

**PEACE OFFICER/DISTRICT COURIER
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

Courier Responsibilities

- ____1. Delivers, distributes and collects items as directed by Central Office to in-district and off-site locations.
- ____2. Maintains an accurate activity log that includes records of delivery activity.

COMMENTS: _____

Law Enforcement

- ____3. Patrols all district and district properties, campus (as) and routes walking or driving within district jurisdiction.
- ____4. Responds to all calls from campuses concerning crisis situations, accidents, and reports of crime.
- ____5. Investigates all criminal offenses that occur within district's jurisdiction
- ____6. Collects and preserves evidence for criminal investigations including witness statements and physical evidence.

- ____7. 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: _____

Student Management

- ____8. Monitors student behavior and enforces school rules related to student conduct, vehicle operation, and parking.
- ____9. Resolves conflict or confrontation between students and reports disturbances to principal or assistant principal.
- ____10. Controls traffic and parking on campus grounds.

COMMENTS: _____

Security and Parking

- ____11. Registers student vehicles and maintains accurate records of registration.
- ____12. Works cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
- ____13. Assists law enforcement personnel as needed.
- ____14. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
- ____15. Gives directions or acts as a guide to authorized visitors.

COMMENTS: _____

Communication

- ____16. Reports all legal infractions to supervisor.

COMMENTS: _____

Other

- ____17. Performs other duties assigned by supervisor.
- ____18. 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?

What are some improvements _____ can make to ensure a more efficient courier service?

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

Sergeant/Administrator's (Print Name)

Date

Sergeant/Administrator's (Signature)

Date

Employee's Signature

Date