

Morristown Police (or Fire) Chief Annual Evaluation

Job Title: Chief of Police

Reports to: City Council or City Administrator

Responsibilities: The Chief of Police serves as chief executive officer of the Police Department under the City Council and City Administrator and is responsible for the general financial, personnel, and program administration of the Police Department according to established policies.

Performance Evaluation Standards: The employee's performance is to be evaluated based on the standards set forth in this instrument. If you feel you don't have enough information to rate an item, write in "n/a" for "no answer." Please add comments as appropriate for clarification.

Evaluation Standards

Rating	Performance Level	Definition
4	Commendable	Performs Beyond Requirements
3	Expected	Meets Requirements
2	Approaching	Does Not Consistently Meet Requirements
1	Unacceptable	Requires Immediate Improvement

Employee Name: _____

Evaluation Period: _____ / _____ / _____

Month Day Year

Month Day Year

Your (rater) Name: _____

1. General Administration

- ___a. The Chief of Police effectively leads and manages the daily operations of the Police Department.
- ___b. Provides expertise to the City Council and City Administrator to support their oversight functions of the Police Department.
- ___c. Provides leadership to ensure that the goals and objectives of the Police Department are carried out.
- ___d. Has effectively executed strategies and policies as adopted by the Council; recommends policy changes and review as appropriate.
- ___e. Demonstrated critical thinking and the display of sound decision-making in directing the Department.
- ___f. Displays high working standards and attitude that is a model for staff, volunteers, and the community.

Total Points _____ \div 6 = **Job Performance Rating of** _____

2. Reporting and Financial Administration

- ___a. Expends Police Department funds in accordance with the annual budget.
- ___b. Maintains accurate financial and other required records in compliance with standards.
- ___c. Makes regular financial and other reports to the City Council and City Administrator with the ability to explain deviations to budget.
- ___d. Applies purchasing practices that provide desired products and services cost-effectively and in a timely manner.
- ___e. Ensures appropriate risk management practices to mitigate losses.
- ___f. Seeks potential sources of outside funding for programs through grant opportunities.

Total Points _____ \div 6 = **Job Performance Rating of** _____

3. Personnel Administration

- ___a. Supervises the personnel functions of the Police Department to include management of employees, recording-keeping, scheduling/staffing, performance management, policy development, and training.
- ___b. Adequately trains, develops, and delegates responsibilities to employees to ensure effective and efficient accomplishment of tasks.
- ___c. Enables optimal performance of Police Department staff through communication and training.

- ___d. Monitors employees' behavior and performance on an on-going basis and through performance appraisals as appropriate;
- ___e. Addresses employee behaviors and conflicts exhibited by employees and takes timely, appropriate action to resolve such issues.
- ___f. Adheres to state and federal personnel-related regulations.

Total Points _____ $\div 6 =$ **Job Performance Rating of** _____

4. Program Administration

- ___a. Oversees the development of programs and services that address the needs of citizens and the community-at-large.
- ___b. Measures Police Department program output and evaluates according to goals and objectives, providing direction to ensure adjustment and subsequent goal attainment.
- ___c. Involves the Police Department in the community and the community in the Police Department through an active program of public relations.
- ___d. Ensures all Police Department systems, facilities, and equipment are adequate to the fulfillment of the Department's mission by maintaining or improving them as necessary.
- ___e. Develops a model Department which exemplifies high professional standards.
- ___f. Reflects these standards in his/her own actions and decisions.

Total Points _____ $\div 6 =$ **Job Performance Rating of** _____

5. City Council/Administration Relations

- a. Maintains productive working relationships with the City Council and City Administrator.
- b. Recommends to the Council and administration plans, policies and technological improvements relating to Police Department operations.
- c. Works with the City's administration and City Council to maintain community support for the Department's activities and programs.
- d. Reports to the City Administrator and City Council regularly on departmental operations, activities, opportunities and problems.
- e. Cooperates with other city departments and other agencies to achieve common goals; is proactive in developing partnerships which improve departmental functions.
- f. Submits materials to the City Administrator and/or Council in time to allow for review and preparation for meetings.

Total Points _____ $\div 6 =$ **Job Performance Rating of** _____

Developmental Objectives

Strengths: (Illustrate and comment on the skill areas in which the Chief of Police has demonstrated a high level/degree of competence/strength.)

Developmental Objectives: (Indicate what objectives/opportunities that should be taken before the next performance review to help the individual improve performance? Be specific about expected areas for improvement where needed.)

Goals: (Identify projects and responsibilities that will be evaluated in the next review cycle.)

Overall Performance Assessment

Total Job Duty Performance Rating of _____ $\div 5 =$ _____
Overall Rating

Additional comments:
