

**DISTRICT CHIEF OF POLICE
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Law Enforcement/Emergency Management

- ____ 1. Ensures enforcement of all laws including municipal ordinances, county ordinances, and state laws within board policy and jurisdiction of district.
- ____ 2. Oversees investigation of criminal activities that occur within jurisdiction of district supports other agencies conducting investigation.
- ____ 3. Coordinates actual or potential emergency preparedness or response efforts.
- ____ 4. Develops, organizes and administers emergency response planning and training for emergency response drills for all district owned facilities.
- ____ 5. Coordinates emergency response activities with municipal, county and state authorities.

COMMENTS: _____

Department Management

- ____ 6. Directs the daily operations of the district police department to ensure effective law enforcement and coordinates activities with other department directors and campus principals.
- ____ 7. Works cooperatively with other staff to develop and implement proactive security programs, gang management plans and other safety programs.
- ____ 8. Investigates and makes recommendations on all complaints and accusations made against district police officers or staff.
- ____ 9. Is aware of recent court rulings pertaining to police activity and ensures compliance of district police officers to minimize liability.
- ____ 10. Implements the policies established by federal and state law, Texas Education Agency and local board policy in emergency management and planning.

COMMENTS: _____

Consultation

- ____ 11. Participates on committees and task forces as a district representative.
- ____ 12. Serves as district liaison to local law enforcement agencies and juvenile authorities.

COMMENTS: _____

Safety

- ____ 13. Develops procedures for safe handling and use of firearms.
- ____ 14. Assists principals with the development and implementation of the campus EOPs.
- ____ 15. Reviews of all EOPs. Assist in all Safety Audits at least every 3 years.
- ____ 16. Maintains safety standards in conformance with federal, state and insurance regulations.

COMMENTS: _____

Personnel Management

- ____ 17. Supervises and schedules police officers and staff assigned to department.
- ____ 18. Prepares, reviews and revises police department job descriptions.
- ____ 19. Develops training options and improvement plans.
- ____ 20. Evaluates job performance of employees to ensure effectiveness.

____21. Makes sound recommendations about personnel selection, placement, transfer, retention, and dismissal.

COMMENTS: _____

Administration

____22. Maintains property room for storage of weapons, contraband, etc., confiscated on district property.

____23. Compiles budgets and cost estimates ensuring that department operations are cost effective.

____24. Recommends policies to improve department.

____25. Compiles, maintains and files all physical and computerized reports, records and other documents required.

COMMENTS: _____

Communication

____26. Reports all officer infractions to the Superintendent.

____27. Projects a positive image for the district and the community.

COMMENTS: _____

Other

____28. Performs other duties assigned by supervisor.

____29. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____30. Supervises and evaluates performance of police officers, security guards, and clerical staff.

____31. Ability to be on call after hours.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date