiries from the general public.

Officer Smith is currently assigned to the Patrol Division; He tested for and was granted a spot on SWAT, he is a firearms instructor, member of the Honor Guard and teaches at TSCJ Academy. Officer Smith participated in several community events this year and attended a Train the Trainer class. He was scheduled for two other classes but due to COVID-19 those classes were cancelled. Officer Smith came to the Department with 3 ½ years at the Alamosa County Sheriff's Department. It can sometimes be hard to start over but he did so with ease and no issues. Officers can often times develop habits from other agencies that are not acceptable here but Officer Smith made the transition without issue.

Officer Smith is eager to learn and pass on what he has learned; he brings new ideas to the team and is open to trying things in a way he may not have thought of. Officer Smith is always willing to help any officer with anything they need; this includes taking calls not in his assigned district, assisting with paperwork or evidence, and transporting prisoners. Officer Smith always puts his team and department before himself; he does not limit his assistance with APD officers; he often assists ASO, CSP and ASU with calls for service when needed. Officer Smith is always on time for duty. He is always here when scheduled to be and comes in anytime he is called to do so. Throughout the year Officer Smith was asked to adjust his shift and work different hours and days; he did this without complaint and maintained a positive attitude.

Officer Smith needs little supervision; he makes sound decisions and completes thorough investigation. At times he does have questions but part of making sound decisions is to know your limits and not be afraid to ask for assistance if the need arises.

Officer Smith is always courteous, professional and friendly with people he comes into contact with and works well with fellow officers. He treats people with dignity and respect. I have received nothing but positive comments from fellow officers and supervisors about Officer Smith's conduct and performance. Officer Smith has a good grasp/understanding of department policy and procedure and works within those guidelines daily, he did receive two reprimands (vehicle accident and turning off in-car camera during transport) but had no citizen complaints during this evaluation period. Officer Smith understands the chain of command and adheres to it.

During this evaluation period Officer Smith handled a total of 274 incident reports, 126 arrests, 85 citations, 26 accidents, 10 warrants and 0 field interviews. Field interviews can be very crucial when solving crimes that occurred; they can provide an opportunity to question individuals as a witness which can lead to other avenues during the course of an investigation. Although there are 0 FI's in RMS Officer Smith conducted numerous contacts, he just did not log them. It's imperative to log these as they can assist other officers as well.

Officer Smith continues to grow as an officer; he is dependable and works well with everyone. Over the last year Officer Smith has shown his dedication to the Department and community, he strives to make a positive impact on a daily basis. Officer Smith is a very capable and qualified officer and is truly a valuable asset to the Department and City and will only continue to grow.

Attendance:

Officer Smith is always on time to work every day. He has no documented instances of tardiness or unexcused absences. Officer Smith is also very flexible when it comes to his schedule, has no problems with staying late when needed or working other shifts to cover for manpower shortage.

Appearance:

Officer Smith's uniforms are always pressed and clean and he abides by our policy to be clean cut and professional.

PART 3 - GOALS FOR NEXT YEAR

LIST GOALS/OBJECTIVES FOR THE COMING YEAR TO BE RATED DURING THE NEXT EVALUATION. A minimum of two goals is required. Attach additional sheets as necessary.

GOAL/OBJECTIVE:	PRIORITY:	1
Future of Department: *Assist with the new hire process *Teach department trainings *Conduct at least 2 briefing training with your team		

GOAL/OBJECTIVE:	PRIORITY:	2
Community Education/Awareness: *Get involved with one of the Department's community programs. - Shop with a Cop, Freight Fest, Neighborhood Watch. *Give two presentation that enhance safety or awareness *Attend two events to build community relationships		

GOAL/OBJECTIVE:	PRIORITY:	3
Education Development: * Attend one training beyond the monthly in-service training the department provides or requires. The training should focus on officer skills development (report writing, crime scene, accident investigation, DUI investigation, ect.)		

GOAL/OBJECTIVE:	PRIORITY:	4
Plan, implement and conduct a traffic operation on one of the departments open days. This will involve, supervisor approval, scheduling, and submitting an operation plan for approval.		