

# CAMPUS PEACE OFFICER PERFORMANCE APPRAISAL

EMPLOYEE NAME AND SHIELD NUMBER:



**SECTION I** (Please print)

COMPLETE THE FOLLOWING QUESTIONS. ADD ADDITIONAL PAGES WITH EMPLOYEE NAME AND DATE IF NEEDED.

TITLE AND COLLEGE CAMPUS:

EVALUATION PERIOD COVERED FROM  TO

Name and Title of Person conducting this appraisal:

- A. EVALUATION TYPE:  Provisional:  3 month  6 month  9 month  12 month  
 Probationary:  3 month  6 month  9 month  12 month  
 Annual Permanent  Annual Provisional

**ATTENDANCE AND INCIDENTS:** Please document attendance only within this evaluation period

B. NUMBER OF TIMES LATE FOR DUTY:

C. NUMBER OF UNAUTHORIZED ABSENCES:

D. NUMBER OF SICK DAYS USED:

E. NUMBER OF SICK DAYS NOT DOCUMENTED BY A DOCTOR'S NOTE:

F. NUMBER OF INJURIES ON THE JOB:

G. NUMBER OF DAYS ABSENT DUE TO ON THE JOB INJURIES:  NA

H. NUMBER OF ACCIDENTS USING A CUNY VEHICLE (actual number of accidents):

I. COMMENTS. (IF NEEDED):

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## **SECTION II: PERFORMANCE RATINGS**

When rating the employee, please consider each item separately. Evaluate the employee using only the time period stated. Incidents or behavior prior to the stated time should not be covered in this evaluation. Evaluate the employee’s entire performance within the stated time period and not just isolated incidents. CUNY and College-specific performance standards are to be the basis for comparison and evaluation. Outside agency standards and/or comparisons of employees to each other are to be avoided. Use the scale below to rate the employee on each performance knowledge or skill area. If the rating item is not applicable, rate it as N/A – do not leave the rating blank.

**Performance Management Rating Scale – use for all rating items**

UNACCEPTABLE (1) employee consistently fails to perform the duties and responsibilities of the job description

BELOW STANDARD (2) employee’s performance did not meet one or more of the attainable standards

MEETS STANDARD (3) employee has met the task standards in a dependable and consistent manner

ABOVE STANDARD (4) employee consistently performs at a high standard and delivers work better than required

OUTSTANDING (5) employee’s work performance far exceeds the task standards

***Technical Skills***

1. Employee demonstrates knowledge of CUNY Public Safety Guidelines and penal law	<input style="width: 50px; height: 25px;" type="text"/>
2. Written reports are completed within preset time period	<input style="width: 50px; height: 25px;" type="text"/>
3. Written reports and documents are clear, concise AND properly detailed: (eg. logs, personal memo books, incident reports)	<input style="width: 50px; height: 25px;" type="text"/>
4. Learns AND performs new tasks quickly and properly	<input style="width: 50px; height: 25px;" type="text"/>
5. Responds properly to radio calls	<input style="width: 50px; height: 25px;" type="text"/>
6. Responds to radio calls using proper protocols	<input style="width: 50px; height: 25px;" type="text"/>
7. Responds to calls for assistance in accordance with training	<input style="width: 50px; height: 25px;" type="text"/>
8. Operates CUNY vehicles in a safe and appropriate manner in accordance with CUNY Public Safety Operations Guidelines	<input style="width: 50px; height: 25px;" type="text"/>
9. Makes decisions using appropriate judgment in accordance with CUNY policy and training received	<input style="width: 50px; height: 25px;" type="text"/>

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10. Makes appropriate decisions while responding to crisis situations and /or incidents	<input style="width: 100%; height: 100%;" type="text"/>
11. Adheres to Use of Force regulations	<input style="width: 100%; height: 100%;" type="text"/>
12. Adheres to all Campus policies	<input style="width: 100%; height: 100%;" type="text"/>
13. Maintains composure in and control of conflict situations	<input style="width: 100%; height: 100%;" type="text"/>

**Technical Skills Comments:**


***Interpersonal Skills***

14. Treats all members of the CUNY Community (CUNY staff, general public, students, faculty) with respect and tactfulness while carrying out all responsibilities	<input style="width: 100%; height: 100%;" type="text"/>
15. Works cooperatively with all members of the CUNY Community (CUNY staff, general public, students, faculty)	<input style="width: 100%; height: 100%;" type="text"/>
16. Follows orders in a diligent and respectful manner	<input style="width: 100%; height: 100%;" type="text"/>
17. Performs job in a manner that is supportive of Public Safety's goals	<input style="width: 100%; height: 100%;" type="text"/>
18. Can be counted on to perform effectively with minimum supervision	<input style="width: 100%; height: 100%;" type="text"/>
19. Maintains uniform, equipment and personal appearance in accordance with CUNY rules	<input style="width: 100%; height: 100%;" type="text"/>
20. Successfully adapts to changing circumstances	<input style="width: 100%; height: 100%;" type="text"/>
21. Adheres to University Public Safety's code of conduct	<input style="width: 100%; height: 100%;" type="text"/>
22. Employee takes the initiative in addressing Campus specific issues	<input style="width: 100%; height: 100%;" type="text"/>

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**Interpersonal Skills Comments:**


<b><i>For Supervisory Public Safety Personnel</i></b>	<input type="checkbox"/>
23. Displays appropriate level of authority within his / her supervisory role regarding all matters of CUNY operations	<input type="checkbox"/>
24. Treats Subordinates with respect, dignity and tactfulness while carrying out all responsibilities	<input type="checkbox"/>
25. Works cooperatively with subordinate Public Safety staff	<input type="checkbox"/>
26. Conveys orders in a manner that is clear and concise	<input type="checkbox"/>
27. Leads subordinates in a manner that is conducive to maintaining a high level of moral	<input type="checkbox"/>
28. Effectively plans, organizes and motivates others to accomplish departmental goals	<input type="checkbox"/>
29. Conducts uniform and personal memo book inspections regularly and effectively	<input type="checkbox"/>
30. Effectively provides performance feedback and direction to maintain high level of performance	<input type="checkbox"/>
31. Effectively supervises, counsels and recommends disciplinary actions when appropriate	<input type="checkbox"/>
32. Is knowledgeable of subordinates' on duty activities and holds subordinates accountable	<input type="checkbox"/>
33. Properly documents subordinates behavior and performance	<input type="checkbox"/>
34. Meets deadlines set	<input type="checkbox"/>

**Supervisory Skills Comments:**


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## DISCIPLINARY INFORMATION, COMMENDATIONS, AWARDS, MEMBERSHIP IN SPECIALIZED UNITS (IF APPLICABLE)


### Directions for calculating final average score

For Peace Officers Average items 1-22. For Sergeants and other Supervisory staff Average items 1-34.

Exclude any items that were rated as N/A when computing the final average score.

All scores must be reported to ONE decimal place – eg. 2.3. Ratings can be adjusted higher or lower by .5 of a point given a justification that is adequately stated in the comments sections.

## 35. AVERAGE SCORE RATING FOR THIS EMPLOYEE

### Average Score Comments:


Rater Signature

Date

Comments:


I have reviewed this performance appraisal and understand that my signature indicates only that I have read and discussed the appraisal with my supervisor. It does not mean that I necessarily agree with the appraisal contents. I have been given the opportunity to provide comments / rebuttal which will be attached to the appraisal and placed in my personnel file

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EMPLOYEE NAME AND SHIELD NUMBER:

Employee Signature

Date

Comments:


College Public Safety Director Signature

Date

Comments:


College HR Director Signature

Date

Comments:
