

# DEPARTMENT OF HUMAN RESOURCES

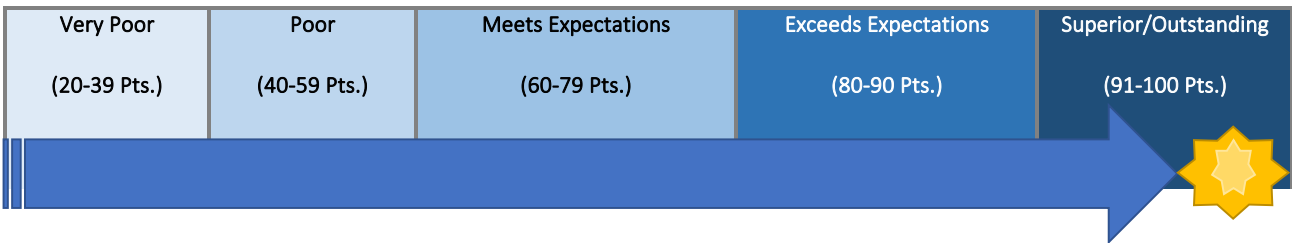
2818 S. Business Hwy 281 • Edinburg, TX 78539 • Tel: (956) 318-2660.



## ANNUAL PERFORMANCE EVALUATION

### Law Enforcement Sector

Employee Name:	Employee No.:
Employee Title:	Date:
Department Name:	Supervisor Name:



Performance of Core Competencies						
Evaluation Statements	Very Poor	Poor	Meets Expectations	Exceeds Expectations	Superior/Outstanding	Points

<b>1. Employee demonstrates knowledge of federal, state, and local statutes.</b>	1	2	3	4	5	
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Supervisor Comments:

<b>2. Employee adheres to policies, procedures, and safety guidelines.</b>	1	2	3	4	5	
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Supervisor Comments:

<b>3. Employee demonstrates knowledge and proper application of investigative procedures.</b>	1	2	3	4	5	
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Supervisor Comments:

<b>4. Employee exhibits safety awareness.</b>	1	2	3	4	5	
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Supervisor Comments:

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Evaluation Statements	Very Poor	Poor	Meets Expectations	Exceeds Expectations	Superior/ Outstanding	Points
<b>5. Employee is able to implement crime prevention and crime reduction strategies.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>6. Employee completes assignments in a timely manner.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>7. Employee uses time wisely and properly manages competing demands.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>8. Employee performs well under pressure.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>9. Employee takes independent action based on sound judgement.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>10. Employee adequately employs an intelligence based approach (gathers information from informants, field interrogations, crime intelligence).</b>	1	2	3	4	5	
Supervisor Comments:						
<b>11. Employee demonstrates effective and timely decision making skills.</b>	1	2	3	4	5	
Supervisor Comments:						
<b>12. Employee submits necessary reports.</b>	1	2	3	4	5	
Supervisor Comments:						

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Evaluation Statements	Very Poor	Poor	Meets Expectations	Exceeds Expectations	Superior/ Outstanding	Points
<b>13. Employee reports are comprehensive and appropriate.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>14. Employee participates in community policing outreach and problem solving and engages citizens, neighborhoods, and businesses when necessary.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>15. Employee communicates effectively and appropriately with supervisors and co-workers.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>16. Employee follows instructions and responds to management direction.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>17. Employee properly maintains uniform, equipment, and vehicle.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>18. Employee displays a positive attitude and is accountable for mistakes.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>19. Employee consistently displays honesty and integrity.</b>	1	2	3	4	5	_____
Supervisor Comments:						
<b>20. Employee maintains a high level of professionalism at all times.</b>	1	2	3	4	5	_____
Supervisor Comments:						

**Total** \_\_\_\_\_

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**Supervisor Comments:**

**Employee Comments:**

**Acknowledgment Statement:**

Employee signature indicates the employee has reviewed this Annual Performance Evaluation document with his/her supervisor. The signature does not indicate employee agreement or disagreement with the evaluation.

Employee may provide comments in the Employee Comments Section of this Annual Performance Evaluation Form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Elected Official

\_\_\_\_\_  
Date