

**PEACE OFFICER  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Law Enforcement**

- \_\_\_\_1. Patrols all district and district properties, campus(es) and routes walking or driving within district jurisdiction (Peace Officer assigned to nights).
- \_\_\_\_2. Responds to all calls from campuses concerning crisis situations, accidents, and reports of crime.
- \_\_\_\_3. Investigates all criminal offenses that occur within district's jurisdiction.
- \_\_\_\_4. Collects and preserves evidence for criminal investigations including witness statements and physical evidence.
- \_\_\_\_5. Arrests perpetrators, files appropriate charges, and ensures placement in jail or juvenile detention centers for law violations as necessary.
- \_\_\_\_6. Writes effective legal incident reports.
- \_\_\_\_7. Testifies in court as needed.

**COMMENTS:** \_\_\_\_\_

**Consultation**

- \_\_\_8. Works cooperatively with other police agencies and Fire Department to share information and provide other assistance. (Peace Officer assigned to nights).

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Safety**

- \_\_\_9. Helps provide traffic control at athletic events, school closings or openings, or at any other time.
- \_\_\_10. Provides protection to or escorts district personnel as needed.
- \_\_\_11. Operates all equipment including firearms according to established safety procedures.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Administration**

- \_\_\_12. Compiles, maintains, and files all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Security and Parking**

- \_\_\_13. Assists law enforcement personnel as needed. (Peace Officer assigned to nights)
- \_\_\_14. Notifies Police, fire department, or other appropriate authority of any situation requiring immediate attention. (Peace Officer assigned to nights).

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Communication**

- \_\_\_15. Reports all illegal infractions to Supervisor.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_16. Performs other duties assigned by supervisor.
- \_\_\_17. Maintains confidentiality of information.

