

CITY OF LA VERNIA ANNUAL PERFORMANCE EVALUATION: POLICE CHIEF

The purpose of the evaluation process is to maintain a strong Council/Administration team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by City Council.

Employee Name _____ Job Title _____

Date _____ Appraisal Period: / / to / /

5	Outstanding	Consistently exceeds job factor expectation and is recognized by employees and/or City Council as a leader and positive example for others
4	Above Expectations	Consistently meets and occasionally exceeds job factor expectation.
3	Meets expectations	Consistently meets job expectation.
2	Below Expectations	Frequently fails to meet standards.
1	Needs Improvement	Consistently fails to meet job expectations and a job improvement plan is required.

1. COMMUNICATION AND COMMUNITY RELATIONS:	Rating:
Interacts professionally and courteously with the public, Mayor, Council, employees, customers, and others. Delivers presentations in local venues when necessary. Represents the city to federal, state, regional, local agencies, and private businesses for the benefit of the City of La Vernia. Ensures that employees understand how their work relates to the city's mission. Shares and communicates goals to increase alignment, cooperation, and opportunities to collaborate. Is receptive to new ideas and adapts to new situations. Clearly communicates the direction, required performance, and challenges of change to all involved parties.	1 2 3 4 5
COMMENTS:	

2. CITY COUNCIL RELATIONSHIP:	Rating:
Proactively, periodically, and upon request meets with Council members to identify, confirm, and address priorities. Effectively implements policies and programs approved by City Council; carries out directives of City Council as a whole. Keeps City Council informed of current plans and activities of the City of La Vernia and of new developments; provides Council Members with anticipated issues that could come before City Council.	1 2 3 4 5
COMMENTS:	

3. FISCAL MANAGEMENT:	Rating:
Adequately oversee the budgeting, payroll, and performance reporting for all City of La Vernia Police Department operations. Assist with the development of City of La Vernia annual budget and plans for future projects. Ensure compliance with local, state and federal reporting requirements for the department. Understands the relationship of the budget and resources to the strategic plan. Monitors expenditures and resources to ensure spending is within allotments or makes appropriate modifications. Oversees contracts and vendor relationships to include negotiating terms and binding the City to an agreement. Ensures any pertinent contracts are fulfilled in accordance with agreed upon terms. Complies with contracts, and procurements to preclude fraud or mismanagement of resources. Monitors and verifies ongoing cost effectiveness.	1 2 3 4 5
COMMENTS:	

4. LEADERSHIP:	Rating:
Confidently serves as a driving force in creating a culture that welcomes all employees and community members. Adheres to and models high levels of implementation of written protocols and processes. Serves as a personal model of the change that one expects of others by demonstrating commitment to innovation and continuous improvement in organizational performance. Considers the entirety of the city when identifying, creating, and implementing solutions. Builds on ideas of others to come up with new ways to address organizational issues. Generates creative new solutions and approaches to employee issues and organizational processes. Actively pursues learning and self –development.	1 2 3 4 5
COMMENTS:	

5. MANAGEMENT:	Rating:
<p>Establishes clear roles and responsibilities. Builds capacity with supervisors to lead highly productive meetings and tasks with clear outcomes for employee performance. Motivates employees to meet and/ or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Is receptive to new ideas and procedures. Demonstrates respect and professionalism through appearance, words, and actions. Identifies and applies best practices to improve performance of departments. Ensures employees maintain up-to-date critical knowledge, skills, and certifications for job responsibilities. Seeks out opportunities to improve, streamline, and reinvent work processes. Explores potential solutions and evaluates each before accepting any.</p>	1 2 3 4 5
COMMENTS:	
6. HUMAN CAPITAL:	Rating:
<p>Overseas human resource functions, including but not limited to: hiring, termination, and developing job descriptions. Monitors and provides reports to City Council on salary plans, making recommendations to Council regarding as needed. Ensures timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggest opportunities to enhance performance for employees who may have room for improvement.</p>	1 2 3 4 5
COMMENTS:	
SUMMARY AND OVERALL EVALUATION	
<p>Total Rating: _____</p>	
SUGGESTIONS FOR IMPROVEMENT:	
EMPLOYEE COMMENTS:	

 Mayor Signature

 Date

 Mayor Pro-Tem Signature

 Date

Council Member

Date

Council Member

Date

Council Member

Date

Council Member

Date

Employee Signature

Date