EXHIBIT 19
DATE 3/11/05
SB 264

APPRAISAL DESIGNATORS

(All categories will contain comments from supervisors)

1. **UNACCEPTABLE**
   Officer has not demonstrated the capacity to perform to an acceptable level. Extensive training and close supervision is required.

2. **BELOW STANDARDS**
   The officer has demonstrated a limited capacity to perform the expected duties. Additional training and/or supervision are required.

3. **SOME IMPROVEMENTS NEED!**
   The officer has demonstrated an almost acceptable capacity to perform the expected duties. Additional training and/or supervision may be required.

4. **MEETS STANDARDS - ACCEPTABLE**
   Officer has demonstrated an acceptable level of performance. Training and/or supervision may be needed to maintain confidence, performance and standards.

5. **ABOVE STANDARDS**
   Officer has performed at a confident and professional level. Training and/or supervision may be appropriate only for specific, identifiable areas of performance.

6. **EXCEEDS STANDARDS**
   Officer has performed at a highly confident and professional level. Demonstrates little need for additional training and/or supervision.

7. **SUPERIOR**
   The officer has performed at an exceptional confident and professional level. Demonstrates no need for additional training or supervision.

Professional Standards

The officer will promote a positive image of self and the Division and will provide the highest level of professional service. Conduct and demeanor will be respectful and above reproach at all times. (Division: Highway Patrol Division)

Professional Demeanor / Conduct **1 2 3 4 5 6 7**

1. Officer demonstrates an unacceptable level of performance regarding professional demeanor and conduct. Officer does not present a positive image of self and the organization. Officer fails to adhere to the rules governing the Division. Officer has to responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding professional demeanor and conduct. Presents a positive image of self and the Division.

7. Officer demonstrates an exceptional level of performance regarding professional demeanor and conduct. Officer consistently presents a positive image of self and the Division. Consistently adheres to rules governing the Division.

Comments:

Critical Performance Tasks **1 2 3 4 5 6 7**

1. Officer demonstrates an unacceptable level of performance regarding critical performance tasks. Officer does not maintain self-control in stressful situations. Officer fails to determine and/or take appropriate course of action. Officer has not responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding critical performance tasks. Officer exhibits self-control in stressful situations. Determines and takes an appropriate course of action.

7. Officer demonstrates an exceptional level of performance regarding critical performance tasks. Officer exhibits calm and self-control in the most stressful situations. Determines and takes an appropriate course of action. Demonstrates a positive leadership role.

Comments:

Teamwork **1 2 3 4 5 6 7**

1. Officer demonstrates an unacceptable level of performance regarding teamwork. Officer fails to maintain a cooperative and professional working relationship with others. Officer has not responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding teamwork. Maintains a cooperative and professional working relationship with others.

7. Officer demonstrates an exceptional level of performance regarding teamwork. Continually strives to maintain and improve cooperation and professional relationships with others.

Comments:

Appearance **1 2 3 4 5 6 7**

1. Officer demonstrates an unacceptable level of performance regarding personal and equipment appearance. Officer has not responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding personal and equipment appearance.

7. Officer demonstrates an exceptional level of performance regarding personal and equipment appearance. Sets an example for others to follow.

Comments:

Activities

To conduct accurate, thorough and objective investigations and complete other law enforcement related duties to the highest possible standards.

Investigations (Crash, Traffic & Criminal) **1 2 3 4 5 6 7**

1. Officer performs at an unacceptable level. Officer fails to use proper investigation techniques, evidence collection, safety, and/or crime scene protection. Officer fails to complete thorough and accurate reports in a timely manner. Officer has not responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding investigation, including investigative techniques, evidence collection, safety, and crime scene protection. Officer completes thorough and accurate reports in a timely manner.

7. Officer demonstrates an exceptional level of performance regarding investigations, including investigative techniques, evidence collection, safety and crime scene protection. Officer completes thorough and accurate reports in a timely manner.

Comments:

Required / Collateral Duties **1 2 3 4 5 6 7**

1. Officer demonstrates an unacceptable level of performance regarding required and/or collateral duties. Officer has not responded to additional training and supervision.

4. Officer demonstrates an acceptable level of performance regarding all required and/or collateral duties.

7. Officer demonstrates an exceptional level of performance regarding required and/or collateral duties. Officer willingly accepts and seeks opportunities to perform collateral duties.

Comments:

Enforcement

The officer will enforce state and federal laws consistent with the goals of the Division and the officer's enforcement goals.

Citations (Traffic & Criminal) **1 2 3 4 5 6 7**

1. Fails to meet goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences. Officer does not see or avoids taking enforcement action. Officer has not responded to additional training and supervision.

4. Meets goals set by officer and sergeant, taking into consideration regular, required , additional duties and unusual occurrences.

7. Exceeds goals set by officer and sergeant, taking into consideration regular required, additional duties and unusual occurrences. Officer demonstrates an exceptional level of awareness regarding traffic safety concerns. Officer consistently makes high quality, well-rounded enforcement decisions.

Comments:

Driving Related Alcohol Offenses **1 2 3 4 5 6 7**
(DUI Alcohol; DUI Drugs; .04 CMV; .02 MIP Drivers Only)

1. Fails to meet goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences. Officer does r not see or avoids taking enforcement action. Officer has not responded to additional training supervision.

4. Meets goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences.

7. Exceeds goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences. Officer demonstrates an exceptional level of awareness regarding alcohol-related concerns. Officer consistently makes high quality, well-rounded enforcement decisions.

Comments:

Written Warnings **1 2 3 4 5 6 7**

1. Fails to meet goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences. Officer does not see or avoids taking enforcement action. Officer has not responded to additional training and supervision.

4. Meets goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences.

7. Exceeds goals set by officer and sergeant, taking into consideration regular, required, additional duties and unusual occurrences. Officer demonstrates an exceptional level of awareness regarding traffic safety concerns. Officer consistently makes high quality, well-rounded enforcement decisions.

Comments:

Officer	Date
Immediate Supervisor	Date
District Commander	Date

Post-Appraisal Review

Officer	Date
Immediate Supervisor	Date
District Commander	Date
Headquarters Staff	Date