MONTGOMERY COUNTY, MARYLAND

DEPARTMENT OF POLICE

# PERFORMANCE PLANNING AND APPRAISAL FORM

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| Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Oracle ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Bureau: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s Oracle ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reviewer’s Oracle ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Type of Appraisal: |
| Increment/Anniversary Date: | Appraisal Period: |
| [ ]  Increment  | [ ]  Merit Status  |
| [ ]  Anniversary  | [ ]  Other  |
| [ ]  Proficiency Advancement  |  |
| Recommended Action to be: |
| [ ]  Granted[ ]  Denied [ ]  Delayed | Date of Plan: Employee’s Signature: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Review |
| Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COMPETENCIES** |
| **Competency** |  **-Mandatory: Racial Equity and Social Justice (\*New)** |
| **Description** | **Racial Equity and Social Justice (RESJ)** involves complying with applicable laws and regulations to dismantle structural racism within County Government. It is an intentional and ongoing process aimed at reducing and eliminating racial disparities while ensuring equitable outcomes for all. It includes activities aimed at identifying and addressing racial disparities and promoting equitable outcomes for historically oppressed people and communities. It also involves changing policies, practices, systems, and structures to remove barriers, redress historical inequities, elevate community voices, and ensure equitable treatment of everyone. |
| **Behavior Indicator** | Contributes to departmental and countywide RESJ goals. Demonstrates understanding of the racial equity and social justice framework within the workplace and community. Speaks out against instances of systemic racism or organizational practices that may exclude people based on race, gender, ability, etc. Takes action that shows consideration for cultural concerns and expectations. Follows established procedures, programs, or policies to support racial equity and inclusion in everyday work. Participates in learning opportunities on RESJ, and applies learning to everyday work and/or projects. |
| **Behavior Indicator - Rating Levels** |
| [ ]  Exceeds  Requirements[ ]  Meets  Requirements[ ]  Below  Requirements  | Employee contributes to departmental and countywide RESJ goals. Employee demonstrates understanding of the racial equity and social justice framework within the workplace and community. Employee carries out all aspects of his or her job without discrimination based on race, color, religion, sex, age, marital status, national origin, political affiliation, sexual orientation, ethnicity, and physical or mental handicap. Employee works cooperatively with others. Employee speaks out against instances of systemic racism or organizational practices towards diverse people/team. members. Employee is helpful and courteous with public. Employee seeks out and attends RESJ trainings. |
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| **Narrative Comments** |
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| **Competency** | **-Mandatory: Safe Work Environment** |
| **Description** | **Office/Internal Environment Safe Work Environment** in an office/internal setting involves taking actions to ensure that employees and citizens are relatively free from safety hazards by proactively identifying safety issues and concerns, ensuring that file cabinet drawers are closed when they are not in use and carpeting is not torn and cords are not exposed in order to prevent accidents from occurring.**External Environment Safe Work Environment** in an external setting involves taking actions to ensure that employees and citizens are relatively free from safety hazards by proactively identifying safety issues and concerns, ensuring employees follow special or strict safety procedures and/or precautions, and/or use special equipment, such as hard hats, respiratory masks, insulated or protective clothing and/or footwear, gloves, shields and ear protectors. |
| **Behavior Indicator - Rating Levels** |
| [ ]  Exceeds  Requirements[ ]  Meets  Requirements[ ]  Below  Requirements | Employee observes safe work practices. Employee takes action to ensure a work environment free of safety hazards. Employee follows special or strict safety procedures and/or precautions, and/or use special equipment. |
| **Narrative Comments:**  |
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|  ***NOTE:*** ***“Meets Requirement”*** *is an appropriate rating for this competency.* |

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| **Major Work responsibility No. 1:** |
| Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 2:** |
| Performance Guideline No. 2A:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 2:** |
| Performance Guideline No. 2B:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 2:** |
| Performance Guideline No. 2C:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 2:** |
| Performance Guideline No. 2D:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 3:** Oversee Applicant Movement through the testing process  |
| Performance Guideline No. 3A:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 4:**  |
| Performance Guideline No. 4A:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| **Major Work responsibility No. 8:**  |
| Performance Guideline No. 5A:Actual Achievement:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

**General Performance Guidelines**

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| Employee carries out all aspects of his or her job without discrimination based on race, color, religion, sex, age, marital status, national origin, political affiliation, sexual orientation, ethnicity, and physical or mental handicap. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee demonstrates initiative and job interest. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee works cooperatively with others. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee is helpful and courteous with public. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee maintains regular and prompt attendance. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee observes safe work practices. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee maintains proper care and use of county issued equipment. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

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| Employee maintains acceptable personal appearance. |
| Comments:  |  |
| [ ]  Exceeds Requirements [ ]  Meets requirements [ ]  Below Requirements  |

**SUPERVISOR’S COMMENTS:**

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Supervisor’s Signature Date

**EMPLOYEE’S COMMENTS:**

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Employee’s Signature Date

**DIRECTOR’S COMMENTS:**

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Director’s Signature Date