

	<b>SANTA ROSA JUNIOR COLLEGE POLICE</b>	
	Sonoma County Junior College District 1501 Mendocino Ave Santa Rosa, CA 95401 (707) 527-1000	

EMPLOYEE:		DATE:	
JOB TITLE: Police Officer		FROM:	TO:
PURPOSE OF EVALUATION:	Annual		

## Performance Measures and Evaluation

### Rating Scale

- (1) Exemplary Performance (Significantly exceeds job expectations)
  - (2) Commendable Performance (Consistently well above job expectations)
  - (3) Acceptable Performance (Meets the requirements of the job)
  - (4) Performance Needs Improvement (Somewhat below minimum job standards)
  - (5) Unacceptable Performance (Significantly below required job standards)
- N/A Not Applicable

Comments are to be provided to explain, elaborate, or make recommendations on the rating given.  
(Required for Ratings 1, 2, 4, & 5)

1. EMERGENCY CALLS FOR SERVICE	RATING	COMMENTS
Exercises reasonable caution in response to emergency calls for service.		
Gains effective and prompt control of the situation and properly utilizes necessary supporting resources.		
Exhibits calm, tactful, deliberate, organized and poised demeanor when handling emergency situations.		

2. GENERAL ASSISTANCE CALLS	RATING	COMMENTS
Responds within a reasonable time and safely when dispatched in conformance with established procedures.		
Minimizes "Out of Service" time and completes the assignment within an acceptable time period.		
Exhibits concern and interest in the call even when routine and maintains a highly professional manner.		

3. ARREST PROCEDURES	RATING	COMMENTS

Protects the safety of himself/herself and others in the apprehension process.		
Makes arrests which are compatible with department or team goals.		

4. COMMUNITY/HUMAN RELATIONS	RATING	COMMENTS
Projects a positive image to individuals and groups as a professional, competent and helpful police officer.		
Communicates effectively and openly with all types of individuals and groups.		
Relates well to people even in stressful situations.		
Exhibits sincere interest in, and concern for, the problems and viewpoints of others.		
Maintains effective working relationships with co-workers and supervisors.		

5. CASE INVESTIGATION	RATING	COMMENTS
Uses productive techniques in case investigations.		
Recognizes and carefully collects and preserves all evidence.		
Prepares clear, concise, accurate and logical reports for department and court use.		
Exhibits a professional and poised demeanor in court and functions well as an objective witness.		
Maintains acceptable clearance and complaint issuance levels.		
Works cooperatively and constructively with other organizations and resources.		

6. TRAFFIC CONTROL	RATING	COMMENTS
Maintains acceptable enforcement levels and relates activities to the location, time and causes of serious accidents.		
Gains effective and prompt control at an accident scene and properly utilizes necessary supporting resources.		
Minimizes citizen friction and complaints in traffic law enforcement.		
Maintains an acceptable record of judicial support of citations issued.		

7. CRIME PREVENTION	RATING	COMMENTS
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Keeps abreast of crime problems, hazards, and prevention priorities in assigned patrol.		
Maintains acceptable and productive levels of field activity, including “on-view” stops and arrests, which can actually impact crime levels.		
Exercises initiative in finding and developing resources in the community to help crime prevention.		
Makes citizens aware of their crime prevention responsibilities and assists them in reducing hazards.		

8. PERSONAL CHARACTERISTICS	RATING	COMMENTS
Maintains a current and operational knowledge of relevant laws and court decisions affecting police work.		
Understands, applies, and has good recall of current departmental policies and procedures.		
Exercises good judgment and discretion in the performance of work assignments.		
Demonstrates initiative in problem solving in those areas under his or her control.		
Adapts quickly to new situations and changes in police operations.		
Is physically fit according to departmental standards for current work assignments.		
Maintains a good safety record in the use of vehicles, firearms and other equipment.		
Is efficient, organized and maintains a high level of interest in police work and duty assignments.		
Attends department training and job related courses.		
Maintains good attendance and observes working hours.		
Willingly accepts new or different work assignments in preparing self for increased responsibility.		

<b>9. ADDITIONAL COMMENTS/OBJECTIVES FOR NEXT EVALUATION PERIOD</b>

**EMPLOYEE CONFERENCE/SIGNATURE**

In signing the Evaluation Report Form, the employee acknowledges having seen and discussed the report. The employee’s signature does not necessarily indicate agreement with the conclusion of the evaluator. The employee may submit a response to this report, in writing, to the evaluator with a copy to the Human Resources Department within (30) days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Government Code, Chapter 9.7, Section 3306).

<b>Immediate Supervisor’s Signature / Date</b>	<b>Employee’s Signature / Date</b>

<b>Area Supervisor’s Signature / Date</b>	<b>Human Resources / Date</b>

White – Personnel

Yellow - Police Department

Pink – Employee