EMPLOYEE

PROBATIONARY PERFORMANCE EVALUATION

REPORT

DEPARTMENT OF POLICE CITY OF MIAMI, FLORIDA

PROBATION REPORT NUMBER 4

| VILLARD, Paule PSA | | 3.M. # 7263 | 500 - 500 | OD ERON 1 Ju | ane 87 |
|---|-----------|--------------------------|---------------------|------------------------|----------------|
| Security & Pecontin | | | FOR PERI | OD FROM | 19 |
| Security & Reception | | ETAIL | agement | то 30 Л | ine 1987 |
| | OUTSTANDI | VERY GOOD | SATISFACTORY | MENT NEEDED | UNSATISFACTORY |
| A. JUDGMENT | | | X | | П |
| B. DEPENDABILITY | | | X | | П . |
| C. WORK INITIATIVE | | | X | | □. , □ |
| . QUALITY OF WORK | | . 🗆 | | X | |
| E. APPEARANCE | | | X | | |
| F. CO-OPERATION | | | | ORE | |
| G. KNOWLEDGE OF WORK | | | \square | | CEPVED |
| H. PUBLIC CONTACTS | | V | X | JU, | 17 4987 |
| Use only when rating supervisors: | | | | MANINI DIT | 10 |
| I. SUPERVISORY ABILITY | | | | | NNEL HIT |
| J. OVERALL EVALUATION | | | XX | | |
| FUADVO | | | | ty awa e | |
| EMARKS: (COMMENTS BY performed satisfacto | THE RATE | R ARE REQ | uired) Alth | nough PSA Vil | lard |
| performed satisfacto improvement in the a | | | | needs to show | N |
| Each report must be read by and disc | | | | | |
| Que Villa d | 07 /68 | 107 | noyee's signature i | vill acknowledge recei | of his copy. |
| EMPLOYEE'S SIGNATURE | /08 | 101 - | Sers A. | RATER . | 6075 |
| mmediate Commanding Officer's Co | omments | RECEI | VED | | |
| | | JUL 16 | 2 2 0 0 0 0 | | |
| | | ASSISTANT ADMINISTRAT | CHIEF ION DIV. | | |
| PIES TO: | | SUT RO | noto L | Sintar-6+ | 77:0- |
| EMPLOYEE'S UNIT FILE POLICE PERSONNEL OFFICE (ORIGI | NAL) | Lt. | Immediate | ommanding Officer | |
| R PERSONNEL OFFICE USE ONLY | | MAjon | Party. | latoon C/O | £7 |
| DEFICE USE ONLY | | - AR | Section | Commander | 5 1987 |
| | | W V | DEPUTY/ASSIST | ANT CHIEF OF PO | |

| _ | Exercises satisfactory judgement. |
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| | |
| DEPENDABILIT | Reports to work on time. Used no I or IF time this |
| rating | period. |
| | |
| WORK INITIAT | IVE Completes her share of the work-load. Completed 191 |
| | nt reports this rating period. |
| | |
| OUNTIME OF W | ORK Improvement needed. Reports usually contain improper |
| senten | ce structure, and spelling errors. Has been advised to |
| obtain | a dictionary. |
| | |
| | Neat and well groomed. Height and weight are within |
| guidel | ines. |
| | |
| COOPERATION | Gets along well with Supervisors and fellow employees. |
| | |
| | the state of the s |
| KNOWLEDGE OF | WORK Obtains new job knowledge each day. |
| | |
| | |
| | Always polite when assisting the public. |
| PUBLIC CONTAC | Atways polite when assisting the public. |
| | |
| | |
| SUPERVISORY | ABILITY N/A |
| | |
| | |
| OVERALL EVAL | Performed satisfactorily. |
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| CONTINUED | |
| A CONTINUED | |
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| | |
| 27 WEI | GHT 144 HEIGHT 5'4" "I" AND/OR "IF" TIME USED THIS PERIOD |
| | s 0 COMMENDATIONS 0 REPRIMANDS 0 |
| | |
| COURT/DEPOS | ITION APPEARANCES MISSED FOR THIS RATING PERIOD |
| | |
| N COMPLAINT | SO PREVENTABLE ACCIDENTS NON-PREVENTABLE ACCIDENTS |
| | S 0 PREVENTABLE ACCIDENTS NON-PREVENTABLE ACCIDENTS |
| | S O PREVENTABLE ACCIDENTS _ O NON-PREVENTABLE ACCIDENTS _ |

EMPLOYEL PERFORMANCE EVALUAT N REPORT

DEPARTMENT OF POLICE

PROBATION REPORT NUMBERS

| er exist | MC | | FOR PERI | DO FROM | July 19 87 |
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| Security & Receptio | n/Informa | tion Mana | agement | 331 | July 87 |
| UNIT | DET | AIL | | 10 | |
| | DHIONATETUO | VERY G000 | SATISFACTORY | MENT NEEDED | UNSATISFACTOR |
| A. JUDGMENT | . 🗖 | , | * | | |
| . DEPENDABILITY | | G | · · · · · · · · · · · · · · · · · · · | _ * | |
| C. WORK INITIATIVE | | | · · · · · · · · · · · · · · · · · · · | | |
| . QUALITY OF WORK | | | 三 | | |
| . APPEARANCE | | | | | |
| F. CO-OPERATION | | Ā | X | | |
| . KNOWLEDGE OF WORK | | | | | <u>U</u> |
| . PUBLIC CONTACTS | |] [| X) | U | |
| | | | X | | |
| se only when rating supervisors: | | | The State of the Control of the Cont | | ere to the end |
| SUPERVISORY ABILITY | | <u> </u> | | | · a D-inim |
| The state of the s | | The second name of the second | | | - 600 |
| MARKS: (COMMENTS BY | THE RATER | ARE REQ | UIRED) PSA | Uillard per | formed in a |
| satisfactory manner neglecting to make a Each report must be read by and dis | THE RATER this rati security | check of | DIRED) PSA d. She rec f the stati ployee's signature | eived a defi | ciency for |
| Each report must be read by and dis | THE RATER this rati security | check of the check | d. She rec f the stati ployee's signature CEIVED | eived a definition after being will acknowledge records | ciency for |
| satisfactory manner neglecting to make a Each report must be read by and dis Simple Walland Employee's signature mediate Commanding Dericer's O | THE RATER this rati security consed with the | check of the check | DIRED) PSA d. She rec f the stati ployee's signature | eived a defi | ciency for |
| MARKS: (COMMENTS BY satisfactory manner neglecting to make a Each report must be read by and distinct the comments of the comm | THE RATER this rati security consed with the | check of the check | d. She rec f the stati ployee's signature CEIVED 16 18 1987 | eived a definition after being will acknowledge records | ciency for |
| MARKS: (COMMENTS BY satisfactory manner neglecting to make a Each report must be read by and distinct the comments of the comm | THE RATER this rati security consed with the | RE | d. She rec the stati loyer's signature CEIVED 16 18 1987 SISTANT CHIEF NISTRATION DIV. PSA PSA PSA PSA PSA PSA PSA PS | eived a definition after being will acknowledge records | ciency for |
| SATISFACTORY MANNER AS SATISFACTORY MANNER AND AUG TO THE TOTAL AUG TO THE | THE RATER this rati security consed with the | RE | DIRED, PSA d. She rec f the stati ployee's signature CEIVED IG 18 1987 SISTANT CHIEF NISTRATION DIV. Immediate C | eived a definition on after be: will acknowledge recommending Officer Platoon C/O | iciency for ing told (0 ceipt of his copy. |
| MARKS: (COMMENTS BY satisfactory manner neglecting to make a Each report must be read by and distinct the comments of the comm | THE RATER this rati security consed with the | RE | DIRED, PSA d. She rec f the stati ployee's signature CEIVED IG 18 1987 SISTANT CHIEF NISTRATION DIV. Immediate C | eived a definition on after be: will acknowledge recommending Officer Such | iciency for ing told (0 ceipt of his copy. |

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| DEPENDABILITY Rep | | | | | |
| period. R | eceived a defici | ency for neg | lecting to | make a sec | urity |
| check afte | r being told to | do so. | | | |
| WORK INITIATIVE Con average of | mpleted 253 incident re | eports, one o | f the top p | g period for roducers i | or a da |
| | | | 1.300 (240 | | |
| QUALITY OF WORK | Reportswriting | skills have | improved to | the satis | factory |
| level. | | 1.1 | | | |
| | | **** | Land Control of the Sand | | |
| APPEARANCE Unifo | | | and weight | are within | |
| | | | | 46, - 1, 1 | |
| COOPERATION Gets | along well with | everyone. | | ar a jt. 12 👵 | in 12 g |
| | Transparence of the second | | THE SECTION OF THE PERSON OF T | | |
| | | | ne se | nger energy nation is | |
| KNOWLEDGE OF WORK | Continues to lear | rn more each | day. As o | f now she | possesse |
| satisfacto | ry knowledge. | | | 2 - 100 - 100 - 1 | g. z v |
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| the contract of the | lite when assist: | ing the publ | ic. | e 1911 in Tale in Value of Silver 1912 in Tale III | e series services |
| PUBLIC CONTACT Po: | and the second | | ic. | | . With M 1900 |
| PUBLIC CONTACT Po: | lite when assist: | | íc. | | 9,8 8 Legs |
| PUBLIC CONTACT Po: | lite when assist: | | ic. | | - 243 W 1465 |
| PUBLIC CONTACT Po: | lite when assist: | | ic. | | 100 M 100 M |
| PUBLIC CONTACT Po: | lite when assist: | | ic. | | 9,3 9 seco |
| PUBLIC CONTACT Po: | lite when assist: | | ic. | | 9,8 9 1-65 v |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | 9,3 9 seco |
| PUBLIC CONTACT Po: | lite when assist: N/A Performed satisf | | ic. | | 9,8 9 1 4 5 |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | 2,3 9 seco |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | 10,000 P 1000 |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | 9,8 9 seco |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | |
| PUBLIC CONTACT Possible Possib | lite when assist: N/A Performed satisf | | ic. | | 20,3 9 4 5 5 5 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| SUPERVISORY ABILITY OVERALL EVALUATION KS CONTINUED | N/A Performed satisf | factory. | | | |
| SUPERVISORY ABILITY OVERALL EVALUATION KS CONTINUED | N/A Performed satisf | factory. | | | eriod _0 |
| PUBLIC CONTACT POSSUPERVISORY ABILITY DVERALL EVALUATION to do 27 WEIGHT 144 | N/A Performed satisf | Factory. | O/OR "IP" TIME | USE) THIS I | eriod 0 |
| PUBLIC CONTACT POSSUPERVISORY ABILITY EXECUTE EVALUATION | N/A Performed satisf | Factory. | O/OR "IP" TIME | USED THIS I | ERIODO |

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EMPLOYEF PERFORMANCE

REPORT

DEPARTMENT OF POLICE

PROBATION REPORT NUMBER

| 50 ×2 × | £ | | | D FROM 1 | Aug 19 87 |
|--|----------------------------------|-----------|--|--|---|
| Security & Reception | /Informat | ion Man | agement | | Aug 87 |
| | DNIONATETUO | VERY 4008 | SATISFACTORY | LITTLE IMPROVE- MENT NEEDED | UNSATISFACTOR |
| A. JUDGMENT | | | <u>M</u> | | |
| . DEPENDABILITY | | | <u> </u> | · a | |
| . WORK INITIATIVE | | | <u> </u> | | |
| QUALITY OF WORK | | | X | | |
| . APPEARANCE | | | X | | |
| . CO-OPERATION | | | | | |
| . KNOWLEDGE OF WORK | | | | e e e e e e e e e e e e e e e e e e e | |
| PUBLIC CONTACTS | | | | | · · · · · · · · · · · · · · · · · · · |
| te only when rating supervisors: | t to a least to support | | | | |
| SUPERVISORY ABILITY | | | | | |
| OVERALL EVALUATION | | | | | |
| | | | | | |
| MARKS: (COMMENTS BY 1 eels PSA Villard perf eriod, she did receiv | ormed in | a satis | factory man | g the phone | ing |
| MARKS: (COMMENTS BY 1 eels PSA Villard perf eriod, she did receiv | ormed in | a satis | factory man | ner this rate of the phone will acknowledge records | ing in (OVER) |
| MARKS: (COMMENTS BY 1) eels PSA Villard perferiod, she did received by and discount read by and discount to the contract of th | ormed in e a defic | a satis | or answering or answering of Alterday Manuel CEIVED | ner this rate of the phone will acknowledge reconstruction of the phone of the phon | ing in (OVER) eips of his copy. 9-2-1 |
| MARKS: (COMMENTS BY 1) eels PSA Villard perferiod, she did received by and discount report must be read by and discount to the contract of the | ormed in e a defic | a satis | factory man or answering ployee's signature of Monace of State of | the phone will acknowledge reco | ing in (OVER) eips of his copy. 9-2-1 |
| MARKS: (COMMENTS BY Teels PSA Villard perfection, she did received by and discontinuous be read by and discontinuous between the Commanding Officer's Comman | ormed in e a defic used with the | a satis | or answering or answering or answering of the state of th | the phone will acknowledge recommending for the phone RATER SEP 08 | ing in (OVER) eipt of his copy. 9-2-1 VFD |
| MARKS: (COMMENTS BY Teels PSA Villard perfectly and disconsistent of the perfect | ormed in e a defic used with the | a satis | edired) Alt afactory man or answerin ployee's signature CEIVED CONTROL ADMINISTRATION D ADMINISTRATION D ADMINISTRATION D ADMINISTRATION D ADMINISTRATION D ADMINISTRATION D | the phone will acknowledge recommending for the phone RATER SEP 08 | ing in (OVER) reipt of his copy. 9-2- 1987 DEPARTMENT |
| MARKS: (COMMENTS BY 1) eels PSA Villard perferiod, she did receive Each report must be read by and disc | ormed in e a defic used with the | a satis | factory man or answering or analyzing or answering or answering or answering or answering or analyzing or answering or answering or answering or analyzing or ana | RATER SEP 08 | ing in (OVER) reipt of his copy. 9-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2- |

| PEPENDABILITY | Reports to work on time. Used no I time this rating period |
|--|--|
| | The state of the s |
| | |
| WORK INITIATIVE | Completed 226 incident reports this rating period. |
| | |
| | |
| QUALITY OF WORK | Report writing continues to be satisfactory. |
| | |
| | |
| APPEARANCE Un | iform is always neat. Height and weight are within guidelin |
| | |
| | |
| COOPERATION G | ets along well with Supervisors and fellow employees. |
| V2 4 7 | |
| | |
| KNOWLEDGE OF WO | RECEived a deficiency this rating period for answering |
| | improperly which is a violation of the Standard Operating |
| Procedures | · · · · · · · · · · · · · · · · · · · |
| | Polite when conversing with the public. |
| FURDAMENTAL | N/A |
| SUPERVISORY ABI | LITY N/A |
| SUPERVISORY ABI | LITY N/A |
| | |
| | LITY N/A ION Performed in a satisfactory manner. |
| | |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT | |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT: | ION Performed in a satisfactory manner. an improper manner. |
| OVERALL EVALUAT: | ION Performed in a satisfactory manner. |
| OVERALL EVALUAT: | ION Performed in a satisfactory manner. an improper manner. T 144 HEIGHT 5'4" 1. AND/OR "IP" TIME USE: THIS PERIOD 0 |
| OVERALL EVALUAT: KS CONTINUED 27 WEIGHT | ION Performed in a satisfactory manner. an improper manner. T 144 HEIGHT 5'4" 1. AND/OR "IP" TIME USE) THIS PERIOD 0 |

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EMPLOYEE

PROBATIONARY PERFORMANCE EVALUATION

REPORT

PROBATION REPORT NUMBER G

| | CITY OF MIAMI. | F POLICE | PROBATI | ON REPORT NUMBER 9 |
|--|---------------------|------------------------|---------------------------------------|--------------------|
| PSA PAULE VILLARD | I.B.M.# 0019 | TEURIDA | 0F: 17 | |
| NAME | 0019 | FOR PERIO | D FROM NO | V. 1997 |
| Security of Keception | Information MA | nagement | TO N | 0V,2 19 87 |
| ou | TSTANDING VERY GOOD | SATISFACTORY | LITTLE IMPROVE- | |
| A. JUDGMENT | | | MENT NEEDED | UNSATISFACTORY |
| B. DEPENDABILITY | | \boxtimes | | |
| C. WORK INITIATIVE | | | | D |
| OUALITY OF WORK | | <u> </u> | | |
| E. AFPEARANCE | | | ⊠ | |
| F. CO-OPERATION | | <u>U</u> | | |
| G. KNOWLEDGE OF WORK | | | □ RE | CEIRED |
| H. PUBLIC CONTACTS | | | □ DE | C z 9 🗐 8/ |
| Use only when rating supervisors: | | | □Miami Po | lice Dpartment |
| 1. SUPERVISORY ABILITY | | er ei <u>n</u> er eine | Pers | sonnel Unit |
| J. OVERALL EVALUATION | | | | D |
| | | X | × 0 | |
| REMARKS: (COMMENTS BY THE | | ^ | | |
| employee with a minor de attempt to remedy this | FICIENTIA LA | JIRED) PSA | Villard is a | concerned |
| attempt to remedy this | de Ciencial | vality of he | er work. She | should |
| Each report must be read by and discusse | deficiency by | taking train | ning course. | s, she has |
| Caule Villand | | 1 Signature will | acknowledge receip | (01) bis copy. |
| EMPLOYEE'S SIGNATURE | | gl Asidi | allesta | aris 12/1/87 |
| rmediate Commanding Officer's Commen | ts | | | |
| | | *** | # # # # # # # # # # # # # # # # # # # | |
| | A | | 2 | |
| COPIES TO: | P | WATE. | A in | 11/100 |
| EMPLOYEE'S UNIT FILE POLICE PERSONNEL OFFICE (ORIGINAL) | 1 | Immediate Comm | nanding Officer | 116/87 |
| | In. | 11-11-165 | toon C/O | |
| FOR PERSONNEL OFFICE USE ONLY | - Major | Section | Amul | 2.24.57 |
| | | Morem | | 2 8 1987 |
| | D | EPUTY/ASSISTAN | T CHIEF OF POL | |

| A) | JUDGEMENT PSA VIllard works Well with little supervision. |
|-----------|---|
| B) | DEPENDABILITY PSA Villard used no "I" or "IF" time "this rating period. She tends to stay past her quilting time in order to complete work that has to be turned in. |
| C) | Completing it in a timely manner. |
| D) | DUALITY OF WORK PSA Villard needs to improve her handwriting skills. She heeds to take a few more minutes in writing reports so they are legible. PSA. Villard needs to enhance her english writing skills. It would be abonefit to he |
| E) | Villard needs to enhance her english writing skills. It would be abonefit to he to take free English courses offered to city employees. APPEARANCE PSA VILLARD takes pride in her appearance and always shows the public a good image of the department's professionalism. |
| F) | cooperation PSA Villard shows an above overage effort in cooperation with poers and this supervisor. She is always eager to assist with work and takes on unassigned tasks without having to be asked for assistance. |
| G) | responsibilities and laws governing our citizens. She has a potential to improve in this area with time. |
| Ħ) | to our dest or phone us for assistance, dealing with them in a polite and Courteous way. The does the translating for the citizens of the Haitian Community in an efficient manner. |
| | N/A |
| | overall Evaluation PSA. Villard is helpful, courteous and very hard working amplique who cares about assisting her fellow co-workers and supervisors, striving to effectively he a liaison hetween the Haitian community and the department. RKS CONTINUED the ability of reaching her fallest potential |
| REMA | RKS CONTINUED the ability of reaching her fullest potential |
| | |
| | WEIGHT A HEIGHT 5' " "I" AND/OR "IF" TIME USE) THIS PERIOD O ACCIDENTS O COMMENDATIONS O REPRIMANDS O COURT/DEPOSITION APPEARANCES MISSED FOR THIS RATING PERIOD O |
| CITI * | ZEN COMPLAINTS O PREVENTABLE ACCIDENTS O NON-PREVENTABLE ACCIDENTS O |

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PROBATIONARY PERFORMANCE EVALUATION

REPORT

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| CITY OF | TMENT OF F MIAMI, F # 7263 | POLICE LORIDA FOR PERIOD | PROBATION OF 12. | REPORT NUMBE |
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| I.B.M. | # 7263 | _FOR PERIOD | FROM Dec. | |
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| DETAIL | tion Mar | age ment | To Dea | 3/ ₉ 87 |
| ANDING V | ERY GOOD | SATISFACTORY | LITTLE IMPROVE. | 11 |
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| 11/20 | Cate | gories th. | at impact | Lon |
| vith the end | love E | | | * * * * * * * * * * * * * * * * * * * |
| | oyee. Employ | ee's signature will | acknowledge receipt of | his copy. |
| | <u>- ک</u> | # Vsido | L (costa | = ans 12/3 |
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| _// | 4700 | Mach. | ne 1.21.8 | - g- |
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| | RATER A Key | RATER ARE REQUIR | RATER ARE REQUIRED ASA Key Categories Ha It is signature will Major Services | RATER ARE REQUIRED , ASA Villard need by Categories that im Dactalities. With the employee. Employee's signature will acknowledge receipt of RATER RATER ARE REQUIRED TO SIGNATURE WILL ACKNOWLEDGE TO SIGNATURE WILL |

| AI | JUDGEMENT. | ENT VILLAVE ILLE | | | | |
|-------------|--|------------------------|-------------------------|-----------------|------------------|--|
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| | 1) 6 100 | without advising | this superv | | being gone fo | rallo hours |
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| B) | for sale wi | ile on aury penind | the Gounter | 7. | e at mercha | naise that was |
| DI | DEPENDABILIT | 1 | s alway. | SDromDf | when ron | ortine for |
| | aury. F | towever, the 2 de | ficiencies | sho vohon | red this ho | 1.1. |
| | show her | lack of concern | for Alice | SPIC. ICCE. | rea Fills re | ing period |
| | worklood | · | onier e | mployees i | and their having | ato carry her |
| C) | WORK INITIAT | IVE PSA Villard | received of | ne . Ann | dali | 1 1-1-1 |
| | her and | essionalisi and | Liza story | in corniner | action on | |
| | 1120/- 011 | essionalism and | WOYK CE | one-while a | a personnel | Shortage |
| | - (NUS EX | perienced. | 1. | | | 0- |
| D) | OF 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | ORK PSA Villarm | 11: | 1 | W. | 77 |
| D, | QUALITY OF W | | has imp | roved in 1 | he area or | Grammar |
| | usage, | However, she | has had | several | Kirkhall | Bal ralade |
| | due to | incomplete info | ronation. | 2000 | vice hack | ECT PROMS |
| - | 710 | | | | | |
| E) | APPEARANCE | PSA Villard | is always | reat and | well are | omed. She |
| | is with | in department | | lines for | | orrica sone |
| | | | yarae | THES TOX | weight ar | ia neight |
| | | A 4 (1) | | yes a mass | | |
| F) | COOPERATION | PSA Villard is | always | williant | a recipt of | 6. |
| | SUDOVIVI | sor and her le | 11 | Willingto | 0 420151 4 | 1115 |
| | | | How Co. | workers | S. PSA VIII | ard |
| | | willing to Dite | hin wher | 1 MCESSal | Vto relieve | the others |
| G) | KNOWLEDGE OF | and per village | has a b | | / | ^ |
| 9, | , , , , , , | | has a lo | asic uni | ger standi | ng of her |
| | 106 YEST | onsebilities ar | rd laws | and he | sulation. | & dealing |
| | with her | field of wor | -10- | , h' | 1 | s cacaming |
| ** \ | The state of the s | 0 4 1/1/1 | 1 1 | / | 1/. | |
| H) | PUBLIC CONTAC | T ASH Villard | nas bee | en obser | ved boin | a polito |
| | andi | countrous to | membe. | rs of ou | M Company | h:// 1/10 |
| | assisti | 19 thew. | | o or ou | r. Commu | mity with |
| | | 11/1 | | | <u> </u> | |
| I) | SUPERVISORY A | BILITY// | | | 1.00000 000000 | 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 |
| | | . 1 | 70. (c) (c) (d) (d) (d) | | | |
| | | | | 9.6.1 | | 477 |
| | 2.0 | . // / | | | | |
| J) | OVERALL EVALU | ATION PSA Villard | needs to | nav place | and offered | 1. 1. 16. |
| | her work | c in order to ac | ch'ave | Trus Clos | | on to rie |
| | da Caran | - III order to de | Chieve OB | timun r | esults, H | er minor |
| | GEHGIENCI | es in the aread | - judgemen | nt and d | ependabil | ity can. |
| | DE INDYO | ved on by more | carefu | 1 think | 00 | / |
| REMA | RES CONTINUED | | | | 19 | |
| | `` | | | * | com | |
| | | | • . | | | · · · · · · · · · · · · · · · · · · · |
| Naviat-N | | | | | | |
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| | | F. | | | | |
| | | | | | and the second | * * * * * * * * |
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| AGE | 27 | 141 | FILL | | | • |
| HUE . | WEI | SHT !!! HEIGHT | 5'1" | " AND/OR "IF" | TIME USED THIS | PERIOD O |
| | ACCIDENT | . () | DATIONS / | 5 × 5 1 | , | |
| | | | | REPRIMA | KDS | |
| | COURT/DEPOS | ITION APPEARANCES MISS | ED FOR THIS RA | TING PERIOD | 0 | |
| OTET | | ^) | | _ | | and the second |
| CITI | ZEN COMPLAINT | PREVENTAB | LE ACCIDENTS | O NON-P | REVENTABLE ACCID | DENTS () |
| | 9 | | | in the first | 3 | |
| * | * * * | | | | | |
| | 21.2 | | | | | |
| | | | | | | |
| | ~ | () . | | £ | 1. • | |
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PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

REPORT

| Public Service A. | The state of the s | RTMENT O | F POLICE | | ION REPORT NUMBER |
|-------------------------------------|--|---------------|--|--|---------------------------|
| Paule VillARD | CITY L.B.N | OF MIAMI. | FLORIDA | UF | · |
| Q 20 NAM | (E | | 3 FOR PERI | OD FROM Go | 19_88 |
| Decurity Treception, | | 1.2.74.4 | - via 48 | ************************************** | 38 el 1E. |
| | OUTSTANDING | AIL . | SATISFACTORY | LITTLE IMPROVE- | UNSATISFACTORY |
| A. JUDGMENT | | | | П | TX |
| B. DEPENDABILITY | | | The state of the s | and the second of the second o | X |
| C. WORK INITIATIVE | | | × | n | Ą |
| D. QUALITY OF WORK | | | × | Π_ | |
| E. APPEARANCE | - , - | 0 | × | RECE | IVE |
| F. CO-OPERATION | | | × | □ FEB (| 0 <u>4</u> 198 8 0 |
| 6. KNOWLEDGE OF WORK | Ο | | - 🛛 | entropy of the second s | c Department |
| H. PUBLIC CONTACTS | | × | | Person | nel Unit |
| Use only when rating supervisors: | er e e e e e e e e e e e e e e e e e e | | | | |
| 1. SUPERVISORY ABILITY | Ö | _ ^ | JA a | | |
| J. OVERALL EVALUATION | | | X | | |
| 70 KONSTRUCTO | | | | | |
| | THE RATER | | | Villard no | cedo to |
| | with | prope | ety on | trusted i | to her |
| Each report must be said by and die | dent u | ndew t | to head | eny of " fu | dament" |
| Each report must be read by and dis | cussed with the | employee. Emp | loyee's signature | will acknowledge rece | ippol bis copy. |
| EMPLOYEE'S SIGNATURE | | | 201 K | on Join | 1 |
| Immediate Commanding Officer's Co | omments | tis er | sploner | has L | o Comes ll. |
| on those beed | White | 6 the | le berto | succes on | into to |
| | | M | 110 | man of | Saisperiory |
| PIES TO: RECEIVE | D | Du | 1(1.5 | and the second of the second o | |
| EMPLOYEE'S UNIT FILE DO TO THE | | | Immediate | Commanding Officer | |
| ASSISTANT CHE | er. | 201 | Unit | Platoon C/O | |
| OR PERSONNEL OF PORTUGE ONLY | DIV. | MIAJO | Section | on Commander | 2.2.88 |
| | | Cum | DEPLITY /ASST | In Ale IL | aen les 2.3-88 |
| | | | DEPTITY / ACCTO | DARTIN ATTEMPT | |

| A) | JUDGEMENT On Jan 15, 1988, mo. Villard failed to place) a black) |
|------------|--|
| | purse no the property byreau after Completing the |
| D 1 | The burse was placed his property several days platent. |
| в) | to the filler was |
| | to her case). Shell sate safe busing of items trusted |
| C) | WORK PRITIATIVE to place it into the triplety Unit |
| ٠, | |
| | normally works very hard at her assigned tasks |
| D) | QUALITY OF WORK always) prepares) ment 10 pots but slowed |
| | be Careful to include all the necessary |
| | information within the narrative portion of the regot |
| E) | APPEARANCE always very reat and clean |
| | 0 0 |
| | |
| F) | COOPERATION works well with follow employees |
| | |
| G) | KNOWLEDGE OF WORK Understands her file well |
| | KNOWLEDGE OF WORK understands her job well |
| | V |
| H) | PUBLIC GONTACT News Delite with the public of |
| | fellow employers with the public and |
| | |
| I) | SUPERVISORY ABILITY ~/A |
| | Fig. 2000 Fig. 1. Company of the first of th |
| 100 | Editoria di Constanti di Consta |
| J) | OVERALL EVALUATION Consatisfactory for month. I she |
| | would have done hew too purperly this whichent |
| | |
| REMA | RKS CONTINUED should sover have happened of she would |
| | are done how for properly. |
| | |
| | |
| * | |
| | |
| AGE | |
| | |
| | COURT/DEPOSITION APPEARANCES MISSED FOR THIS RATING PERIOD |
| CITI | |
| | ZEN COMPLAINTS PREVENTABLE ACCIDENTS NON-PREVENTABLE ACCIDENTS |
| * | * |

POLICE DEPARTMENT SEMI-ANNUAL EVALUATION

June 30, 1988

| NAME/RANK | Villard, Pat | ıle PSA | P.D.#_7263 | SECTION T | nf/Mam+ | HNIT / D. A = | |
|---|---------------------------------------|------------------|----------------|---|---|--------------------|----------|
| | OUTSTANDING | VERY GOOD A | | MPROVEMENT 4 | | UNSATISFACT | 1650 |
| JUDGMENT Comments | Understa | ands her job | well but | | organiz | | ies. |
| DEPENDABIL | | | | | | | |
| Comments | 4 | (See | reverse) | | | | |
| WORK INITI | 2 Excellent | ; high produc | cing work | er monthl | v. | i přílo božán | |
| QUALITY OF | WORK - CALLOS | 700 00 28 27 | | Carried Co | | | |
| Comments | 21 Always pr | epares neat | Lamas Bas | | s. | | |
| APPEARANCE Comments | | t and clean. | | * | | | |
| CO-OPERATION Comments | | with others. | | | | | |
| KNOWLEDGE (| OF WORK 2 Understand | s her tasks w | vell. | , | P.F | | |
| PUBLIC CONT | TACTS | y courteous t | | | n c | CEIVE I 24 1988 | D |
| SUPERVISOR | | | - | | Miami p | 1 2.4 1988 | |
| Comments | N/A | | | | | lice Departm | len. |
| OVERALL EVA | | rmal expectat | ione | | | Unit | 3111 |
| | | - Poole | TOHS. | | | | |
| Mandatory C | omments Ms. Vi | llard is a hi | ghly moti | vated emp | oloyee. | She work | s very |
| hard at | any given tasl | c. She is al | ways a hi | gh produc | cer. | | |
| ccidents: | Product 17 | Imme | diate Supervi: | sor's Signatu | re S | Con Ko | un |
| .000487108. | Preventable Non-Prevent | | Employ | yee's Signatur | re PSA | Caule V | illard |
| Immediate Co | ommanding Officer's C | omments June | meny 9 | es pe | eled. | in the | aren |
| 0 | | | J J 112 | 0/88 | | | |
| SE IMEEN INDI | ATORY CONFERENCE VIDUAL AND SUPERV | | | Platnon C/O Section C/O | J.F.P.J | White FOR | P.Lasala |
| Copies to . Employe Employe Police | e's Unit File Personnel Office | RECEIV | ED B | ureau Chief | Him | m M- | Bento. |
| Civil S | | - who best / () | JULI | | - complete of the complete of | | 1 |

Dependability:

- Received a reprimand for failing to turn in evidence promptly on Jan. 15, 1988.
 Received a reprimand for failing to return to work after a week in Haiti. The reprimand was issued on April 19, 1988.

Miami Police Department Half lennos we

POLICE DEPARTMENT SEMI-ANNUAL EVALUATION

PERIOD ENDING

R. F 214-C

December 31,

19 88 Paule Villard Support PSA NAME/RANK Servicesunit/PLATOON Records SECTION OUTSTANDING VERY GOOD AVERAGE IMPROVEMENT NEEDED UNSATISFACTORY 1 2 3 5 JUDGMENT (OVER) Comments DEPENDABILITY Comments 5 (OVER) WORK INITIATIVE Comments 3 Average work output. Could do more. QUALITY OF WORK Comments Produces a neat clean work product. APPEARANCE RECEIVED Comments Always neat and clean. CO-OPERATION JUL 27 1989 Comments (OVER) WIAMI POLICE DEPT KNOWLEDGE OF WORK PERSONNEL UNIT Comments Knows her job well. Has a complete understanding. PUBLIC CONTACTS Comments Always polite when dealing with the public. SUPERVISORY ABILITY Comments N/A OVERALL EVALUATION P.S.A. Villard must improve in the noted areas. Mandatory Comments P.S.A. Villard has fallen below expectations this rating period. dogsn't appear to have grasped the requirements of her job in the noted areas. Immediate Supervisor's Signature Accidents: Preventable Non-Preventable 0 Employee's Signature Immediate Commanding Officer's Comments-MAR 28 1989 Commanding Officer DATE OF MANDATORY CONFERENCE BETWEEN INDIVIDUAL AND SUPERVISOR AGSICTANT CHIEF Unit/Platnon C/O adeliniotration div. 605 Section C/O opies to: Employee Bureau Chief Employee's Unit File Police Personnel Office (Original) Pivision Asst. Chief Civil Service

JUDGEMENT:

On two occasions this rating period. P.S.A. Villard has used unsatisfactory judgement in the following:

handling administrative paperwork;

accepting responsibility for her assignments;

3. following directions of a superior.

DEPENDABILITY:

On Dec. 25, 1988, P.S.A. Villard came into work 2 hrs. and 10 min. late, and after being directed to complete her tour of duty by a superior, she left her assignment approximately 3 hours early. In addition to this incident, P.S.A. Villard made no effort to correct ticklers, leaving them in her mail box over five months.

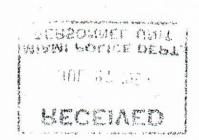
She has used 8 hrs. "W" and 4 hrs. "IW".

COOPERATION:

P.S.A. Villard has failed, in the areas cited above, to complete assigned tasks as directed, and oral. Despite directions given and previous counseling, she seems to proceed in the direction she chooses.

MANDATORY COMMENTS (cont.):

This is evident in her lack of cooperation and in her following written and oral directions.



POLICE DEPARTMENT SEMI-ANNUAL EVALUATION

June 30, 1989

| NAME/RANK_ | Paule Villard | PSA | P.D.# | 7263 SECTION | Support | ESUNIT/PLATOON Records |
|---|------------------------------|---|---------------|--|------------|--|
| | OUTSTANDING | VERY GOOD | AVERAGE | IMPROVEME | NT NEEDED- | UNSATISFACTORY |
| JUDGMENT | | | | - | 41 | 5 |
| Comments | 4 Used poor jus | kement + | his rafin | a period . | which re | sulted in (Overz) |
| DEPENDABILI Comments | HIPSD 1201 | 1 1 | (| , , , , , , | 10 | skired in (Creis) |
| WORK INITIA | 41PSA DillAR | d has a | docum | ented prol | lem w | ith getting - Lover |
| | The Counseled | | | | | of productivity. |
| QUALITY OF | HORE | | | | er Incr | of productivity. |
| | (00 | EB) | | | | Over) |
| APPEARANCE Comments | Projects A | asks task | Jase 2 | 05/0 1 | | |
| CO-OPERATIO | N | , 010 | M, PROM | essional | mAGE. | |
| Comments | | - 00 | CR - | | | |
| Comments 2 | | plete unde | ratandia. | 2 % | O | |
| Comments 2 | ACTS 1 | | Dublic | | Olasignme | PECEIVER |
| SUPERVISORY Comments | ABILITY | 1/4 | | | | JUL 2 1 1989 |
| OVERALL EVAL | The North Minister | 10 v / 20 v | | | 7 | ASSISTANT CHIEF |
| - 1 to 1 to 2 to 2 to 2 to 2 to 2 to 2 to | 17.5.A. 1):11Ax | d must ; | | in the | 11111111 | ADMINISTRATION DIV. |
| Mandatory Co | mments SA 19:11 | Apol has | 0.11 | | 1 12 | TO SERVEN WITH A STORY |
| ~ ~1· - | riod-Improver | 4 | Fallen 1 | Delow byp | ectations | during this |
| 9 1 | 1-18 | inder the second | expected | i je sa i sa | - // | 1.1/- |
| iccidents: | Preventable | (1. (7) | mmediate Supe | ervisor's Signa | ture of | Notto 1307-7-19-89 |
| | Non-Prevental | le o | { ∕ En | nployee's Signa | | ABLE TO SIGN. ON |
| Immediate Com | manding Officer's Com | ments Note | that & | SA Villa | | VE OF ABSENCE |
| h. # 1. | we of absence of | lu to an | anticipa | ted mollin | miles N | ghested a horo |
| g her enn | ent pregnancy. | RI | ERIVI | ning Office | r 1 | ferse in moder |
| | CONFERENCE L AND SUPERVIS | 1 | | nit/Platoon C/ | 17 | h 111 2101 2 |
| 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | | _ ^ | UG 14 198 | Section C/ | 0 | 2/2/20 |
| | lit file | MIAM | SONNEL | DEPT | | The state of the control of the cont |
| | inel Office (o | | | ion Asst. Ch | ief DT | Mary Bor S/6/17 |

Judgement - A reprimend, a suspension, and numerous memois to her Pile.

Dependability - To work out introduce Ste This rating period and used

was late 4 times 46.7 hrs 'I' time.

HECEINED

Quality of Work- P.SA. WillARD received a reprimared with a Two-day suspension during this rating period for neglect of duty. She also has a memo in her File For being disruptive and for Failing To Follow directions. She was commended during this rating period for her contributions during the civil disturbance. Co-Operation-P.S.A. Villard has a tendency to be Argumentative And defiant with Supervisors and Fellow employees.

4 15 .

The stage of the section of the

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a this was a second



CITY OF MIAMI, FLORIDA REQUEST FOR PERSONNEL ACTION



JUL 5 - 1988

| 1. Name of Employee | | DEPT. OF PERSONNEL MERT |
|---|--|------------------------------------|
| Traine of Employee | | |
| VILLARD, | Paule | 1a. Social Security No. |
| (Last) | (Firet) | b. Employee No. 82601 |
| 2. Sex D M D F | (M) | Ic. Prior Service |
| 00% 3 10% 13 12 | 2.00 | If checked give termination date |
| White (not of Hispanic Orig | Hispanic (3) | |
| Black (not of Hispanic Original | |) |
| | gin) (2) 🗆 American Indian or Alaskan N | lative (5) |
| THE THE PESINED | | |
| a D Appointment | g D Ext. of Temp. Appt. | |
| b Permanent Appt. | h - Anniversary Increase | m Resignation |
| c - Promotion | ILongevity Increase | n Dismissal |
| d - Advancement | i XXI save of the | O D Retirement |
| e D Salary Change | j XX Leave of absence w/o | pay p Lay-Off |
| f Change of Classifica | k 🗆 Return to duty | q D End of Temp. Appt. |
| 30 0. 0.0001101 | - appointion | r Other (Specify) |
| | From Thru | |
| 4. DISPOSITION CODE | 97 | |
| (DPM USE ONLY) | SE | QUENCE No. |
| . Position No. | | YROLL USE ONLY) TO: |
| 6. Occupation Code/Title | 3256 | Leave of al- |
| . Pay Step/Hourly, | 9600/ Public Service Ai | de Leave of absence w/o pay |
| Base Step | Step 1/ 7.16 hr. | S |
| . Status (1. Prob., 2. Perm., | Step 1 | (3) |
| 3. Temp., 4. Uncl., | 3-Temp | RECEIVED ANS E |
| 5. Exec.) | , | 1 1988 |
| Std. HrsBiwkly (Hrs. or JB) | 80 | JUL 14 1988 |
| Home Department & No. | 2900 Police | I A |
| Roster Location No. | 3572 | 12 |
| a. Division | | |
| A. Action | 13B. PROJECTED | |
| Effective | Anniversary Longevity | 14A. Last Day at work |
| | Review DateDate | B. Delayed due todays lost w/o pay |
| EMARKS: | | suspension or "U" rating. |
| eave of absonce | | |
| /9/88. 4/10/99 4/11 | out pay for seven (7) days | on 3/25/88, 4/8/88 |
| 7-7-00, 4/10/00, 4/11, | /88(Discipline4/25/88, 5/1 88(Illness) | 7/88 according with |
| orm 923-A dated 5/0/ | RK [] I Dece] | |
| orm 923-A dated 6/9/8 | oo (IIIness) | |
| | ^ | |
| orm 923-A dated 6/9/8 | Witness: | |
| signation Signature: | Witness: | |
| signation Signature: proved (for) Chief of | Police 6/24/98 Approved | |
| signation Signature: | Police 6/29/98 Approved | M. argudin 7/14/8'8 |
| proved (for) Chief of Department H | Police 6/2/98 Approved | Cîty Manager Date N |
| proved (for) Chief of Department H | Police 6/24/99 Approved Approved ag authority of Certified by Director | City Manager Date |
| proved (for) Chief of Department H | Police 6/24/99 Approved | City Manager Date |
| proved (for) Chief of Department H | Police 6/24/99 Approved Approved ag authority of Certified by Director | City Manager Date Date |



CITY OF MIAMI, FORIDA RECEIVED

| | | | | DEPT, OF PERSONNEL MAKE |
|--|----------------------|--|---|--|
| 1. Name of Employee | | | 1a So | cial Security No. |
| VILLARD, | Paule | | | ployee No. 82601 |
| (Last) | (First) | (M) | | or Service □ |
| 2. Sex D M CKF | | | | checked give termination date |
| | | □ Hispanic (3) | | |
| □ White (not of Hispanic O | rigin) (1) | □ Asian or Pacific Is | ander (4) | |
| XD Black (not of Hispanic O | rigin) (2) | D American Indian or | | (5) |
| 3. CHECK ACTION DESIRED |) | | | |
| a d Appointment | | g - Ext. of Temp. | Appt. | m □ Resignation |
| b Permanent Appt. | | h D Anniversary In | | n Dismissal |
| c - Promotion | | iLongevity | | o Patirement |
| d - Advancement | • | j □ Leave of abse | | The state of the s |
| e - Salary Change | | k 🗓 Return to duty | | p □ Lay-Off |
| f - Change of Classif | lication | 1 □ Suspension | | q D End of Temp. Appt. |
| | | | Thru | r D Other (Specify) |
| | 110 | 7.10111 2 | | ALL D |
| 4. DISPOSITION CO | DE 115 | | SEQUEN | ICE NO NON! |
| (DPM USE ONLY) | | FROM: | (PAYRO | LL USE ONLY) |
| 5. Position No. | SUSE | PENSION | San | 3256 |
| 6. Occupation Code/Title | | · €) | 3/1 | 9600/ Public Service Aid |
| 7. Pay Step/Hourly | | | | 671/ 7.70/ 01/ 16,016.00 |
| 8. Base Step 9. Status (1. Prob., 2. Perm., | | RECEIVED | | 01/ Tier 1 |
| 3. Temp., 4. Uncl., | | H REAL WAY BEEN IN CT SEED IN | | 3-Temp |
| 5. Exec.) | 1 | MAY 08 1989 | 1 | |
| 0. Std. HrsBiwkly (Hrs. or JB) | | mini do in | | 80 . |
| 1. Home Department & No. | 223 | IVEN DO THE DEB. | T. / | 2900 Police |
| Roster Location No. a. Division | 1 F | La Landing Land | dien : | 3571 |
| | Ang. Mgs. | D. C. | | |
| 3A. Action Effective | 13B. | PROJECTED | . 1 | 4A. Last Day at work |
| Date3/3/89 | Anniver: Review [| | Same | B. Delayed due todays lost w/o pay |
| REMARKS: | | | | suspension or "U" rating. |
| Peturn to duty for | | | | |
| from 3/1/89 to 3/2 | om susp | ension for two | (2) days, | (sixteen (16) hours), |
| | 2/09. | | | |
| | | * | | |
| Resignation Signature: | 777 | | itness: | - 6 |
| More! | 1000 | | · · · · · · · · · · · · · · · · · · · | |
| opproved(for)Chief of | f Polic | e 4/10/81 | 13 | an O Con M' Market |
| Departme | nt Head | A | pproved | 1. J. conquer 9-24-89 |
| | | Date | | City Matrager Date |
| ransfer only: Signature of Appoin | nting author | rity of Certifie | d by Director of | , : |
| epartment from which transfer is | made. | Person | nel Management | by Mix. |
| | | | - | 1 1000 |
| ch | | | | APR 2 4 1989 |
| xpenditure Index 290201.0 | 101 | Request # 290201. | 372 | Date of Request4/6/89 |
| - doop | | M. College San Col | | |

use he date 26 June 9,



City of Miami PERFORMANCE APPRAISAL FORM

| NAME: | | | | | |
|--|--|----------------------|---|------------------|--|
| VILLARD, PAULE | | | IBM #7263 | SOC | CIAL SECURITY NO: |
| TITLE: | 8 | TATUS: | | | |
| CLERK I | | 14103. | CIVIL SERVICE PROBATION CIVIL SERVICE PERMANE UNCLASSIFIED | NARY NT | ✓ □ TEMPORARY □ PART-TIME |
| DEPARTMENT: | | D | IVISION: | | LINUT |
| POLICE | | | ADMINISTRATION | | UNIT: RECORDS |
| PERIOD COVERED (Dates): | 1/ 1/ | | YPE OF REVIEW: | | |
| FROM: 6/1/91 TO: | 6/30/91 | | ANNUAL TRANSFER PROMOTION TOTAL | ☐ F plain): | EEDBACK/DEVELOPMENT |
| REPORT NUMBER 6 | OF 12 | | | | PROB/EVALUATION |
| The | | | E APPRAISAL GUIDELINES | | |
| | | POSSESS POLICE STATE | s on management's ability to defin loyee's performance with regard t | ne goa to ach | als of positions in relation to ieving them. |
| (3) Allow flexibility.(4) Make goals realistic to:(a) Assist incumbe | . attainable and ments in planning wa | easurable | etions (objectives) to be taken to | REC | |
| THE EMPLOYEE WILL BE | DATES LANGE | | M | Airi | PULICE SEPT. |
| THE EMPLOYEE WILL BE | HATED ACCORDI | NG TO | THE FOLLOWING SCALE: | PER | The I A Land and |
| OUTSTANDING: | 5 POINTS | Perform | mance for the evaluation period f | ar exc | eed job requirements |
| ABOVE AVERAGE: | 4 POINTS | | nance for the evaluation period e | | |
| SATISFACTORY: | 3 POINTS | | nance for the evaluation period n | | |
| NEEDS IMPROVEMENT: | 2 POINTS | Perform | nance for the evaluation period did eds improvement. | | |
| UNSATISFACTORY: | 1 POINT | Perform | nance for the evaluation period did | not m | eet job requirements and |
| NOT APPLICABLE: | N/A | Catego | ry is not applicable to employee's | s posi | tion. |
| | | | | | |

NOTE: Anniversary increases are not automatic. A department head may withhold anniversary increases until such time as, in his judgement, the employee's services within the classification meets the standards of competence for the position. Employees in such cases shall be notified of the reasons for the action being taken. (Ref. APM-5-78, 10.a)

DIMENSION AND OVERALL PERFORMANCE RATING

DIMENSIONS

| JOB KNOWLEDGE: To what extent did employee demonstrate the knowledge and skills needed to perform his/her job? | 1 | 2 | 3 | 4 | 5 | |
|--|---|---|---|------|-----|-------|
| PRODUCTIVITY: To what extent did employee use time efficiently, complete assignments and meet deadlines? | 1 | 2 | 3 | 4 | 5 | · **. |
| QUALITY OF RESULTS: To what extent did employee's work reflect accuracy, effectiveness and quality? | 1 | 2 | 3 | 4 | 5 | |
| INITIATIVE: To what extent did employee act independently without the need for specific instructions or prompting? | 1 | 2 | 3 | 4- | 5 | |
| INTERPERSONAL SKILLS: To what extent did employee work cooperatively with the public and other employees? | 1 | 2 | 3 | 4 | 5 | |
| DISCIPLINE: To what extent did employee comply with observance of work hours, regulations, policies and directives? | 1 | 2 | 3 | 4 | 5 | |
| JUDGEMENT: To what extent did employee make sound decisions and solve problems using good judgement? | 1 | 2 | 3 | 4 | 5 | |
| ORGANIZATIONAL PLANNING: To what extent did employee arrange his/her job activities to provide effective courses of action? | 1 | 2 | 3 | 4 | 5 | NA |
| ACHIEVEMENT OF OBJECTIVES: To what extent did employee meet specific goals or objectives assigned to him/her? | 1 | 2 | 3 | 4 | 5 | NA |
| SUPERVISION: To what extent did employee perform all necessary supervisory responsibilities (e.g., selecting, developing and motivating employees; EEO commitments, administrative and budgetary responsibilities)? | 1 | 2 | 3 | . 4- | 5 | NA |
| OTHER: May include special skills, knowledges and abilities; special job requirements or | 1 | 2 | 3 | 4 | 5 (| NA |
| temporary assignments. DEFINITION: | | | | | | |

OVERALL RATING (See Below): 3.7

OVERALL RATING will be based on the average of the dimension ratings. To obtain this average, add up all the ratings and divide by the number of dimensions that were rated. PAY INCREASES will be based on the overall rating as indicated below.

| Overall Rating | Increase |
|----------------|---|
| 1.00 - 1.49 | No increase recommended. Unsatisfactory performance. Refer to Civil Service Board for action under rule 13.2. |
| 1.50 - 2.49 | No increase recommended; needs improvement. |
| 2.50 - 2.99 | 5.0% increase at the discretion of the department director. |
| 3.00 - 5.00 | 5.0% increase recommended. |

| APPRAISER'S COMMENTS/SUGGESTIONS: This employee's rouall performance exting |
|--|
| anothe appropriate the standard |
| It was reinted on the The |
| It was pointed out by this supervisor that all employees must be at |
| their assigned position and ready to work at the appointed time solidules |
| er. The |
| DEVELOPMENTAL PLAN: Fither the current |
| DEVELOPMENTAL PLAN: Either the supervisor or the supervisor in conjunction with the employee should define the goals of the position and outline ways (objectives) in which to achieve them. Objectives may be achieved within a 3, 6, 9 or 12 |
| month period. |
| Position Goals: le saper of the lecousts' hand book was given to Ms. Villard |
| to answer any greestions she might have in the account the |
| and the second of the second o |
| closely in order that the Departmental Orders. Ms Villard will be monitored |
| Position Objectives: |
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| |
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| |
| APPRAISER ONLY |
| £. |
| The evaluation is based on my observations and review of applicable information. It represents my best judgement of the |
| Appraiser's Signature: Carle (2) 111 |
| Print Name Date: 6 3/9/ |
| Print Name: /EARIA @ WILLIAMS Title: ELERKIL |
| |
| EMPLOYEE ONLY |
| |
| I have had an opportunity to discuss this evaluation with my supervisor and have received a copy. In signing this evaluation, |
| Employee's Signature: Paule Willand Date: 06 27 91 |
| Date: 00 7 (1) |
| |
| DEPARTMENT DIRECTOR ONLY |
| I have reviewed this evaluation and concur/do not concur with the appraisal. |
| Department Director/Designed: 1/4 a 2 |
| Date: 6 79 77 |

| × | N |
|------------------------------------|-----------|
| AUG 0 5 1991 | RFORMAN |
| ASSISTANT CHIEF ADMINISTRATION DIV | |
| TITLE: | STATUS: |
| CLERK I | |
| DEPARTMENT: | DI |
| POLICE | |
| PERIOD COVERED (Dates): | // TY |
| FROM: 7/1/91 TO: 7/31/9 | |
| REPORT NUMBER 7 OF 12 | |
| PE | RFORMANCE |

City of Miami

| AUG 0 5 1991 | DRMANCE APPRAISAL FORM | |
|---|--|---|
| NAME: ASSISTANT CHIEF ADMINISTRATION DIV | IBM #7263 | CIAL SECURITY NO: |
| CLERK I | STATUS: XXCIVIL SERVICE PROBATIONARY CIVIL SERVICE PERMANENT | TEMPORARY PART-TIME |
| DEPARTMENT: POLICE | DIVISION: ADMINISTRATION | UNIT: |
| PERIOD COVERED (Dates): FROM: 7/1/91 TO: /7/31/91 REPORT NUMBER 7 OF 12 | TYPE OF REVIEW: | RECORDS FEEDBACK/DEVELOPMENT PROB/EVALUATION |
| PERF | DRMANCE APPRAISAL GUIDELINES | |
| | es depends on management's ability to define gos to the employee's performance with regard to ach | als of positions in relation to nieving them. |
| In the Development Plan on page 3, the su (1) Identify specific results desired (goa (2) Establish deadlines. | upervisor should do the following: als) and actions (objectives) to be taken to achie | ve them. |

- (3) Allow flexibility.
- (4) Make goals realistic, attainable and measurable. It is very important that the manager through supervisor be ready
 - (a) Assist incumbents in planning ways to accomplish set goals.
 - (b) Define specific courses of action (objectives) to support the incumbent work.

AUG 5 1991

MIAMI POLICE DEPT PERSONNEL UNIT

THE EMPLOYEE WILL BE RATED ACCORDING TO THE FOLLOWING SCALE:

OUTSTANDING:

5 POINTS

Performance for the evaluation period far exceed job requirements.

ABOVE AVERAGE:

4 POINTS

Performance for the evaluation period exceeded job requirements.

SATISFACTORY:

3 POINTS

Performance for the evaluation period met job requirements.

NEEDS IMPROVEMENT:

2 POINTS

Performance for the evaluation period did not fully meet job requirements

and needs improvement.

UNSATISFACTORY:

1 POINT

Performance for the evaluation period did not meet job requirements and

is unacceptable.

NOT APPLICABLE:

N/A

Category is not applicable to employee's position.

NOTE: Anniversary increases are not automatic. A department head may withhold anniversary increases until such time as, in his judgement, the employee's services within the classification meets the standards of competence for the position. Employees in such cases shall be notified of the reasons for the action being taken. (Ref. APM-5-78, 10.a)

DIMENSION AND OVERALL PERFORMANCE RATING

DIMENSIONS

| | | | | | | | 1 |
|--|----|---|-----|---|-----|------|---|
| JOB KNOWLEDGE: To what extent did employee demonstrate the knowledge and skills needed to perform his/her job? | 1 | 2 | 3 | 4 | 5 | 26 | |
| PRODUCTIVITY: To what extent did employee use time efficiently, complete assignments and meet deadlines? | 1 | 2 | 3 | 4 | 5 | | |
| QUALITY OF RESULTS: To what extent did employee's work reflect accuracy, effectiveness and quality? | 1 | 2 | 3 | 4 | 5 | | |
| INITIATIVE: To what extent did employee act independently without the need for specific instructions or prompting? | 1 | 2 | 3 | 4 | 5 | | |
| INTERPERSONAL SKILLS: To what extent did employee work cooperatively with the public and other employees? | 1 | 2 | 3 | 4 | 5 | to . | |
| DISCIPLINE: To what extent did employee comply with observance of work hours, regulations, policies and directives? | 1 | 2 | 3 | 4 | 5 | | |
| JUDGEMENT: To what extent did employee make sound decisions and solve problems using good judgement? | 1 | 2 | 3 | 4 | 5 | | |
| ORGANIZATIONAL PLANNING: To what extent did employee arrange his/her job activities to provide effective courses of action? | .1 | 2 | 3 | 4 | 5 | NA | |
| ACHIEVEMENT OF OBJECTIVES: To what extent did employee meet specific goals or objectives assigned to him/her? | 1 | 2 | . 3 | 4 | 5 | NA . | |
| SUPERVISION: To what extent did employee perform all necessary supervisory responsibilities (e.g., selecting, developing and motivating employees; EEO commitments, administrative and budgetary responsibilities)? | 1 | 2 | 3 | 4 | 5 | NA | _ |
| OTHER: May include special skills, knowledges and abilities; special job requirements or | 1 | 2 | 3 | 4 | 5 (| NA | |
| temporary assignments. DEFINITION: | | | | | | | • |
| | | | | | | | |

OVERALL RATING (See Below): _____

OVERALL RATING will be based on the average of the dimension ratings. To obtain this average, add up all the ratings and divide by the number of dimensions that were rated. PAY INCREASES will be based on the overall rating as indicated below.

| Overall Rating | Increase |
|----------------|---|
| 1.00 - 1.49 | No increase recommended. Unsatisfactory performance. Refer to Civil Service Board for action under rule 13.2. |
| 1.50 - 2.49 | No increase recommended; needs improvement. |
| 2.50 - 2.99 | 5.0% increase at the discretion of the department director. |
| 3.00 - 5.00 | 5.0% increase recommended. |

| APPRAISER'S CO | DIMMENTS/SUGGESTIONS: Ms. Villand has whown some immense |
|--|--|
| Warne 1 | the least to the the |
| Du Time | a for duty |
| 11. # 1 | and hoose been carrying out all assignments |
| espectively | 1. During the lating ferring Ms. Villand has been furtice |
| agricated to | work with others at the correspondence sheet where |
| DEVELOPMENTAL | PLAN: Either the supervisor or the supervisor in conjunction with the employee should define the goals doubline ways (objectives) in which to achieve them. Objectives |
| of the position and month period. | d outline ways (objectives) in which to achieve them. Objectives may be achieved within a 3, 6, 9 or 12 |
| Position Goals: _ | All grade and objective as here |
| There are | alone of the district of |
| 1-5000 | pro recogninal flans at this time. |
| | |
| Position Objective | s: |
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| A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 | |
| | APPRAISER ONLY |
| The evaluation is the employee's perform | pased on my observations and review of applicable information. It represents my best judgement of the |
| Appraiser's Signatu | ure: Carle Molling Date: 7/3/191 |
| , | Apla Dale. The Date. |
| riiit Name | Title: C/ERK III |
| | |
| | EMPLOYEE ONLY |
| have had an oppo | rtunity to discuss this evaluation with my supervisor and have received a copy. In signing this evaluation, |
| | |
| Employee's Signatu | Date: U/ 31 7 |
| | |
| | DEPARTMENT DIRECTOR ONLY |
| | I have reviewed this evaluation and concur do not concur with the appraisal. |
| Department Directo | r/Designee: Main Des D Jan Date: 8 5 9/ |
| | Date: 0 |