

Village of Palmyra

Police Chief – Performance Evaluation Form

Chief of Police Name: _____

Badge Number: _____

Evaluation Period: _____

Evaluator Name/Title: _____

Date of Evaluation: _____

Instructions:

For each category, rate performance using the following scale:

5 – Excellent

4 – Above Expectations

3 - Meets Expectations

2 – Needs Improvement

1 – Unsatisfactory

N/A – Not applicable or Observed

Provide comments for any ratings of 3 or below and use the comment boxes for examples, strengths, and areas for improvement.

Section 1: Leadership & Management (Rate 1–5)

Criteria	Rating (1–5)
1.Demonstrates integrity, professionalism, and sound judgement	
2.Sets clear expectations and communicates effectively with staff	
3.Develops, trains, and mentors officers	
4.Effectively manages scheduling, staffing, and resources	
5. Maintains a positive work environment	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Community Relations

Criteria

Rating (1–5)

- 1.Builds trust with residents and community partners**
- 2.Is visible and approachable within the community**
- 3.Responds to citizen concerns in a timely and respectful manner**
- 4.Represents the department positively at public meetings**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Public Safety & Service Delivery

Criteria

Rating (1–5)

- 1.Ensures timely and professional response to calls**
- 2.Demonstrates sound decision-making in critical incidents**
- 3.Prioritizes crime prevention, traffic safety, and community safety**
- 4.Maintains readiness and appropriate emergency preparedness**

Criteria

Rating (1–5)

COMMENTS AND REASONINGS BEHIND RATINGS

Section 4: Administrative & Operational Performance

Criteria

Rating (1–5)

- 1. Completes reports, records, and documentation accurately and on time**
- 2. Effectively manages the department budget**
- 3. Complies with state and federal laws (Wisconsin DOJ, training standards etc.)**
- 4. Ensures policy updates, training compliance, and risk management practices**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Professionalism & Ethical Conduct

Criteria

Rating (1–5)

- 1. Upholds ethical standards and fosters accountability**
- 2. Treats staff and community members fairly and respectfully**
- 3. Avoids conflicts of interest and adheres to all local/state policies**

Criteria

Rating (1–5)

4.Demonstrates transparency and honesty in interactions

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Strategic Planning & Departmental Improvement

Criteria

Rating 1-5

1.Identifies and addresses department needs and community trends

2.Prepare cost-effective improvements or innovations

3.Establishes long-term goals for the department

4.Communicates strategic priorities to staff and village officials

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Interagency & Government Collaboration

Criteria

Rating 1-5

1.Works effectively with county agencies, Fire/EMS and mutual-aid partners

Criteria

Rating 1-5

2.Maintains positive communication with the Village Board and local officials

3.Participates in regional law-enforcement networks or trainings

4.Shares information appropriately and collaborates during multi-agency incidents

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: _____

Police Chief 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: