

# RUSSELLVILLE POLICE DEPARTMENT

## Evaluation Worksheet

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This is an evaluation sheet to be used by the Russellville Police Department for the purpose of determining whether or not an employee will receive a step raise in this budget year. This evaluation is to be completed without bias and based solely on performance of the employee during the past year.

*1 - Needs Improvement    2 - Satisfactory    3 - Excels*

Employee Name: \_\_\_\_\_ ID# \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

<b>APPEARANCE</b>	
	Uniform and equipment is neat and clean
	Presents a professional image to the public
<b>EXPERIENCE</b>	
	Number of Years Law Enforcement Experience
	Number of Years Experience with Russellville Police Dept
<b>CONDUCT</b>	
	Knows and complies with the General Orders
	Follows directions
	Disciplinary Action received
	Professional & courteous to the public. (receives few or no complaints)
	Sets a good example to other Employees and the Public
	Works well with others (assists others)
	Respectful toward superior officers
	Accepts constructive criticism
	Comes into work when needed other than scheduled shift (OT, games, etc)
	Does not abuse sick days
	Reports to work on time and ready for duty
<b>WORK PERFORMANCE</b>	
	Overall job knowledge
	Self motivated to perform assigned duties
	Performs more than what is expected of them without being asked
	Demonstrates professionalism

