



CLEVELAND DIVISION OF POLICE

CIVILIAN SUPERVISORY PERFORMANCE EVALUATION

<i>Member's Last Name</i>	<i>First Int.</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Int.</i>	<i>Badge #</i>

<i>Bureau/District</i>	<i>Unit/Platoon</i>	<i>Date</i>

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work		Accepts Additional Duties	
Attitude Toward Public		Proper Grooming	
Reports For Duty On Time		Uniform/Plain Clothes Appearance	
Reports Off Duty As Required		Courteous/Tactful with Citizens	
Follows Orders		Courteous/Tactful with Other Members	
Follows Rules and Regulations		Interaction with other Ethnic Groups	
Supports Division Goals		Promotes CPD-Community Partnership	
Complies with Division's Goals		Accepts Constructive Criticism	
		Self Motivation	
Column subtotal:	0	Column subtotal:	0
TOTAL CUSTOMER SERVICE:			

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization		Organization	
Completeness		Completeness	
Legibility		Legibility	
Grammar		Grammar	
Column subtotal:	0	Column subtotal:	0
TOTAL QUALITY OF WORK:			

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time		Follows Rules and Regulations	
Reports Off Duty As Required		Supports Division's Goals	
Follows Orders		Complies with Division's Goals	
Reports to work as scheduled		Meets deadlines	
Column subtotal:	0	Column subtotal:	0
TOTAL DEPENDABILITY:			



CLEVELAND DIVISION OF POLICE

CIVILIAN SUPERVISORY PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability		Knowledge of General Police Orders	
Problem Solving Ability		Knowledge of Constitutional Law	
Community Relations Skills		Knowledge of Statutory Law	
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer		MVA Record	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE:			

JOB KNOWLEDGE (SUPERVISORS)			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Monitors Performance of Personnel		Delegates Authority Appropriately	
Completes Assignments Timely		promotes Divisional Goals	
Discovers Employees Errors		Monitors Safety of Personnel	
Offers Constructive Criticism		Monitors Overtime Use	
Recommends Appropriate Discipline		Effectively Allocates Personnel	
Accepts and Assumes Responsibility		Effectively Allocates Resources	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE:			

Rating Scale

Outstanding = 4.51 - 5.0

Exceeds = 3.51 - 4.50

Satisfactory = 2.51 - 3.50

Improvement Needed = 1.51 - 2.50

Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating	0.00
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** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

CIVILIAN SUPERVISORY PERFORMANCE EVALUATION

SECTION IV: MEMBER'S COMMENTS

SIGNATURE/BADGE/DATE

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

PATROL OFFICER PERFORMANCE EVALUATION

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

The appraisal form is used in Excel. The workbook contains four (4) appraisal form worksheet tabs entitled: Patrol Officer, Superior Officer (Supv), Civilian, and Civilian (Supv).

When using the form, you may navigate using the computer mouse or tab key.

The forms are passcode protected in certain areas to protect the formulas and integrity of the document.

The formulas within the form are used to calculate the scores, so you won't have to manually.

Type in the member's information.

Read the instructions carefully and proceed to Section One (1).

You may either type in the rating or use the drop down menu, select a rating for each applicable category.

If a category is not applicable, leave it blank or press the back space key to delete.

After completing the all of the sections, go to the Comments Areas and include your comments.

Forward the appraisal form accordingly.

Please note: If a member receives a rating below a "3" in any area, the immediate supervisor must complete a Performance Improvement Plan to assist the member in improving his/her performance level in that area.

For example: If a member receives a "2" in reporting to work on time.

The immediate supervisor will document the matter in the comments section.

The supervisor may use a separate sheet of paper or a Form One (1) to include the plan of action.

All documentation must be turned in with the appraisal form.



CLEVELAND DIVISION OF POLICE

PATROL OFFICER PERFORMANCE EVALUATION

<i>Member's Last Name</i>	<i>First Int.</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Int.</i>	<i>Badge #</i>

<i>Bureau/District</i>	<i>Unit/Platoon</i>	<i>Date</i>

Rating Instructions:Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work		Accepts Additional Duties	
Attitude Toward Public		Proper Grooming	
Accepts Constructive Criticism		Uniform/Plain Clothes Appearance	
Self Motivation		Courteous/Tactful with Citizens	
Care of Vehicles & Equipment		Courteous/Tactful with Other Members	
Teamwork: works well with others		Interaction with other Ethnic Groups	
		Promotes CPD-Community Partnership	
Column subtotal:	0	Column subtotal:	0
TOTAL CUSTOMER SERVICE:			

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization		Organization	
Completeness		Completeness	
Legibility		Legibility	
Grammar		Grammar	
Column subtotal:	0	Column subtotal:	0
TOTAL QUALITY OF WORK:			

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time		Follows Rules and Regulations	
Reports Off Duty As Required		Supports Division's Goals	
Follows Orders		Complies with Division's Goals	
Reports to work as scheduled			
Column subtotal:	0	Column subtotal:	0
TOTAL DEPENDABILITY:			



CLEVELAND DIVISION OF POLICE

PATROL OFFICER PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE (PATROL)			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Reports Arrival Time		Meets Deadlines	
Reports Completion Time		Problem Solving Ability	
Driving Ability		Community Relations	
MVA Record		Arrests (consistent w/Platoon average)	
Investigate/Interview Ability		MMCs (consistent w/Platoon averages)	
Community Relations Skills		UTTs (consistent w/Platoon averages)	
Attends Court When Subpoenaed		PINS (consistent w/Platoon averages)	
Promptness of Required Reports		Knowledge of General Police Orders	
Creativity in Handling Assignments		Knowledge of Constitutional Law	
Multi Tasking Ability		Knowledge of Statutory Law	
		Use of RMS Computer	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE (Patrol):			

JOB KNOWLEDGE (ADMINISTRATIVE)			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Promptness of Required Reports		Knowledge of General Police Orders	
Creativity in Handling Assignment		Knowledge of Constitutional Law	
Multiple Tasking Ability		Knowledge of Statutory Law	
Meets Deadlines		Driving Record	
Problem Solving Ability		MVA Record	
Community Relations Skills		Use of RMS Computer	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE (ADMINISTRATIVE):			

JOB KNOWLEDGE (INVESTIGATIVE)			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Maintains High-Quality Case Files		Driving Ability	
Cultivates Informants		MVA Record	
Search Warrant Completeness		Problem Solving Ability	
Investigates Cases in Timely Manner		Community Relations Skill	
Ability to Solve Assigned Cases		Attends Court when Subpoenaed	
Prosecutor Relationships		Grand Jury Packages	
Judicial Relationships		Grand Jury Attendance	
Investigative Clearance Rate		Knowledge of General Police Orders	
Interview Skills		Knowledge of Constitutional Law	
Use of RMS Computer		Knowledge of Statutory Law	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE (PATROL):			

- Outstanding = 4.51 - 5.0
- Exceeds = 3.51 - 4.50
- Satisfactory = 2.51 - 3.50
- Improvement Needed = 1.51 - 2.50
- Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating	0.00
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** Performance Improvement or Action Plan included for ratings 2.0 or below.



CLEVELAND DIVISION OF POLICE

PATROL OFFICER PERFORMANCE EVALUATION

SECTION III: SUPERVISOR'S COMMENTS

SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

SIGNATURE/BADGE/DATE

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

SUPERVISORY PERFORMANCE EVALUATION

<i>Member's Last Name</i>	<i>First Int.</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Int.</i>	<i>Badge #</i>

<i>Bureau/District</i>	<i>Unit/Platoon</i>	<i>Date</i>

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5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

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CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work		Accepts Additional Duties	
Attitude Toward Public		Proper Grooming	
Accepts Constructive Criticism		Uniform/Plain Clothes Appearance	
Self Motivation		Courteous/Tactful with Citizens	
Care of Vehicles & Equipment		Courteous/Tactful with Other Members	
Teamwork: works well with others		Interaction with other Ethnic Groups	
		Promotes CPD-Community Partnership	
Column subtotal:	0	Column subtotal:	0
TOTAL CUSTOMER SERVICE:			

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization		Organization	
Completeness		Completeness	
Legibility		Legibility	
Grammar		Grammar	
Column subtotal:	0	Column subtotal:	0
TOTAL QUALITY OF WORK:			

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time		Follows Rules and Regulations	
Reports Off Duty As Required		Supports Division's Goals	
Follows Orders		Complies with Division's Goals	
Reports to work as scheduled			
Column subtotal:	0	Column subtotal:	0
TOTAL DEPENDABILITY:			



CLEVELAND DIVISION OF POLICE

SUPERVISORY PERFORMANCE EVALUATION

SECTION II: SUPERIOR OFFICER EVALUATION			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Monitors Performance of Personal		Promotes Divisional Goals	
Completes Assignments Timely		Monitors Safety of Personnel	
Discovers Employee Errors		Monitors Overtime Use	
Offers Constructive Criticism		Effectively Allocates Personnel	
Recommends Appropriate Discipline		Effectively Allocates Resources	
Accepts/Assumes responsibility		Knowledge of General Police Orders	
Delegates Authority Appropriately		Knowledge of Constitutional Law	
Provides leadership		Knowledge of Statutory Law	
Multiple Tasking Ability		Use of RMS Computer	
Problem Solving Ability		Driving Ability	
Community Relations Skills		MVA Record	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE (Supervisory):			

Rating Scale

- Outstanding = 4.51 - 5.0
- Exceeds = 3.51 - 4.50
- Satisfactory = 2.51 - 3.50
- Improvement Needed = 1.51 - 2.50
- Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating	0.00
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SECTION III: SUPERVISOR'S COMMENTS

SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

SUPERVISORY PERFORMANCE EVALUATION

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

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Follows Orders		Courteous/Tactful with Other Members	
Follows Rules and Regulations		Interaction with other Ethnic Groups	
Supports Division Goals		Promotes CPD-Community Partnership	
Complies with Division's Goals		Accepts Constructive Criticism	
		Self Motivation	
Column subtotal:	0	Column subtotal:	0
TOTAL CUSTOMER SERVICE:			

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization		Organization	
Completeness		Completeness	
Legibility		Legibility	
Grammar		Grammar	
Column subtotal:	0	Column subtotal:	0
TOTAL QUALITY OF WORK:			

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time		Follows Rules and Regulations	
Reports Off Duty As Required		Supports Division's Goals	
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Reports to work as scheduled		Meets deadlines	
Column subtotal:	0	Column subtotal:	0
TOTAL DEPENDABILITY:			



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability		Knowledge of General Police Orders	
Problem Solving Ability		Knowledge of Constitutional Law	
Community Relations Skills		Knowledge of Statutory Law	
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer		MVA Record	
Column subtotal:	0	Column subtotal:	0
TOTAL JOB KNOWLEDGE:			

Rating Scale

- Outstanding = 4.51 - 5.0
- Exceeds = 3.51 - 4.50
- Satisfactory = 2.51 - 3.50
- Improvement Needed = 1.51 - 2.50
- Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating	0.00
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** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

SIGNATURE/BADGE/DATE