

3 COUNTY SHERIFF'S DEPARTMENT
PERFORMANCE EVALUATION REPORT

15F/1156

89 AUG 29 AM 10:04

NAME: Rick Swope RATING PERIOD FROM: 9-1-88 TO: 9-1-89
 DIVISION: Special Operations/ Traffic Homicide- DUITF POSITION: AVERAGE GRADE: 91.6%

APPEARANCE:					
10	40	55	70	85	(90) 100
10	Sloppy dress. Dirty clothing. Slothful posture. Annoying habits/mannerisms.	Should improve in care of person and/or clothing.	Generally acceptable appearance.	Presents favorable appearance. Usually neat and clean. Positive bearing.	Exceptionally well groomed. Professional appearance.
ATTENDANCE:					
10	40	55	70	85	(90) 100
10	<input type="checkbox"/> Habitually late <input type="checkbox"/> Habitually absent	<input type="checkbox"/> A minuteman. <input type="checkbox"/> Avoidably absent	Fair in: <input type="checkbox"/> Promptness <input type="checkbox"/> Attendance	Prompt and dependable.	Never late. Absent only when unavoidable.
WORK ATTITUDE:					
10	40	55	70	85	(90) 100
10	Uncooperative. Antagonistic. Upsets morale. Defies all supervision.	Indifferent. Sometimes irritates others. Resists supervision.	Reasonably cooperative. Shows interest. Accepts supervision.	Congenial and cooperative nature. Supports supervision and policy.	Goes out of way to cooperate. Morale booster. Never a bad word and do anything type person.
QUALITY OF REPORTS:					
10	100 (95)	85	70	55	40 10
10	Consistently high degree of accuracy, neatness & thorough. Outstanding quality.	Finds and corrects occasional errors. Accurate & neat. Clear and concise.	Generally acceptable. Occasional error or inaccuracy. Some checking required.	Frequent error. Lacks thoroughness & neatness. Much checking required usually.	Unacceptable from amount of error, incompleteness and/or untidiness.
PUBLIC CONTACT:					
10	40	55	70	85	(93) 100
10	Surly, touchy, or antagonistic. Lacks common courtesy. Authoritative.	Indifferent. Lacks sincerity. Numerous complaints. Rude & abrupt.	Usually courteous & effective in meeting and handling people.	Tactful & obliging. Good self control. Well mannered. Sincere.	Exceptional skill and ability in directing conduct/activity of people. Inspiring.
INITIATIVE:					
10	100 (95)	85	70	55	40 10
10	Seeks and sets for himself additional task. Shows much ingenuity.	Alert to opportunity (A self starter)	A routine worker. Usually waits to be told.	Needs prodding. Procrastinates.	Has no initiative. Requires constant pushing.
RULES & REGULATIONS:					
10	40	55	70	85	(90) 100
10	Totally disregards. Does not apply.	Needs to review. Frequent violation.	Generally acceptable. Occasional violation.	Has good working knowledge. Adheres to.	Very familiar with and never violates any;
JOB DEPENDABILITY:					
10	100 (95)	85	70	55	40 10
10	Shows unusual sense of responsibility. Totally reliable. Follow-up unnecessary.	Follows instruction. Completes assignment promptly. Follow-up seldom required.	Generally does job from instructions given. Occasional follow-up required.	Often fails to carry out instructions. Loafs on job. Considerable follow-up.	Refuses responsibility or direction. Unreliable. Requires constant follow-up for all tasks
JUDGEMENT:					
10	40	55	70	85	(93) 100
10	Very emotional. Makes snap judgements without any fact. Usually is incorrect.	Tendency to become erratic & hasty. Has difficulty comprehending a situation.	Generally applies training & experience to make decisions. Occasional error.	Considers situation and makes sound decisions in non-routine situations.	Outstanding insight. Unusual ability in new situations. Requires minimum direction.
OPERATION & CARE OF EQUIPMENT:					
10	40	55	70	(85)	100
10	Has no regard for value or condition. Abusive.	Neglectful.	Adequate in care & maintenance of equipment utilized.	Careful of all eqpt. Has concern for condition of all equipment.	Very meticulous. Always considers as personal property all equipment.

This report is based on my observation and knowledge. It represents my best judgement of the employee's performance.

I have reviewed this rating report. It represents the facts to the best of my knowledge from observation of both the supervisor and employee.

RATER: Sgt Randy Goldberg DATE: 8-5-89

REVIEWER: [Signature] DATE: 8-22-89

DIVISION COMMANDER: [Signature] DATE: 8-22-89

I certify that this rating was reviewed with me in its completed form. I understand the procedure for appeal if I disagree.
 EMPLOYEE: [Signature] DATE: 8-22-89