

**POLICE SERGEANT
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 and supervises peace officers and security guards assigned to a/or campuses within district jurisdiction.
- ____ 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 to share information and provide other assistance.

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: _____

Supervisory Responsibilities

___ 13. Peace officers and security guards of the SFDRICISD Police Department.

___ 14. Briefs officers on assignments.

___ 15. Provides training.

___ 16. Conducts investigations (criminal or internal) as assigned by the SFDRICISD District Chief of Police.

___ 17. Meets with school principals on security matters pertaining to campus security.

COMMENTS: _____

Other

___ 18. Performs other duties assigned by supervisor.

___ 19. Maintains confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date