



San Antonio Police Department



NOTICE OF MERIT

Officer Matthew Martin, #1140

East Patrol "C" Shift (EPC)

Felon Possession of Firearm

Case Number: SAPD11262377

Date of Incident: 10/17/2011

Location of Incident: 500 Block of Ferris

Time of Incident: 05:35

On Monday, 17 October 2011, while on routine patrol, Officer Matthew Martin, #1140 and Probationary Officer Gladys Williams, #1267, observed AP entering a vehicle that was active for Municipal Court Warrants. Upon approaching AP and the vehicle, the officers observed AP retrieving a firearm from his waistband and placing it on the seat inside the vehicle. Upon approaching the driver's side of the vehicle, Officer Martin observed a handgun laying on the driver's seat, at which time AP was quickly handcuffed. AP was identified and found to have active Municipal Court Warrants. A Consent to Search was obtained from the vehicle owner. The firearm that was retrieved from the vehicle was found to have San Antonio Police Department engraved on the slide and the serial numbers/I.D. numbers were found to be filed down. A stolen query was conducted on the handgun, which returned with an active stolen hit confirmation. Narcotics were also found laying next to the handgun, which tested positive for cocaine.

Due to these officers's quick response and observation a San Antonio Police Officer's stolen duty weapon was recovered. AP was arrested and charged with Felon in Possession of Firearm, Theft of Firearm, Possession of Controlled Substance 1-4 Grams, Tampering with I.D. Number, and four Municipal Court Warrants.

Officer Martin and Officer Williams are commended for their tactical skills, team work, motivation, job knowledge, and work ethics.

GREAT JOB AND WELL DONE!!!!

2011 NOV - 4 AM 10:10
RECEIVED
CIVIL RIGHTS
HUMAN RIGHTS

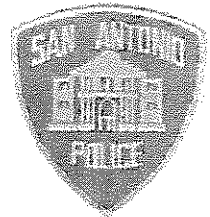
Signature of Person Submitting Notice: Barbara J. Russell, # 3290
Signature of Approving Authority: Paul [unclear] 4018
Date of Notice: November 02, 2011

Copies to: ☒ Chief ☒ Division Commander ☐ PIO ☒ Central 201 File ☒ Officer

RECEIVED
CITY OF SAN JOSE
2011 NOV -4 AM 10:44



San Antonio Police Department



NOTICE OF MERIT

Officer Matthew Martin #1140

East Patrol "C" Shift (EPC)

Aggravated Assault-Deadly Weapon

Case Number: SAPD11275547

Date of Incident: 11/2/11

Location of Incident: 1119 Halliday

Time of Incident: 0300 hrs

On Wednesday, 2 November 2011, Officer Giardino, #1059 and Officer Matthew Martin, #1140 responded to an assault at the above location. The complainant advised the officers that AP demanded to view her Facebook profile and when she refused, AP bolted the bedroom door shut with a hatchet and several knives. According to the complainant, AP shoved her to the bed and began choking her to the point that she could not breathe and almost passing out. AP pointed a gun to the complainant's head threatening to kill her and then shoot himself. The complainant indicated that AP had his finger on the trigger and she thought that AP was going to kill her. AP poured lighter fluid over the complainant's body and then he lit a match and held the match close to the complainant's body. The complainant advised the officer that AP broke down and began crying, at which time she was able to exit the bedroom and locked herself in the bathroom.

During a Consent to Search of the property, the officers recovered several firearms, including three stolen firearms, an illegal homemade silencer, and a firearm with the serial numbers removed, drugs/narcotics, and drug paraphernalia. Due to these officers quick response and tenacity, AP was arrested for Aggravated Assault-Deadly Weapon, Assault-Family-Choking/Strangulation, three counts of Theft-Firearm, Possession With Intent to Deliver CS PG1 4G-200G, Possession of Prohibited Firearm Silencer, and Tampering With I. D. Number.

Officer Giardino and Officer Martin are commended for their tactical skills, team work, motivation, job knowledge, and work ethics.

GREAT JOB AND WELL DONE!!!!

Signature of Person Submitting Notice: Barbara J. Russell #3290

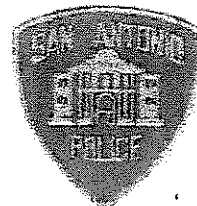
Signature of Approving Authority: [Signature] #4018

Date of Notice: December 21, 2011

Copies to: ☒ Chief ☒ Division Commander ☐ PIO ☒ Central 201 File ☒ Officer



San Antonio Police Department



NOTICE OF MERIT

Officer Matthew Martin #1140

East Patrol "C" Shift (EPC)

Burglary of a Building Apprehension

Case Number: SAPD11319308

Date of Incident: December 29, 2011

Location of Incident: 4100 S. New Braunfels

Time of Incident: 0325

On Thursday, December, 29, 2011 Officer Steven Wilfong #1621, Officer Norma Woods #0899, Officer Matthew Martin #1140, Officer Vincent Giardino #1059, and Officer Steven Franco #1129 responded to a Burglary in Progress at the above location. Upon arrival, Officer Woods observed a small hole in the outside wall of a vacant suite, #104. Upon checking the front of the building, Officer Woods observed through the glass in front of the Game Stop, #1620, that someone had gained entry into the Game Stop by pounding a hole from the vacant suite. Officer Martin and Officer Wilfong gained entry into the vacant building through the small hole from the Game Stop. Officer Martin observed AP exiting a bathroom and fleeing out a door leading into a hallway. Officer Giardino, who was on the perimeter and posted at the rear of the building, observed AP peeking out the back door. AP ignored Officer Giardino's demand to stop and began to run from the building. When AP finally stopped, he turned his back towards Officer Giardino, and began reaching into his pants pocket. Several times Officer Giardino commanded that AP show his hands, but AP refused to comply. Fearing that AP might have a weapon, Officer Giardino deployed his Taser. Officer Franco who responded to Officer Giardino's location was able to handcuff AP. Upon searching AP, incident to arrest, Officer Giardino recovered a pocket knife in AP's left back pants pocket, which was the same pocket that AP was reaching into. Officer Franco returned to the vacant suite to look for tools used in the burglary or items taken from the business. While checking the vacant suite, Officer Franco recovered multiple video games that were hidden in the ceiling. The surveillance video showed that AP was the only person that entered the Game Stop and that he had taken several videogames and a remote control to a game system.

Due to these officers quick response, AP was arrested for Burglary of Building, Evading Arrest or Detention, and all property totaling \$1,074.99 was returned to the owner. Officer Wilfong, Officer Woods, Officer Martin, Officer Giardino, and Officer Franco are to be commended for their great teamwork, tactical skills, motivation, job knowledge, and work ethics.

GREAT JOB AND WELL DONE!!!!

Barbano J. Russell #3290
Nominating Supervisor

Lt. R. J. [Signature] 4018
Unit Director

[Signature] 7. Castle
Section Commander

[Signature]
Division Commander

Date of Notice: March 9, 2011

RECEIVED
CITY OF SAN ANTONIO
HUMAN RESOURCES DEPT
2012 MAR 21 PM 4:30

☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

☐ Planning Session
☒ Annual Evaluation

Rater's Initials

SM

Employee Initials

MM

Date

2/1/15

Part I: Employee Information

Last Name: Martin First & Middle Name: Matthew Badge: 1140 Activity Code: 17-02-05
Title/Job Description: Patrol Officer Period covered by report: 01-01-14 to 01-31-14
Division: PNC Office Code: EPC Actual Date of Evaluation: 02-01-15

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comment: Is an exceptional patrol officer, and always well prepared.

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a team player who always accepts additional responsibility without question.

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Exceptional interpersonal skills when dealing the public.

4. **Verbal Skills:** Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

5. **Written Skills:** Effectively communicates in an organized, accurate, and concise manner; Ability to arrange, emphasize and select words and information appropriate to the purpose.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

6. **Customer Service/Professionalism:** Courteously meets the needs of customers inside and outside the organization with quality answers and solutions that fulfill the requirements of the contact.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is very effective and professional when dealing with the public.

7. **Problem Solving/Judgement:** Employs acceptable methods and techniques in the resolution of identified problems and tasks with a willingness to take personal responsibility for the outcome of their decisions.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Continues to make sound decisions and who takes full responsibility for any outcome.

8. **Appearance/Demeanor:** Appearance is in keeping with the General Manual and conducts self in a manner consistent with the philosophy of public service and the mandates of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

9. **Laws/Policies/Procedures:** Demonstrates a knowledge of federal, state and local laws as they relate to law enforcement and in keeping with the mandates and guidelines of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

10. **Use and Care of Equipment:** Shows proficiency, good judgement, and proper care in the use of all equipment entrusted.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

Complete 11-17 for Supervisors/Managers only.

11. **Leadership:** Effectively brings people together in accomplishing tasks and accepting responsibility without undue reliance on authority and power.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

12. **Planning/Organization:** Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishment of assigned tasks.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

13. **Decisiveness:** Readiness and capacity to make decisions, render judgments, and to account for decisions made.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

14. **Technical Competence:** Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

15. **Administrative Activities:** Ability to control administrative and fiscal activities within assigned area of responsibility in conformity with Department policies and procedures; Complies with EEO and Affirmative Action guidelines.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

16. **Supervising/Managing:** Ability to closely monitor the actual work and productivity of employees.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

17. **Evaluating the Rater:** Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry out the rater's role in the performance evaluation system.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Overall Performance Rating of Employee

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments: Shows outstanding leadership abilities and is an asset to the section

Part III: Action Plan and Goals

Part IV: Employee Comments and/or Feedback

☒ I Do Agree with my Rating

☐ I Do Not Agree with my Rating (complete SAPD Form 6-NAR)

Employee has five (5) working days to appeal this evaluation in writing to the reviewing officer

Employee's SAP Number: [REDACTED]

Employee's Signature: *[Signature]* 11240

Date:

02/01/15

Rater's SAP Number: [REDACTED]

Rater's Typed Name and Signature: Nagy, Shane #3159

Date:

2/1/15

Reviewer's Typed Name and Signature: Velasquez, Steven #4059

Date:

2-7-15

Part V: Reserved for Human Resources

Signature:

Date Received:

- ☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

- ☒ Planning Session
☐ Annual Evaluation

Rater's Initials

SR

Employee Initials

MM #1140

Date *02/02/15*

Part I: Employee Information

Last Name: Martin First & Middle Name: Matthew Badge: 1140 Activity Code: 17-05-02
Title/Job Description: Patrol Officer Period covered by report: 01-01-15 to 12-31-15
Division: P/C Office Code: EPC Actual Date of Evaluation: 02-01-15

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

4. **Verbal Skills:** Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

5. **Written Skills:** Effectively communicates in an organized, accurate, and concise manner; Ability to arrange, emphasize and select words and information appropriate to the purpose.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

6. **Customer Service/Professionalism:** Courteously meets the needs of customers inside and outside the organization with quality answers and solutions that fulfill the requirements of the contact.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

7. **Problem Solving/Judgement:** Employs acceptable methods and techniques in the resolution of identified problems and tasks with a willingness to take personal responsibility for the outcome of their decisions.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

8. **Appearance/Demeanor:** Appearance is in keeping with the General Manual and conducts self in a manner consistent with the philosophy of public service and the mandates of the Department.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

9. **Laws/Policies/Procedures:** Demonstrates a knowledge of federal, state and local laws as they relate to law enforcement and in keeping with the mandates and guidelines of the Department.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

10. **Use and Care of Equipment:** Shows proficiency, good judgement, and proper care in the use of all equipment entrusted.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Complete 11-17 for Supervisors/Managers only.

11. **Leadership:** Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authority and power.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

12. **Planning/Organization:** Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishment of assigned tasks.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

13. **Decisiveness:** Readiness and capacity to make decisions, render judgements, and to account for decisions made.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

14. **Technical Competence:** Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

15. **Administrative Activities:** Ability to control administrative and fiscal activities within assigned area of responsibility in conformity with Department policies and procedures; Complies with EEO and Affirmative Action guidelines.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

16. **Supervising/Managing:** Ability to closely monitor the actual work and productivity of employees.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

17. **Evaluating the Rater:** Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry out the rater's role in the performance evaluation system.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Overall Performance Rating of Employee

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Part III: Action Plan and Goals

Went over performance goals for following year.

Part IV: Employee Comments and/or Feedback

☐ I Do Agree with my Rating

☐ I Do Not Agree with my Rating (complete SAPD Form 6-NAR)

Employee has five (5) working days to appeal this evaluation in writing to the reviewing officer

Employee's SAP Number: [REDACTED]

Employee's Signature: [Signature]

Date:

02/02/15

Rater's SAP Number: [REDACTED]

Rater's Typed Name and Signature: Nagy, Shane #3159

Date:

2/2/15

Reviewer's Typed Name and Signature: Velasquez, Steven #4039

Date:

2-7-15

Part V: Reserved for Human Resources

Signature:

Date Received:

- ☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

- ☐ Planning Session
☒ Annual Evaluation

Rater's Initials

BJR

Employee Initials

MM

Date *02/20/14*

Part I: Employee Information

Last Name: Martin First & Middle Name: Matthew Badge: 1140 Activity Code: 17-02-05
Title/Job Description: Patrol Officer Period covered by report: 01-01-13 to 12-31-13
Division: PDC Office Code: EPC Actual Date of Evaluation: 02-20-14

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a highly motivated and dedicated officer who continues to take pride in his position as a district officer. Is an outstanding and effective field training officer who communicates well with his trainees.

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a team player who always accepts additional responsibility without question.

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Exceptional interpersonal skills when dealing the public.

4. **Verbal Skills:** Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.

☒ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments: Displays outstanding communication skills.

5. **Written Skills:** Effectively communicates in an organized, accurate, and concise manner; Ability to arrange, emphasize and select words and information appropriate to the purpose.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

6. **Customer Service/Professionalism:** Courteously meets the needs of customers inside and outside the organization with quality answers and solutions that fulfill the requirements of the contact.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is very effective and professional when dealing with the public.

7. **Problem Solving/Judgement:** Employs acceptable methods and techniques in the resolution of identified problems and tasks with a willingness to take personal responsibility for the outcome of their decisions.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Continues to make sound decisions and who takes full responsibility for any outcome.

8. **Appearance/Demeanor:** Appearance is in keeping with the General Manual and conducts self in a manner consistent with the philosophy of public service and the mandates of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

9. **Laws/Policies/Procedures:** Demonstrates a knowledge of federal, state and local laws as they relate to law enforcement and in keeping with the mandates and guidelines of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

10. **Use and Care of Equipment:** Shows proficiency, good judgement, and proper care in the use of all equipment entrusted.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Complete 11-17 for Supervisors/Manager ly.

11. **Leadership:** Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authority and power.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

12. **Planning/Organization:** Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishment of assigned tasks.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

13. **Decisiveness:** Readiness and capacity to make decisions, render judgements, and to account for decisions made.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

14. **Technical Competence:** Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

15. **Administrative Activities:** Ability to control administrative and fiscal activities within assigned area of responsibility in conformity with Department policies and procedures; Complies with EEO and Affirmative Action guidelines.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

16. **Supervising/Managing:** Ability to closely monitor the actual work and productivity of employees.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

17. **Evaluating the Rater:** Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry out the rater's role in the performance evaluation system

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Overall Performance Rating of Employee

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments: Officer Martin shows outstanding leadership abilities and is an asset to the section and to the shift

Part III: Action Plan and Goals

Part IV: Employee Comments and/or Feedback

☒ I Do Agree with my Rating

☐ I Do Not Agree with my Rating (complete SAPD Form 6-NAR)

Employee has five (5) working days to appeal this evaluation in writing to the reviewing officer

Employee's SAP Number: [REDACTED]

Employee's Signature: [Signature] #1140

Date:

02/20/14

Rater's SAP Number: [REDACTED]

Rater's Typed Name and Signature: Russell, Barbara J. #3290

Date:

02/20/14

Reviewer's Typed Name and Signature: Velasquez, Steven #4039

Date:

2-22-14

Signature:

Part V: Reserved for Human Resources

Date Received:

☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

☐ Planning Session
☒ Annual Evaluation

Rater's Initials

BJR

Employee Initials

Date *02-09-13*

Part I: Employee Information

Last Name: *Martin* First & Middle Name: *Matthew* Badge: *1140* Activity Code: *17-02-05*
Title/Job Description: *Patrol Officer* Period covered by report: *01-01-12* to *12-31-12*
Division: *PDC* Office Code: *EPC* Actual Date of Evaluation: *02/09/13*

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a highly motivated and dedicated officer who continues to take pride in his position as a district officer. Has received several merits for his outstanding work performance. Is an outstanding and effective field training officer who communicates well with his trainees.

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a team player who always accepts additional responsibility without question.

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Exceptional interpersonal skills when dealing with the public.

4. **Verbal Skills:** Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

5. **Written Skills:** Effectively communicates in an organized, accurate, and concise manner; Ability to arrange, emphasize and select words and information appropriate to the purpose.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

6. **Customer Service/Professionalism:** Courteously meets the needs of customers inside and outside the organization with quality answers and solutions that fulfill the requirements of the contact.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is very effective and professional when dealing with the public.

7. **Problem Solving/Judgement:** Employs acceptable methods and techniques in the resolution of identified problems and tasks with a willingness to take personal responsibility for the outcome of their decisions.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Continues to make sound decisions and who takes full responsibility for any outcome.

8. **Appearance/Demeanor:** Appearance is in keeping with the General Manual and conducts self in a manner consistent with the philosophy of public service and the mandates of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

9. **Laws/Policies/Procedures:** Demonstrates a knowledge of federal, state and local laws as they relate to law enforcement and in keeping with the mandates and guidelines of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

10. **Use and Care of Equipment:** Shows proficiency, good judgement, and proper care in the use of all equipment entrusted.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Complete 11-17 for Supervisors/Managers only.

11. **Leadership:** Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authority and power.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

12. **Planning/Organization:** Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishment of assigned tasks.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

13. **Decisiveness:** Readiness and capacity to make decisions, render judgements, and to account for decisions made.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

14. **Technical Competence:** Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

15. **Administrative Activities:** Ability to control administrative and fiscal activities within assigned area of responsibility in conformity with Department policies and procedures; Complies with EEO and Affirmative Action guidelines.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

16. **Supervising/Managing:** Ability to closely monitor the actual work and productivity of employees.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

17. **Evaluating the Rater:** Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry out the rater's role in the performance evaluation system.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Overall Performance Rating of Employee

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments: Shows outstanding leadership abilities and is an asset to the section

Part III: Action Plan and Goals

Part IV: Employee Comments and/or Feedback

☒ I Do Agree with my Rating

☐ I Do Not Agree with my Rating (complete SAPD Form 6-NAR)

Employee has five (5) working days to appeal this evaluation in writing to the reviewing officer

Employee's SAP Number: [REDACTED]

Employee's Signature: [Signature] #1140

Date: 02/09/13

Rater's SAP Number: [REDACTED]

Rater's Typed Name and Signature: Russell, Barbara J. #3290

Date: 02/09/13

Reviewer's Typed Name and Signature: Day, Patrick #3199

Date: 2-15-13

Part V: Reserved for Human Resources

Signature:

Date Received:

- ☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

- ☐ Planning Session
☒ Annual Evaluation

Rater's Initials

B-JR

Employee Initials

MM

Date

1-22-12

Part I: Employee Information

Last Name: Martin First & Middle Name: Matthew Badge: 1140 Activity Code: 17-02-05
Title/Job Description: Patrol Officer Period covered by report: 01-01-11 to 12-31-11
Division: PDC Office Code: EPC Actual Date of Evaluation: 01-21-12

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is a highly motivated and dedicated officer who takes pride in his position as a district officer.

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Accepts additional responsibility without question.

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is an outstanding and effective field training officer who communicates well with his trainees.

4. **Verbal Skills:** Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

5. **Written Skills:** Effectively communicates in an organized, accurate, and concise manner; Ability to arrange, emphasize and select words and information appropriate to the purpose.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

6. **Customer Service/Professionalism:** Courteously meets the needs of customers inside and outside the organization with quality answers and solutions that fulfill the requirements of the contact.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Is very effective and professional when dealing with the public.

7. **Problem Solving/Judgement:** Employs acceptable methods and techniques in the resolution of identified problems and tasks with a willingness to take personal responsibility for the outcome of their decisions.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

8. **Appearance/Demeanor:** Appearance is in keeping with the General Manual and conducts self in a manner consistent with the philosophy of public service and the mandates of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

9. **Laws/Policies/Procedures:** Demonstrates a knowledge of federal, state and local laws as they relate to law enforcement and in keeping with the mandates and guidelines of the Department.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

10. **Use and Care of Equipment:** Shows proficiency, good judgement, and proper care in the use of all equipment entrusted.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

Complete 11-17 for Supervisors/Managers only.

11. **Leadership:** Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authority and power.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

12. **Planning/Organization:** Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishment of assigned tasks.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

13. **Decisiveness:** Readiness and capacity to make decisions, render judgements, and to account for decisions made.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

14. **Technical Competence:** Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

15. **Administrative Activities:** Ability to control administrative and fiscal activities within assigned area of responsibility in conformity with Department policies and procedures; Complies with EEO and Affirmative Action guidelines.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

16. **Supervising/Managing:** Ability to closely monitor the actual work and productivity of employees.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

17. **Evaluating the Rater:** Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry out the rater's role in the performance evaluation system.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Overall Performance Rating of Employee

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments:

Part III: Action Plan and Goals

Part IV: Employee Comments and/or Feedback

☒ I Do Agree with my Rating

☐ I Do Not Agree with my Rating (complete SAPD Form 6-NAR)

Employee has five (5) working days to appeal this evaluation in writing to the reviewing officer

Employee's SAP Number:

Employee's Signature:

[Signature] #1140

Date:

01/22/12

Rater's SAP Number:

Rater's Typed Name and Signature: Russell, Barbara J. #3290

Barbara J. Russell #3290

Date:

1-22-12

Reviewer's Typed Name and Signature: Smith, Randall L. #4018

[Signature]

Date:

2-28-12

Part V: Reserved for Human Resources

Signature:

Date Received:

☒ Patrolman/Detective-Investigator
☐ Supervisor/Manager



City of San Antonio
Police (Sworn) Employee Annual Performance Evaluation

☐ Planning Session
☒ Annual Evaluation

Rater's Initials

P.J.R.

Employee Initials

MM

Date 01-19-11

Part I: Employee Information

Last Name: Martin First & Middle Name: Matthew Badge: 1140 Activity Code: 17-02-05
Title/Job Description: Patrol Officer Period covered by report: 01-01-10 to 12-31-10
Division: PDC Office Code: EPC Actual Date of Evaluation: 01-18-11

Part II: Evaluation Criteria

*** Any score other than "Meets Expectations" requires comment. ***

1. **Readiness/Competency:** Maintains a readiness to respond to calls for service and/or assignments; Demonstrates competency in performing all tasks associated with assigned duties; Attendance record does not negatively impact the unit.

☐ Exceeds Expectations ☒ Meets Expectations ☐ Below Expectations

Comments:

2. **Initiative/Cooperation/Responsiveness:** Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.

☒ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Comments: Willing to accept additional responsibility without question.

3. **Interpersonal Skills:** Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.

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Comments:

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Employee's Signature:

Date:

Rater's SAP Number:

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Date:

Reviewer's Typed Name and Signature: Smith, Randall L. #4018

Date:

Part V: Reserved for Human Resources

Signature:

Date Received: