

**POLICE LIEUTENANT
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. Ensure enforcement of all laws including municipal ordinance, county ordinances, and state laws within board policy and the jurisdiction of the district.
- _____ 2. Investigation of criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation.
- _____ 3. Use sound judgment and work with a minimum of supervision.
- _____ 4. Gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities. Quickly analyze situations and adopt effective courses of action.

COMMENTS: _____

Department Management:

- _____ 5. Assist the Chief of Police in directing the daily operations of the District police department and coordinate activities with department and campus administrators.
- _____ 6. Assist in supervising and evaluating performance of all police officers and civilian staff in the implementation of and adherence to all departmental rules and regulations.
- _____ 7. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
- _____ 8. Investigate and make recommendations on all complaints and accusation made against District police officers or staff.
- _____ 9. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

COMMENTS: _____

Safety:

- _____ 10. Assist in developing procedures for the safe handling and use of firearms.
- _____ 11. Administer first aid.
- _____ 12. Follows procedures of criminal law with particular reference to the apprehension of juvenile's, arrest and custody of persons and juvenile's committing misdemeanors and felonies.
- _____ 13. Know rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- _____ 14. Effectively communicate with and elicit information from upset and irate citizens.

COMMENTS: _____

Personnel Management:

- _____ 15. Assist in the supervision and scheduling of police officers and staff assigned.
- _____ 16. Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal.

COMMENTS: _____

Administration:

- ____ 17. Assists in maintaining property room for storage of weapons, contraband, etc., confiscated on district policy.
- ____ 18. Assists in ensuring that department operations are cost effective and funds are well managed.
- ____ 19. Assists in compiling budgets and cost estimates based on documented department needs.
- ____ 20. Assists in recommending policies to improve the department.
- ____ 21. Assists in compiling, maintain, and file all reports, records, and other documents required.
- ____ 22. All other duties as assigned by Chief of Police.

COMMENTS: _____

Supervisory Responsibilities:

- ____ 23. Supervise police officers and civilian staff.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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 (Print Name) _____ Date

____ Administrator's Signature _____ Date

____ Employee's Signature _____ Date