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| --- | --- | --- | --- | --- | --- |
| **PAST PERFORMANCE APPRAISAL**  PRINCE GEORGE’S COUNTY, MD | | | **1. Name** | | **2. Payroll ID Number** |
|  | |  |
|  | | | **4. Class Title** | **5. Grade** | **6. Position Number** |
| **5. Appraisal Period** | | |  |  |  |
|  | **through** |  |
| **7. Department / Division or District Station** | | **8. Agency / Activity** |
|  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List major tasks developed from duties on position description Form 544**  **(See transmittal envelope for instructions)** | | | | % of Time  (Weight) | Unsatisfactory | Needs  Improvement | Satisfactory | | Exceeds  Satisfactory | Outstanding | Total Rating  Value |
|  | | | **RATING POINT VALUES** | **%** | **0** | **1** | **2** | | **3** | **4** | **T** |
| **A** |  | | |  |  |  |  | |  |  |  |
| **B** |  | | |  |  |  |  | |  |  |  |
| **C** |  | | |  |  |  |  | |  |  |  |
| **D** |  | | |  |  |  |  | |  |  |  |
| **E** |  | | |  |  |  |  | |  |  |  |
| **F** |  | | |  |  |  |  | |  |  |  |
|  | | **9. TOTAL RATING VALUE**: | | | | | |  | | | |
|  | | **10. OVERALL APPRAISAL**: | | | | | |  | | | |
| **11. ANNIVERSARY MERIT INCREASE Anniversary Merit Increase is:**  **(Approved only if Overall Appraisal is Satisfactory or above)**  Approved Not Applicable  Not Approved | | | | | | | | | | | |
| **12. PROBATIONARY STATUS** Recommended permanent status  Recommended continuation of probation (Attach Justification) | | | | | | | | | | | |

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| **Supervisor’s Signature** | **Date** | 13. CHECK APPROPRIATE BOXES  I have reviewed my position description (PG544) and it is accurate and current.  I agree with this appraisal.  I do not agree with this appraisal.  My comments are attached. | |
| **Reviewer’s Signature** | **Date** |
| **Appointing Authority’s Signature** | **Date** | **Employee’s Signature (Only Indicates Receipt)** | **Date** |

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| **2. PERFORMANCE ASSESSMENT: (Supervisor must refer to appropriate duties/tasks described in employee’s position description, which constitute**  **the basis for this assessment.)** (Use Additional Sheets if Necessary) |
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| **3. SUPERVISOR’S RECOMMENDATIONS:** |
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|  | | PRINCE GEORGE'S COUNTY, MARYLAND  POSITION DESCRIPTION  PERFORMANCE STANDARDS | 1. DEPARTMENT/DIVISION | 2. D/D CODE | 3. POSITION |
|  |  |  |
| 4. EMPLOYEE NAME | 5. CLASS TITLE | | 6. GRADE |
|  | | |  | |  |
| 7. Working Title | | |
|  | | |
| 8. PLACE OF WORK (BUILDING, ADDRESS) | | | | 9. WORKING HOURS | |
|  | | | | **Varied** | |
| 10. NAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION | | | | | |
|  | | | | | |
| 11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY | | | | | |
|  | | | | | |
| 12. POSITION DESCRIPTION – Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left. | | | 13. PERFORMANCE STANDARDS - For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards. | | |
| % | Use A, B, C, etc. | | Use A1, A2, A3, B1, B2, etc. | | |
|  | Accountability Statement: This position is that of law enforcement officer, upon whom public safety depends, which is develop to a high degree of efficiency and administered in such a manner as to assure the approval and respect of the public. Authority for this position is granted through the constitution of the state of Maryland to the Prince George’s County Council for the specific purpose of enforcing Maryland state laws and the codes and ordinances of Prince George’s County, Maryland. The incumbent in this position is authorized to carry out those duties and responsibilities in accordance with the established performance standards and is subject to reporting and justifying task outcomes to those above him/her in the Department's chain of command. The incumbent must meet and maintain the training standards set forth by the Prince George’s County Police Department. The incumbent treats all information, administrative or operational, as strictly confidential, not to be disseminated in any form unless expressly authorized. Confidential information may not be discussed with other County employees (including individuals in the Police Department), except for work-related reasons, under terms and conditions of the Maryland Public Information Act. The incumbent in this position is deemed “essential personnel” and is subject to report during standard or non-standard hours as operations necessitate. | | | | |

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