## SECTION A  
**CRITICAL TASKS**

### 1. POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Task</th>
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<th>M=MEETS</th>
<th>S=SUBSTANDARD</th>
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- E M S N  
- Understands the department’s mission, objectives, & policies.  
- Adherence to dispatch and department policies & procedures.  
- Keeps up on written directives.  
- Knows and follows directives from chain of command.  
- General dispatch duties, computer and E911  
- Other: (specify)

### 2. JUDGMENT

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- E M S N  
- Problem solving, decision making, common sense.  
- Properly uses discretion.  
- Exhibits self-control under stress.  
- Interpersonal skills with staff and public  
- Acceptance of constructive criticism and feedback.  
- Solves problems creatively while keeping supervisors informed.  
- Other: (specify)

### 3. PROFESSIONAL DEEMANOR

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- E M S N  
- Uniform appearance.  
- Accountability/work ethics.  
- Grooming, attire and personal appearance.  
- Reports to work on time and observes break limits.  
- Sick hours used ________  
- Other: (specify)

### 4. VERBAL COMMUNICATIONS

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- E M S N  
- Speaks organized thoughts.  
- Speaks effectively on the radio and telephone.  
- Listens effectively when necessary.  
- Speaks professionally to staff, public, and inmates.  
- Operates radio and telephone properly.  
- Utilizes defusing and de-escalating communication skills

### 5. WRITTEN COMMUNICATIONS

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- E M S N  
- Completes CAD entries to include GEO validating  
- Writes legibly on worksheets  
- Writes clear, concise, complete reports/narration in CAD  
- Logs necessary information in proper places.  
- Thoroughly completes all assigned tasks  
- Other: (specify)

### 6. DISPATCH/ EQUIPMENT OPERATION

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- E M S N  
- Operates radio equipment in an acceptable, prompt fashion.  
- Operates computers properly with few errors.  
- Operates printers, fax, telephone and other related machines properly  
- Operates and understands the use of all dispatch equipment.  
- Other: (specify)

### 7. COGNITIVE ABILITY

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- E M S N  
- Performs required and extra dispatch tasks without being asked.  
- Uses slow times to get extra tasks done.  
- Growth and development of current position as a senior officer if applicable.  
- Able to solve problems, make decisions, exercise good judgment often in stressful situations and/or with angry, uncooperative subjects.  
- Other: (specify)

### 8. SAFETY AND SECURITY

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- E M S N  
- Understands principles and necessity of officer safety.  
- Enforces procedures that maintain safety and security.  
- Monitor cameras, doors and parking area.  
- Properly completes squad checks  
- Maintains security in operating sally port doors  
- Other: (specify)

## SECTION B  
**LEADERSHIP SKILLS (OPTIONAL)**

Check the box or boxes below which correspond to the leadership assignments the officer has had during the rating period. Leave blank if none apply. Discuss each box checked in section C on the reverse of this form, citing specific examples.

- [ ] Sergeant  
- [ ] Field Training Officer (FTO)  
- [ ] Attended Special Training  
- [ ] Other: (specify)
### SECTION C  RATER’S COMMENTS
(Limit comment to space provided except Interim Reporting and goal setting situations.)

### SECTION D  REQUIRED INFORMATION
Check boxes to indicate pertinent items have been reviewed with the employee and are valid.

- [ ] Valid driver’s license. Date expires: _____________________________
- [ ] Line-of-Duty Death packet updated.
- [ ] Anti-Harassment Policy
- [ ] Knowledge and understanding method of reporting policy violations.
- [ ] Other: (specify)

### SECTION E  (FOR FINAL PROBATIONARY REPORT)

- [ ] Recommend  [ ] Do not recommend  
  …this employee for permanent civil service status.

<table>
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<tr>
<th>Employee’s Signature</th>
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<td>Rater’s Signature</td>
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- [ ] Reviewing officer discussed this report with employee  
  [ ] Concur  [ ] Do not concur

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