

Village of Palmyra

Director of Public Safety – Performance Evaluation Form

Employee Name: _____

Evaluation Period: _____

Evaluator Name/Title: _____

Date of Evaluation: _____

Section 1: Leadership and Department Oversight (Rate 1–5)

Criteria	Rating (1–5)
1.Provides effective leadership to public safety departments (Police, Fire, EMS)	
2.Ensures departments operate efficiently and collaboratively	
3.Establishes clear goals and expectations for subordinate leaders	
4.Demonstrates accountability and sound decision-making	

COMMENTS AND REASONINGS BEHIND RATINGS

Section 2: Emergency Preparedness & Incident Response

Criteria	Rating (1–5)
1.Coordinates planning and response for emergency and disasters	
2.Maintains or improves emergency management plans and protocols	
3.Works effectively with mutual aid partners and outside agencies	
4.Demonstrates command presence and calm leadership during crises	

Section 2: Emergency Preparedness & Incident Response

Rating (1–5)

Criteria

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Budget and Resource Management

Criteria

Rating (1–5)

- 1.Pre pares and manages budgets for all public safety departments**
- 2.Allocates resources efficiently and responsibly**
- 3.Seeks grants or alternative funding when appropriate**
- 4.Oversees procurement and maintenance of critical equipment**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 4: Policy, Compliance & Risk Management

Criteria

Rating (1–5)

- 1.Maintains current, effective public safety policies & standard operating procedures**
- 2.Ensures compliance with federal, state, and local laws/regulations**

Criteria	Rating (1–5)
3.Promotes risk management strategies to protect personnel and public	
4.Conducts internal reviews or investigations when necessary	
<u>COMMENTS AND REASONINGS BEHIND RATINGS</u>	

Section 5: Communication & Collaboration

Criteria	Rating (1–5)
1.Communicates clearly and effectively with the Village Board, staff, the media and the public when necessary	
2.Facilitates interdepartmental coordination and cooperation	
3.Keeps elected officials informed on key issues and concerns	
4.Represents the village professionally in meetings and public forums	
<u>COMMENTS AND REASONINGS BEHIND RATINGS</u>	

Section 6: Staff Development & Morale

Criteria

Rating (1–5)

- 1.Supports recruitment, retention, and development of personnel**
- 2.Promotes training and continued education for staff**
- 3.Addresses personnel issues fairly and promptly**
- 4.Encourages a safe, respectful, and team-oriented workplace culture**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Community Engagement & Public Trust

Criteria

Rating (1–5)

- 1.Maintains positive relationships with residents & community groups**
- 2.Responds to public concerns and complaints with professionalism**
- 3.Promotes transparency and trust in public safety operations**
- 4.Participates in community events and public safety education**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Past Goals Review

List goals set during the last evaluation and progress made:

- Goal 1:
- Goal 2:
- Goal 3:

Progress Comments:

Section 8: New Goals for Upcoming Evaluation Period

- Goal 1:
- Goal 2:
- Goal 3:

Additional Goal Information:

Overall Evaluation Summary

Evaluator Comments:

(Summarize strengths, improvement areas, leadership effectiveness, and community impact.)

Final Rating

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

Signatures

Evaluator Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

(Signature confirms the evaluation was reviewed and discussed, not necessarily agreed upon.)

Any Additional Comments may be added here. Please highlight which section or goals you are commenting on if you need more comment space: