

# STATE POLICE TROOPERS AND SERGEANTS PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM

## STANDARDS AND INSTRUCTIONS

- A. This form is used in accordance with Civil Service Commission Rule 2-3 and Civil Service Regulation 2.06 to document performance factors and objectives, required competencies, and the supervisor's evaluation of the employee's performance for: (1) probationary ratings, (2) progress reviews, and (3) annual ratings. This form is only used for State Police Troopers and Sergeants.
- B. A probationary period is required upon: (1) hire, (2) promotion, and (3) lateral job change between departments to a different classification. A probationary period is not required, but may be established for a reinstatement or demotion.
- C. A full-time probationary employee shall be rated upon completion of six months and twelve months of service. Less than full-time probationary employees shall be rated upon completion of nine months and eighteen months of service. New hires without status shall also be rated upon completion of three months of employment.
- D. The supervisor or supervisor and employee may establish performance factors or objectives setting forth expectations for the rating period. Performance objectives should be briefly stated but specifically defined and should include expected outcomes. The use of performance factors is optional for State Police Troopers and Sergeants. All relevant competencies must also be identified. Competencies measure behaviors or how the employee accomplishes the objectives.
- E. At the beginning of each rating period, the supervisor must review the performance factors, objectives, and competencies with the employee and explain that they set the performance expectations for the rating period. The employee and supervisor must sign and date the form and retain a copy.
- F. The supervisor should provide regular performance feedback to the employee. Formal progress reviews may be given during the course of the annual review period.
- G. At the end of the review period, the supervisor shall evaluate the employee's performance and assign an overall rating. The employee's achievements in relation to the performance factors (what was accomplished) and the competency evaluation (how the objectives were accomplished) must be considered in determining the employee's rating. The supervisor's evaluation must be documented on the form. The supervisor must discuss the evaluation with the employee.
- H. **The probationary rating categories are "Unsatisfactory," "Meets Expectations," and "High Performing."** Meets Expectations and High Performing are satisfactory ratings. An Unsatisfactory probationary rating is discipline and may be the basis for additional discipline, up to and including dismissal.
- I. **The annual rating categories are "Needs Improvement," "Meets Expectations," and "High Performing."** A Needs Improvement rating is not discipline. If a Needs Improvement rating is issued, the appointing authority shall establish a plan for improving the employee's performance or behavior.
- J. All ratings must be completed within twenty-eight calendar days of the end of the rating period.
- K. The supervisor and employee must sign and date the rating as evidence of the review. The appointing authority must sign and date Unsatisfactory probationary ratings and Needs Improvement annual ratings.
- L. The appointing authority must notify the State Personnel Director of any Unsatisfactory ratings within twenty-eight calendar days of the rating.
- M. Training on performance management is available from the Civil Service Commission. See Web site <http://web1mdcs.state.mi.us/HRTDTrain/HRTDHome.asp> for details.

State of Michigan  
Civil Service Commission  
**Office of Classifications, Selections, and Compensation**  
P.O. Box 30002, Lansing, MI 48909

**MICHIGAN STATE POLICE TROOPERS AND SERGEANTS**  
**PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM**  
FOR PROBATIONARY RATINGS, PROGRESS REVIEWS, AND ANNUAL RATINGS

*Information and instructions for conducting probationary and annual reviews and evaluations are found in Civil Service Regulation 2.06, available from all human resource offices and the Civil Service Commission Web site, at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).*

<b>Name</b>	<b>Employee I.D. No.</b>	<b>Position Code</b>
<b>Classification</b>		<b>Department/Agency/Bureau/Division</b>
<b>Supervisor's Name</b>	<b>Supervisor I.D. No.</b>	<b>Rating Period Start/End Dates</b> From: _____ To: _____

**REVIEW OF PERFORMANCE FACTORS AND COMPETENCIES**

<p>I certify that I have reviewed the performance factors and competencies identified on this form and received a copy.</p> <p>_____</p> <p style="text-align: center;"><b>Employee's Signature and Date</b></p>	<p>I certify that the performance factors and competencies identified on this form provide the basis for evaluating this employee's performance during this rating period.</p> <p>_____</p> <p style="text-align: center;"><b>Supervisor's Signature and Date</b></p>
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**PROBATIONARY RATING**

<input type="checkbox"/> 3 MONTH (NEW HIRE)	<input type="checkbox"/> 6 MONTH	<input type="checkbox"/> 9 MONTH (PART-TIME)
<input type="checkbox"/> 12 MONTH	<input type="checkbox"/> 18 MONTH (PART-TIME)	<input type="checkbox"/> OTHER _____
<b>RATING:</b> <input type="checkbox"/> <b>Unsatisfactory</b>	<input type="checkbox"/> <b>Meets Expectations</b>	<input type="checkbox"/> <b>High Performing</b>

**PROGRESS REVIEW**

I certify that I have had a progress review and discussed my performance with my supervisor. My signature reflects only that a meeting occurred.

\_\_\_\_\_

**Employee's Signature and Date**

I certify that the employee's progress has been reviewed with the employee.

\_\_\_\_\_

**Supervisor's Signature and Date**

**ANNUAL RATING**

**RATING:**  **Needs Improvement**     **Meets Expectations**     **High Performing**

I certify that I have had the opportunity to review this rating and understand that I am to receive a copy of it. I understand that my signature does not necessarily mean that I agree with the rating.

\_\_\_\_\_

**Employee's Signature and Date**

I certify that this rating report constitutes my evaluation of the performance of this employee for the period covered.

\_\_\_\_\_

**Supervisor's Signature and Date**

I certify that I have reviewed this evaluation and concur with the rating given. **(Required only if rating is Needs Improvement or Unsatisfactory.)**

\_\_\_\_\_

**Appointing Authority's Signature and Date**

Name	Rating Period From: _____ To: _____
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**PERFORMANCE OBJECTIVES AND EVALUATION**

List the performance factors/objectives and accomplishments expected during the rating period. Revise and add factors/objectives, as necessary, throughout the rating period. Upon completion of the rating period, summarize the employee's accomplishments and performance.

Performance Factors/Objectives	Evaluation

Name	Rating Period From:	To:
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## MICHIGAN STATE POLICE TROOPERS AND SERGEANTS COMPETENCIES

Competencies are defined as the ability, skill, knowledge, and motivation needed for success on the job. All relevant competencies (suggested minimum of five) should be evaluated.

### RATING CATEGORIES

Probationary:    **US** — Unsatisfactory                      **ME** — Meets Expectations (Satisfactory)                      **HP** — High Performing (Satisfactory)

Annual:            **NI** — Needs Improvement                      **ME** — Meets Expectations                      **HP** — High Performing

CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
<input type="checkbox"/>	<p><b><u>Communication</u></b> — Ability to listen and communicate thoughts and feelings clearly and consistently through appropriate spoken and written language. Uses correct grammar, punctuation, and spelling to communicate thoughts, ideas, information and messages in writing.</p> <p><b><u>Comments:</u></b></p>	<input style="width: 80px; height: 30px;" type="text"/>
<input type="checkbox"/>	<p><b><u>Contributing to Team Success</u></b> — Actively participating as a member of a team to move the team toward completion of goals.</p> <p><b><u>Comments:</u></b></p>	<input style="width: 80px; height: 30px;" type="text"/>
<input type="checkbox"/>	<p><b><u>Decision Making</u></b> — Identifying and understanding issues, problems, and opportunities; gathering information from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.</p> <p><b><u>Comments:</u></b></p>	<input style="width: 80px; height: 30px;" type="text"/>
<input type="checkbox"/>	<p><b><u>Integrity/Honesty</u></b> — Contributing to maintaining the integrity of the Michigan State Police; displaying high standards of professional and ethical conduct and understanding the impact violating these standards has on the credibility of Michigan State Police, self and others; is trustworthy.</p> <p><b><u>Comments:</u></b></p>	<input style="width: 80px; height: 30px;" type="text"/>

Name	Rating Period From: _____ To: _____
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CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
<input type="checkbox"/>	<p><b><u>Law Enforcement/Department Knowledge</u></b> — Displays and maintains sound knowledge of departmental, criminal justice system and law enforcement operating procedures, rules and regulations. Complies with prosecutor's policies; prepares for court and testifies in a clear and concise manner. Is familiar with available resources, special departmental units and other agencies capabilities. Knows and acts in accordance with laws, policies and procedures.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>
<input type="checkbox"/>	<p><b><u>Managing Work</u></b> — Effectively managing one's time and resources to ensure the work is completed efficiently; makes timely requests for sick/annual leave time; utilizes sick leave appropriately; reports to work in a timely manner.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>
<input type="checkbox"/>	<p><b><u>Criminal Investigation</u></b> — Applies knowledge and skills so that evidence is identified, collected and preserved and all information relevant to the investigation is factually recorded. Crime scenes are processed using available resources to insure the collection and preservation of all types of evidence. Obtains statements from witnesses which are detailed, accurate and free of personal bias. Uses acceptable practices and techniques when interrogating suspects.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>
<input type="checkbox"/>	<p><b><u>Informant Management</u></b> — Demonstrated ability to gather and supervise the use of information in compliance with legal, moral and ethical standards, and in compliance with departmental guidelines.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>
<input type="checkbox"/>	<p><b><u>Patrol Related Activities</u></b> — While on patrol applies knowledge of criminal, civil and traffic laws and takes proper and fair actions. Identifies situations, selects proper course of action and follows through with further action and/or investigation. Gathers and accurately reports all pertinent facts and evidence.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>
<input type="checkbox"/>	<p><b><u>Raid Management</u></b> — Able to plan, organize and execute raid operations.</p> <p><b><u>Comments:</u></b></p>	<input type="text"/>