

Miami Police Department Employee Evaluation Form

Member Information

Member:	VILLARD, PAULE S	ID:	07263
Supervisor:	DAVIS, NICOLE	Shift:	
Department:	Miami Police Department		
Assignment:	FOD-COMM AFFAIRS-COMM AFFAIRS-P A L		
Rank:	POLICE OFFICER		
Position:	MPD Community Affairs Unit PAL Officer		

Evaluation Information

Type:	Annual		
Review Date:	1/23/2013		
Rating Period	12/26/2011	to	12/25/2012
Overall Score	S		70.6%

Scale: Overall Ratings

OP = Outstanding Performance for 90.00% to 100.00%
 AA = Above Average for 80.00% to 89.99%
 S = Satisfactory Performance for 60.00% to 79.99%
 NI = Needs Improvement for 20.01% to 59.99%
 US = Unsatisfactory Performance for 0.00% to 20.00%

Performance Ratings

AA = Above Average
 S = Satisfactory Performance
 NI = Needs Improvement
 NA = Not Applicable
 NE = Not Evaluated
 PDE = Problem documented elsewhere



Performance Measures

Type	Number	Rating	Performance Statement
Task			
	ALL1003	S	Complete, update, submit required documents/forms/reports
	ALL1005a	S	Complete leave/comp/OT slips
	ALL1007b	S	Attend all required training
	PAL5231a	S	Generate and submit monthly event schedule
	PAL5231b	NI	Generate and submit monthly PAL reports
	PAL5232	S	Coordinate event requirements
	PAL5233	S	Implement structured summer programs/clinics
	PAL5236	NI	Supervise activities/events
	PAL5237	S	Document and submit participant attendance and release forms
	PAL5238	S	Coordinate site registrations
	PAL5239	S	Disseminate PAL literature/information

PAL5240	S	Refer participants to other programs
PAL5241	S	Participate in follow-up critiques
PAL5242	S	Participate in fund raising activities

Policy

PL1001	<u>NI</u>	Leave and Attendance
PL1002	<u>AA</u>	Grooming and dress
PL1003	<u>NI</u>	Accepts supervision and direction
PL1004	S	Contact with public
PL1005	S	Operation and care of equipment
PL1006	S	Human diversity awareness
PL1007	S	Message return/follow-up
PL1010	S	Use of force
PL1011	S	Pursuit

Proficiency

PR1000a	S	Officer safety
PR1000b	<u>NI</u>	Situational awareness
PR1009a	S	Knowledge of juvenile justice system
PR1009b	S	Knowledge of juvenile dependency system
PR1009c	S	Knowledge of DJJ regulations
PR1009d	S	Juvenile counseling skills
PR1013a	S	Knowledge of statutes pertaining to domestic violence
PR1013b	S	Knowledge of elder abuse statutes
PR1013c	S	Knowledge of victim's rights statutes
PR1013d	S	Knowledge of dependency/child abuse laws, policies and procedures
PR1014a	S	Knowledge of job specific local, state, and federal statutes and/or ordinances
PR1014b	S	Knowledge of court system and legal procedures

PR1014c	S	Knowledge of pretrial services profession
PR1014g	S	Knowledge of probable cause
PR1017a	S	Defensive / control tactics
PR1017b	S	Verbal command and control skills
PR1018a	S	Firearms proficiency
PR1020c	S	Interviewing/interrogation skills
PR1021a	S	Knowledge and ability to perform subordinate's tasks
PR1021b	S	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies
PR1023a	S	Public relations skills
PR1023b	S	Public speaking
PR1023c	S	Organizational skills
PR1023d	S	Planning and scheduling skills
PR1067b	S	Radio communications
PR1079a	S	Verbal and written communications skills
PR1079b	S	General comprehension skills
PR1079d	S	Forms control/usage
PR1080a	S	Time management skills
PR1080b	S	Inter-personal skills
PR1080c	S	Problem solving
PR1080d	S	Team building skills
PR1080g	S	Knowledge of supporting agencies in the community
PR1080h	S	Language skills
PR1080i	S	Knowledge of social, economic, and demographical conditions
PR1081a	S	Leadership skills

Strategic Objective Alignment

C4	S	Provide Excellent Recreation, Educational & Cultural Programs
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C6	S	Provide Excellent Public Safety
C7	S	Provide Excellent Customer Service
F1	<u>NA</u>	Enhance Existing Revenue
F3	<u>NA</u>	Achieve Operational Savings
F4	<u>NA</u>	Achieve Cost-Effective Municipal Services
I1	<u>NA</u>	Maximize Grant Opportunities and Management
I3	<u>NA</u>	Improve Business and Service Delivery Processes
I4	<u>NA</u>	Deliver Technology and e-Solutions
L1	<u>NA</u>	Instill Customer Focused, High Performance Culture
L2	<u>NA</u>	Align Employee Goals with City Goals
L3	<u>NA</u>	Develop Strategic Skills
L4	<u>NA</u>	Provide Employees with Key Information
L5	<u>NA</u>	Provide a Quality Work Environment

Previous Needs Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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Current Needs Improvement

<u>Number</u>	<u>Performance Statement</u>	<u>Incident Date</u>	<u>Expected Date of Accomplishment</u>	<u>Date Accomplished</u>	<u>Entered By</u>
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PL1001
Resolution: Leave and Attendance Counseling

Notes: Officer Villard failed to notify her immediate supervisor that she would be out of the office for two months due to a personal injury.

DAVIS,
NICOLE

PAL5236
Resolution: Supervise activities/events Counseling

Notes: Officer Villard must supervise all PAL activities/events. She cannot exclude herself because she is not familiar with the sport.

DAVIS,
NICOLE

PR1000b
Resolution: Situational awareness Counseling

Notes: Officer Villard must remain alert and aware of her surroundings while on duty.

DAVIS,
NICOLE

PAL5231b
Resolution: Generate and submit monthly PAL reports Counseling

Notes: Officer Villard must submit monthly reports as required without being told to do so.

DAVIS,
NICOLE

PL1003 Accepts supervision and direction

Resolution: Reassignment

DAVIS,
NICOLE

Notes: Officer Villard failed to follow directives from the Unit Commander.

Above Average

<u>Number</u>	<u>Performance Statement</u>	<u>Date</u>	<u>Entered By</u>
PL1002	Grooming and dress		DAVIS, NICOLE
Notes: Officer Villard is always neat and well groomed			

Attachments

Comments

SUPERVISOR / EMPLOYEE AGREEMENT

This evaluation has been discussed and reviewed with the employee.
MPD Workplace Violence Policy has been provided to the employee.
MPD Sexual Harrassment Policy has been provided to the employee.
The Evaluating Supervisor has offered to provide career coueseling to the employee..

<u>Paule Villard</u> Employee's Name	<u>1/23/13</u> Date
<u>Sgt. [Signature]</u> Appraiser's Name	<u>01/23/13</u> Date
<u>A/Lt. [Signature]</u> Department Director/Designee	<u>01/28/13</u> Date

Employee Comments

I do not agree with the evaluation.
I want to do a rebuttal.

Villard