

Village of Palmyra

Police Officer – Performance Evaluation Form

Officer 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: Patrol & Law Enforcement Duties (Rate 1–5)

Criteria	Rating (1–5)
1.Performs patrol duties thoroughly and responsibly	
2.Responds appropriately to emergency and non-emergency calls	
3.Demonstrates sound judgement in the field	
4.Enforces laws and ordinances fairly and consistently	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Officer Safety and Tactical Skills

Criteria

Rating (1–5)

- 1.Practices proper officer safety and situational awareness**
- 2.Handles confrontations and high-risk situations appropriately**
- 3.Uses equipment (weapons, restraints, radio) correctly and safely**
- 4.Maintains physical fitness appropriate for duties**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Report Writing & Documentation

Criteria

Rating (1–5)

- 1.Completes reports accurately, clearly, and on time**
- 2.Prepare documents that meet legal and departmental standards**
- 3.Maintains proper records, evidence logs, and citations**
- 4.Demonstrates attention to detail in written work**

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 4: Public Interaction & Community Policing

Criteria

Rating (1–5)

- 1.Treats residents and the public with respect and professionalism**
- 2.Builds rapport with community members and businesses**
- 3.Handles complaints and public concerns appropriately**
- 4.Participates in community engagement efforts when possible**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Ethics, Professionalism & Conduct

Criteria

Rating (1–5)

- 1.Demonstrates integrity and ethical behavior at all times**
- 2.Upholds departmental policies and procedures**
- 3.Presents a professional appearance and demeanor**

Criteria

Rating (1–5)

4. Accepts accountability for actions and decisions

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Communication & Teamwork

Criteria

Rating 1-5

1. Communicates effectively with supervisors, peers, and dispatch

2. Works cooperatively with other officers and departments

3. Follows instructions and accepts constructive feedback

4. Contributes to a positive team environment

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Initiative & Problem Solving

Criteria

Rating 1-5

1. Takes initiative without needing excessive supervision

Criteria

Rating 1-5

2. Uses good judgement and critical thinking in complex situations

3. Demonstrates flexibility and adaptability in changing conditions

4. Seeks solutions rather than just reporting problems

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: _____

Officer 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: