

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

Employee: Nick Smith
 Evaluation Date: 07/09/2021
 Position: Patrolman
 Department: Alamosa Police Department
 Date Employed: 06/24/2019
 Evaluation Period Covered: 06/24/2020 To 06/23/2021
 Date of Appointment to Current Position: 06/24/2019

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	4.5	X4	18
PART 2 • Core Competencies	4.2	X6	25.2
OVERALL SCORE (Part 1+Part2)			43.2

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] #43 7/9/2021
 Signature of Evaluator Date

[Signature] 7/9/2021
 Signature of Employee Date

Department Director

Personnel Director

[Signature] 07-13-2021
 Signature Date

[Signature] 7/14/21
 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

1

Future of Department:

- *Assist with the new hire process
- *Teach department trainings
- *Conduct at least 2 briefing training with your team

<p>RESULTS ACHIEVED: Officer Smith assisted with training and teaching the new recruits and interns, he also taught at the academy again this year. He assisted with firearms training for the department. Officer Smith conducted briefing training for K9 Deployment requirements and participated in several others, he often brought up ideas for briefing training and would offer his view, opinions, and expertise on the subject.</p>	Performance Points 5
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2. 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

RESULTS ACHIEVED: Officer Smith assisted with Shop with a Cop and attended 2 events at the Elementary School, one of the events was a lunch with the kids and another was night where they read to the kids. Officer Smith is usually more active in community relations but due to Covid this year many in-person events were canceled.	Performance Points 4
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3. 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.)

RESULTS ACHIEVED: Officer Smith attended two trainings outside of in-service training; he attended SWAT Basic Operator Course and a 6 week K9 Handler Course. He completed and passed both classes without any issues.	Performance Points 5
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4. 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.

RESULTS ACHIEVED: Officer Smith did not complete an op-plan but he did assist with on-going narcotic operations by providing information to Detectives, which helped build cases for warrants, arrests, and seizure of drugs. Once the warrants were obtained Officer Smith assisted with the execution of 3 of the warrants.	Performance Points 4
--	--------------------------------

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	18
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).	4.5

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.	5
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.	4
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.	4
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	42
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).	4.2

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 second 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 with K9 Cash; he is a firearms instructor, SWAT team member, member of the Honor Guard and teaches at TSJC Academy. Officer Smith participated in 3 community events this year; Officer Smith is usually more active in community events but due to COVID many events were canceled. Officer Smith attended a Basic SWAT School along with a 6 week K9 Handler Course.

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 very good grasp/understanding of department policy and procedure and works within those guidelines daily, he needs little supervision and younger officers look to him for advice. He did receive a verbal reprimand regarding a citizen complaint about speeding coming home from a K9 training, this was his second complaint of that nature.

Officer Smith is very proactive when it comes to drugs. Throughout the years he has had numerous drug arrests and provided Detectives with information that helps build their cases for warrants. Once the warrants were obtained Officer Smith assisted with the execution of 3 of them. Officer Smith understands the chain of command and adheres to it.

During this evaluation period Officer Smith handled a total of 252 incident reports, 125 arrests, 88 citations, 13 accidents, 11 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:		
<ul style="list-style-type: none">• Attend a leadership class• Assist with the recruitment of new officers.• Assist with the new hire process• Teach department trainings, pre-FTO• Teach department trainings		

GOAL/OBJECTIVE:	PRIORITY:	2
Community Education/Awareness:		
<ul style="list-style-type: none">• Get involved with one of the Department's community programs.<ul style="list-style-type: none">- 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:		
<ul style="list-style-type: none">• Attend two trainings 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, warrant or other special operation on one of the departments open days. This will involve, supervisor approval, scheduling, and submitting an operation plan for approval.		

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Department Director

Personnel Director

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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

Outstanding	5	Does Not Meet Job Standards.....	2
Exceeds Job Standards	4	Unsatisfactory.....	1
Meets Job Standards.....	3	Not-Applicable.....	N/A

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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

1

Future of Department:

- *Assist with the new hire process
- *Teach department trainings
- *Conduct at least 2 briefing training with your team

<p>RESULTS ACHIEVED: Officer Smith assisted with training and teaching the new recruits and interns, he also taught at the academy again this year. He assisted with firearms training for the department. Officer Smith conducted briefing training for K9 Deployment requirements and participated in several others, he often brought up ideas for briefing training and would offer his view, opinions, and expertise on the subject.</p>	Performance Points 5
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2. 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

RESULTS ACHIEVED: Officer Smith assisted with Shop with a Cop and attended 2 events at the Elementary School, one of the events was a lunch with the kids and another was night where they read to the kids. Officer Smith is usually more active in community relations but due to Covid this year many in-person events were canceled.	Performance Points 4
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3. 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.)

RESULTS ACHIEVED: Officer Smith attended two trainings outside of in-service training; he attended SWAT Basic Operator Course and a 6 week K9 Handler Course. He completed and passed both classes without any issues.	Performance Points 5
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4. 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.

RESULTS ACHIEVED: Officer Smith did not complete an op-plan but he did assist with on-going narcotic operations by providing information to Detectives, which helped build cases for warrants, arrests, and seizure of drugs. Once the warrants were obtained Officer Smith assisted with the execution of 3 of the warrants.	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	18
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).	4.5

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.	5
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.	4
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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	42
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).	4.2

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 second 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.

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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.

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Appearance:

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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:		
<ul style="list-style-type: none">• Attend a leadership class• Assist with the recruitment of new officers.• Assist with the new hire process• Teach department trainings, pre-FTO• Teach department trainings		

GOAL/OBJECTIVE:	PRIORITY:	2
Community Education/Awareness:		
<ul style="list-style-type: none">• Get involved with one of the Department's community programs.<ul style="list-style-type: none">- 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:		
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45	50	4%
Total PFP adjustment (Subject to City Manager approval)		41

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>
Future of Department:		
<ul style="list-style-type: none"> • Attend a leadership class • Assist with the recruitment of new officers. • Assist with the new hire process • Teach department trainings, pre-FTO 		

RESULTS ACHIEVED: Officer Smith conducted two firearms training for the Department. He was an FTO for two trainees this year also (Bagwell and Desanti). He also completed a rifle course for Recruit Moreno. Officer Smith is also a firearms instructor at the Academy, during that time he actively recruits students and encourages them to apply for APD.	Performance Points 5
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2. 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

RESULTS ACHIEVED: Officer Smith attended Fright Fest and Summerfest this year. He also served on Honor Guard, attending several events representing APD. Officer Smith also attended an event at Cole Park for Peyton Sanchez, during that event he interacted with the public and gave a brief presentation on Police K-9s. Officer Smith gave a presentation to the Academy also on Police K-9s.	Performance Points 4
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3. GOAL/OBJECTIVE

PRIORITY

3

Education Development:

- Attend two trainings 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.)

RESULTS ACHIEVED: Officer Smith attended two training this year, Desert Snow and a Shotgun Instructor Course. He successfully completed both.	Performance Points 4
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4. GOAL/OBJECTIVE

PRIORITY

4

Plan, implement and conduct a traffic, warrant or other special operation on one of the departments open days. This will involve, supervisor approval, scheduling, and submitting an operation plan for approval.

RESULTS ACHIEVED: Officer Smith assisted the Investigation Unit with several Drug Ops this year with K9 Cash. He also assisted Detective Bertsch with a narcotics interdiction Op on an overlap day.	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	17
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).	4.25

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.	4
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.	5
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	40
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).	4

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 third 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 with K9 Cash; he is a firearms instructor, FTO, member of the Honor Guard and teaches at TSJC Academy. Officer Smith participated in 3 community events this year; Freight Fest, Summerfest and The Law Enforcement Memorial. He also attended several Honor Guard events. Officer Smith and K9 Cash took part in several major drug cases this year seizing large amounts of cash, drugs and weapons; he also assisted Detective Bertsch with an interdiction operation. Officer Smith served as an FTO for two recruits this year and during his time as an instructor at the Academy he encourages students to apply with APD. He tested for an open Corporal position and had a strong showing but did not get promoted. He did not let not getting promoted affect his attitude or productivity.

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 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. Officer Smith has a very good grasp/understanding of department policy and procedure and works within those guidelines daily, he needs little supervision and younger officers look to him for advice. He did receive a verbal reprimand regarding missing DMV Hearings on two occasions. He also received counselling/training regarding use of force, reasonable suspicion for

stops, search and seizure and warrantless entry stemming from two incidents; the arrest of Nicholas Hepworth and the arrest of Augustin Martinez. Officer Smith also had an incident at Summerfest where he was responding to another Officer's call for assistance in the ATV. Officer Smith attempted to drive the ATV between a tree and another object and clipped the front tire of the ATV on the tree causing the hubcap to fall off and get run over and broken.

Officer Smith is very proactive when it comes to drugs. He has a passion for getting drugs off the street and is very skilled when it comes to interdiction stops. Throughout the year he has had numerous drug arrests and provided Detectives with information that helps build their cases for warrants. Officer Smith understands the chain of command and adheres to it. Over the last year I have seen a huge improvement in Officer Smith's report writing ability, so much so that other Sergeants have commented on it also.

During this evaluation period Officer Smith handled a total of 225 incident reports, 135 arrests, 107 citations, 7 accidents, 12 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:		
<ul style="list-style-type: none">• Assist with the new hire process• Assist with training of new recruit as an FTO, pre-FTO• Teach department trainings		

GOAL/OBJECTIVE:	PRIORITY:	2
Community Education/Awareness:		
<ul style="list-style-type: none">• Stay involved with one of the Department's community programs.<ul style="list-style-type: none">- Shop with a Cop, Freight Fest, Neighborhood Watch.• Conduct one K9 search a quarter (4 total) at local businesses, schools, or other agencies.		

GOAL/OBJECTIVE:	PRIORITY:	3
Education Development:		
<ul style="list-style-type: none">• Attend two classes to develop your knowledge, skill and abilities. Classes should focus on advanced skills i.e investigations, supervision or skill that are considered beyond basic patrol		

GOAL/OBJECTIVE:	PRIORITY:	4
Maintain certification with the National and US Canine Associations with K9 Cash and attend two (2) training in Colorado Springs with Johnson's K9. Johnson's K9 is the company where your original training was conducted; this will ensure consistency and continued growth.		

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

Employee: Nick Smith
 Evaluation Date: 12/16/2022
 Position: Patrol Officer
 Department: Police Department
 Date Employed: 06/24/2019
 Evaluation Period Covered: 01/01/2022 To 12/31/2022
 Date of Appointment to Current Position _____

	Performance Score*	Weight	Weighted Score*
PART 1 <ul style="list-style-type: none"> Major Responsibilities and Unplanned Assignments 	3.3	X4	13.2
PART 2 <ul style="list-style-type: none"> Core Competencies 	3	X6	18
OVERALL SCORE (Part 1+Part2)			31.2

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

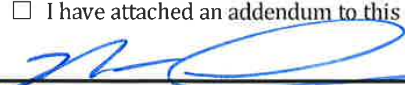
Employee

I have had this evaluation explained to me.

I have attached an addendum to this evaluation

Signature of Evaluator

Date


Signature of Employee

1/9/23
Date

Department Director

Signature

12-22-2022
Date

Personnel Director


Signature

1/13/23
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	.25%
29.7	34.7	1.25%
34.8	39.8	2.25%
39.9	44.9	2.50%
45	50	3.00%
Total PFP adjustment (Subject to City Manager approval)		

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

Outstanding	5	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 them on the 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

1

- Future of Department:

- Assist with the new hire process
- Assist with training of new recruit sa an FTO, pre-FTO
- Teach department trainings

<p>RESULTS ACHIEVED: Ofc. Smith completed this goal by training and/ or assisting with the training of new recruits on the FTO program. Ofc. Smith trained Recruit DeSanti on a full phase and he also assisted with covering on days where FTO coverage was needed.</p> <p>Ofc. Smith also assists with teaching on range days when requested and directed by the Range Master.</p>	<p>Performance Points</p> <p style="text-align: center;">3</p>
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2. GOAL/OBJECTIVE

PRIORITY

2

- Community Education/ Awareness:
 - Stay involved with one of the Department’s community programs (Shop with a Cop, Fright Fest, Neighborhood Watch.
 - Conduct one K-9 search a quarter (four total) at local businesses, schools, or other agencies

<p>RESULTS ACHIEVED: Ofc. Smith assisted with the preparation and execution of this year’s annual Fright Fest. He was a crucial part of the set up process as he directed recruits on the set up of the haunted house. Ofc. Smith only had six (6) months to complete this goal though due to the new evaluation process that begins in January.</p> <p>Ofc. Smith did not have any documented searches of businesses, schools or assists to other agencies.</p>	<p>Performance Points</p> <p style="text-align: center;">3</p>
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3. GOAL/OBJECTIVE

PRIORITY

3

- Education Development:
 - Attend two classes to develop your knowledge, skill and abilities. Classes should focus on advanced skills i.e. investigations, supervision or skills that are considered beyond basic patrol.

<p>RESULTS ACHIEVED: Ofc. Smith achieved this goal by attending two separate classes beyond the basic patrol level training. He attended a “Designated Marksman Course” as well as a “All types of Drug Interdiction” class.</p>	<p>Performance Points</p> <p style="text-align: center;">3</p>
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4. GOAL/ OBJECTIVE

- Maintain certification with the National Police Canine Association and attend two (2) trainings in Colorado Springs with Johnson's K9. Johnson's K9 is the company where your original training was conducted; this will ensure consistency and continued growth.

RESULTS ACHIEVED: Ofc. Smith maintained his certification as a K-9 Handler with the National Police Canine Association. He also assisted with the selection of the new police K-9 and the testing process for the new K-9 Handler. Ofc. Smith attended one training with the Johnson's in October, 2022. He was only allotted six (6) months to complete this goal due to the new evaluation process beginning in January.	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. N/A	N/A
2. N/A	N/A
TOTAL POINTS FOR PART 1	13
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).	3.3

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.	3
Communication - Both oral and written communication is persuasive and effective; listens actively. Share's 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 judgment, 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.	1
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.	2
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.	3
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.	2
TOTAL POINTS FOR PART 2	30
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

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

PART 2 - OVERALL COMMENTS:

This evaluation period covers Ofc. Smith's fourth year with the Alamosa Police Department, although this will not be a full year evaluation of Ofc. Smith's performance, as it began in June of this year and the City of Alamosa has adopted a new evaluation process that begins in January of 2023. Over the past year, I have had the opportunity to observe Ofc. Smith perform his duties as a patrol officer with the Alamosa Police Department. Ofc. Smith strives to be a proactive officer and is a hard worker, but he does have some areas of concern, which will be addressed below.

Ofc. Smith understands his job description as a patrol officer. He handles calls for service to the best of his ability and I have observed him seek guidance from supervisors at times when needed. Ofc. Smith takes notes and completes reports in a timely manner with minimal corrections. Ofc. Smith demonstrates his ability to enforce municipal ordinances, state laws, and traffic violations and he makes arrests when necessary. He collects and preserves evidence at crime scenes properly. Ofc. Smith is professional and courteous with all citizens he encounters and he has no documented incidents of civilian complaints. Ofc. Smith does have some issues accepting change within the department. Ofc. Smith has received verbal counselings about the need to not worry about the actions/ discipline of other officers and focus on his development as a patrol officer.

Throughout this past evaluation period, Ofc. Smith has remained an active officer. I recorded his stats from January 1st, 2022 through December 16th, 2022. During this time frame, Ofc. Smith handled fourteen (14) accidents, one hundred and eleven (111) arrests, two hundred and nine (209) citations, thirteen (13) warrant arrests, and two hundred two (202) incidents. These numbers are well within the normal activity of other proactive officers within the department.

I reviewed Ofc. Smith's "active" caseload, which showed that he had no active cases and was caught up with his investigations.

I conducted a review of Ofc. Smith's pending Axon videos from his body camera and car camera. Ofc. Smith is caught up/ current with his body camera and car camera videos. There were, however, forty-eight (48) videos that were labeled "none" from back in 2021. These cases should be reviewed and labeled at Ofc. Smith's earliest convenience.

Ofc. Smith routinely demonstrates that he is a team oriented individual. He works well with the teams I have observed him with and he assists with covering calls for service that he is not dispatched to. He helps other officers when they are busy and he is willing to assist them in their investigations. Ofc. Smith has shown to be a reliable officer, as he covers shifts when the team is short and he adjusts his schedule for shift coverage when manpower is short.

Ofc. Smith strives to be an active part of our community as well. During this past evaluation period, Ofc. Smith assisted with the preparation and execution of the annual Fright Fest event. Ofc. Smith directed/ guided Police Academy Cadets on the set up of the haunted house as well as marking a path for the overall flow of foot traffic to ensure the event went smoothly. Ofc. Smith was unable to attend any other community events due to scheduling conflicts as well as being placed on administrative leave, which will be discussed in the next section of this evaluation.

During this past evaluation period, Ofc. Smith has had numerous documented incidents of poor judgment and decision making. Ofc. Smith is currently on a Performance Improvement Plan (PIP) to assist in building his skills in the areas of decision making, de-escalation, and professionalism. The PIP

stems from numerous documented incidents where Ofc. Smith has shown poor judgment, decision making skills, and policy violations. Ofc. Smith made numerous complaints, and influenced other officers to make complaints of a specific Officer, all of which were unfounded complaints after investigation by Captain Spangler. Ofc. Smith had one instance where he was the senior officer/ shift supervisor on shift and he "self deployed" to an assist with the Alamosa County Sheriff's Office on a suicidal male call. The complaint came from Undersheriff Woods (informal) and it claimed that Ofc. Smith "took over the call" where he should have been there just to cover the deputies. There was never a formal complaint filed in this incident. Ofc. Smith had a use of force where he deployed a Taser. The use of force was justified, but after the incident, Ofc. Smith removed the Taser probes from the suspect, which is a violation of policy. Ofc. Smith should have called for EMS and let medical professionals remove the probes from the suspect. It was also documented in his PIP the verbal counseling and write ups from cases 21-1183/ Ibarra, 21-2752/ Hepworth, and 22-0217/ Augustin. In early December, 2022, Ofc. Smith was placed on Administrative Leave for investigation of a possible fourth amendment violation, which has shown a pattern as to why he was on a PIP.

Ofc. Smith has remained current on all of his in-service training. On top of remaining current on these trainings, Ofc. Smith has attended two additional training sessions outside of the monthly in-service training offered by the department. Ofc. Smith attended a Designated Marksman Class as well as an All Types of Drug Interdiction class. Ofc. Smith remains active as a K-9 handler. He has maintained his certification as a narcotics K-9 Handler through the National Police Canine Association. Ofc. Smith has also remained active as a Field Training Officer, as he trained one recruit in a full phase and he assisted with coverage for FTO's that needed assistance.

Ofc. Smith does have a desire to advance within our department. During this past evaluation period, Ofc. Smith did test to become part of the Alamosa SWAT team. Although Ofc. Smith was not selected, he was placed on an eligibility list to be considered if a position becomes available in the future. Ofc. Smith has also assisted with the execution of multiple narcotics operations, assisting the Investigations Division.

Attendance:

Ofc. Smith arrives to work on time and ready for the day consistently. He has no documented instances of being late or unexcused. Ofc. Smith is flexible when he is needed to pick up or adjust shifts for manpower shortages. I would consider Ofc. Smith to be a reliable officer/ employee when it comes to attendance.

Appearance:

Ofc. Smith's appearance is acceptable, as he looks clean and professional at all times. His uniform is clean and pressed and he abides by our department policy to be well groomed. He has no documented instances of poor appearance.

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
Invest in the future of this department. <ul style="list-style-type: none">● Become an instructor for in service training● Assist in the hiring process● Assist with community events (Fright Fest/ Shop with a Cop etc.)		

GOAL/OBJECTIVE:	PRIORITY:	2
Invest in your future with the Alamosa Police Department: <ul style="list-style-type: none">● Attend a supervisor training● Conduct team building activities (warrant/ traffic service)● Downtown foot patrols		

GOAL/OBJECTIVE:	PRIORITY:	3
Maintain K-9 certifications and complete at least two (2) searches other than deployments on patrol. <ul style="list-style-type: none">● Schools● Community Corrections● Jail		

GOAL/OBJECTIVE:	PRIORITY:	4