

# CAMPUS PUBLIC SAFETY PERFORMANCE APPRAISAL

EMPLOYEE NAME AND SHIELD NUMBER: \_\_\_\_\_



## SECTION I

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.

<p><b>Performance Management Rating Scale – use for all rating items</b></p> <p>UNACCEPTABLE (1) employee consistently fails to perform the duties and responsibilities of the job description</p> <p>BELOW STANDARD (2) employee's performance did not meet one or more of the attainable standards</p> <p>MEETS STANDARD (3) employee has met the task standards in a dependable and consistent manner</p> <p>ABOVE STANDARD (4) employee consistently performs at a high standard and delivers work better than required</p> <p>OUTSTANDING (5) employee's work performance far exceeds the task standards</p> <p><b>Technical Skills</b></p>	
1. Employee demonstrates knowledge of CUNY Public Safety Guidelines and penal law	
2. Written reports are completed within preset time period	
3. Written reports and documents are clear, concise AND properly detailed: (eg. logs, personal memo books, incident reports)	
4. Learns AND performs new tasks quickly and properly	
5. Responds properly to radio calls	
6. Responds to radio calls using proper protocols	
7. Responds to calls for assistance in accordance with training	
8. Operates CUNY vehicles in a safe and appropriate manner in accordance with CUNY Public Safety Operations Guidelines	
9. Makes decisions using appropriate judgment in accordance with CUNY policy and training received	

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10. Makes appropriate decisions while responding to crisis situations and /or incidents	
11. Adheres to Use of Force regulations	
12. Adheres to all Campus policies	
13. Maintains composure in and control of conflict situations	

**Technical Skills Comments:**

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

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**Interpersonal Skills Comments:**

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

**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.

<b>35. AVERAGE SCORE RATING FOR THIS EMPLOYEE</b>	
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**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 Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
College Public Safety Director Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
College HR Director Signature

\_\_\_\_\_  
Date

Comments: