City of Missouri City

APPRAISAL

Employee Information Summary

Employee:	[redacted]	**Hire Date:**	10-04-1994	**Position:**	DETECTIVE
Department:	POLICE	**Division:**	CID	**Location:**	PSHQ
Review Period:	04-01-2011 - 03-31-2012	**Appraiser:**	[redacted] 100%		

Competencies

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Ethics 20%

The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] consistently abides by the police department's code of ethics. He maintains confidentiality while performing his duties. He demonstrates honesty in all internal business dealings. Detective [redacted] submits true and accurate time sheets.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Job Knowledge 20%

The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] is extremely knowledgeable when it comes to his position. His computer skills surpass all in C.I.D. He has a tremendous understanding of TDEX, Accurint, TWC, and DPS retrieval. When other detectives have a question regarding their job, he can be counted on to help them out.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Communication 15%

The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] writes articulate and detailed reports. He keeps his supervisors well informed by email or verbal

communication. Detectives [redacted] communicates well with his victims and is evident by a voice mail he received from a happy customer.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Decision-Making/Judgment **15%**

The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] makes well thought out decisions while on duty. He is unbiased and bases his decisions on the facts at hand. Detective [redacted] makes his decisions within the established time frame. His decisions are always weighed heavily before carried out.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Initiative **10%**

The ability to perform job responsibilities independently and responsibly. The ability to proactively complete tasks, solve problems, improve processes, enhance products, and/or extend services within assigned range of authority.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] is always coming to his supervisor with new ideas. He continually volunteers to help out fellow detectives when a scheduled on call needs to be filled. Detective [redacted] volunteered to be on night shift permanently to help out other detectives. Detective [redacted] runs with a case as soon as it is assigned to him. Detective [redacted] has worked tirelessly with Detective [redacted] to help solve cold two cold case homicides.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Firearms Proficiency **5%**

The degree to which the incumbent demonstrates proficiency in firearms training sessions.

Summary	Weight	Rating	Score
Appraiser	100%	2.00	2.00
Employee	--	0.00	0.00
Total			**2.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] met the expectations required for firearms proficiency during this evaluation period. His average score was a 205.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Safety **5%**

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00

The degree to which safety standards and procedures are followed and accidents are avoided. The level of demonstrated emphasis on creating and maintaining a safe work environment.

Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] abides by the City of Missouri safety rules and regulations. He hasn't had any personal or vehicular accidents during this evaluation period. Detective [redacted] wears his vest when serving warrants.

Employee Comments:

1 = Below Expectations 2 = Meets Expectations 3 = Exceeds Expectations

Responsiveness **10%**

The degree to which the employee responds to needs and issues of customers and departments to achieve optimal results for the organization. The ability to fulfill customer requests, both internally and externally in a timely manner, and anticipate and control obstacles.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : When tasked with an assignment, Detective [redacted] responds immediately. His reports and supplements are turned in daily. Detective [redacted] returns telephone calls immediately upon receiving them. When given a case, he handles it as soon as he returns to work.

Employee Comments:

Competencies Total Score **2.94**

Goal

Goal Information

1 = Did Not Meet Goal 2 = Met Goal 3 = Exceeded Goal

Case Filing **25%**

Due Date: 03-31-2012

Ensure proper procedures are maintained regarding filing cases within the 3 day filing period, and or requests for an extension 80% of the time.

Summary	Weight	Rating	Score
Appraiser	100%	2.00	2.00
Employee	--	0.00	0.00
Total			**2.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] files his cases within a timely manner.

Employee Comments:

Case Load **25%**

Due Date: 03-31-2012

Maintain a case load of 25% more or less than the total average of CID open/active cases assigned to all detectives.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:

03-09-2012 : Detective [redacted] maintains a case load of less then 15 per month. The maximum allowed is 40.

Employee Comments:

CID Related Courses 25%

Due Date: 03-31-2012

Complete required mandated courses.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
Employee	--	0.00	0.00
Total			**3.00**

Comments

Appraiser Comments:
03-09-2012 : Detective [redacted] completed 5 classes this evaluation cycle totaling 88 hrs. He also completed 4 classes related to CNT totaling 45 hrs. In this same cycle, Detective [redacted] received his Master peace officer certificate.

Employee Comments:

Clearance Rates 25%

Due Date: 03-31-2012

Maintain a clearance rate above the Texas average of 18%.

Summary	Weight	Rating	Score
Appraiser	100%	2.00	2.00
Employee	--	0.00	0.00
Total			**2.00**

Comments

Appraiser Comments:
03-09-2012 : Detective [redacted] met the Texas clearance rate of 21% with a clearance rate of 33%

Employee Comments:

Goal Total Score **2.49**

Future Goals

Case filing 25% Action Steps

Due Date: 03-31-2013

Ensure proper procedure are maintained regarding filing of cases within the 3 day filing period and or request an extension 80% of the time.

Case Load 25% Action Steps

Due Date: 03-31-2013

Maintain a case load of 25% more or less than the total average of CID open/active cases assigned to all detectives.

Clearance Rate 25% Action Steps

Due Date: 03-31-2013

Maintain a clearance rate above the Texas average of 18%.

Mandated Courses 25% Action Steps

Due Date: 03-31-2013

Complete mandated required courses.

Summary Comments

Summary Comments

Appraiser: Detective [redacted] is a huge asset to the Missouri City Police Department. He consistently performs at his highest level. Detective [redacted] can always be counted on to get the job done right. Detective [redacted] tested for Sergeant and has yet to find out the results. If he were to get promoted, the person coming in behind him would have huge shoes to fill.I encourage Detective [redacted] to continue with his schooling and maintain the goals set forth for him.

Employee:

Final Score Calculation

	Totals	Weight	Score	Rating
Competencies	2.94	50%	1.47	**2.72** **Exceeds Expectations**
Goals	2.49	50%	1.24	

Completed: 08-23-2012 at 11:16 am

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Administrator (PM, CITYOFMISSOURICITY)

Signature	Signed Date		Action
[redacted] Employee			Not Yet Signed
[redacted] Appraiser	08-23-2012	11:47 am	Remove E-signature