

## 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!!!!

Signature of Person Submitting Notice: Saubase Level 3290

Signature of Approving Authority: Log grad 4018

Date of Notice: November 02, 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)

#### 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 knifes. 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:	Barbaro J. Juriell # 3290
Signature of Approving Authority:	W 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 Notice: March 9, 2011

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 pecking out the back door. AP ignored Officer Giardine'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 Glardino 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!!!!

Barbaro & Lunch #3290 Lt. Phys. 4018

Nominating Supervisor fait Director

Section Commander Division Commander

Patrolman/Detective-In Supervisor/Manager	vestigator	Police (	Sworn) E loyee Annual P	onio erformance Evaluation
Planning Session Annual Evaluation	Rater's Initials	Employee Initia	als MM 1140 D	ate2/1/15
Last Name: Martin	<u>Part</u> First & Middle Name	I: Employee Information  Matthew		ity Code: 17-02-05
	atrol Officer	Period covered by		to 01-31-14
Division: PNC	Office Cod		<u> </u>	:-01-15
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words and information a	appropriate to the purpose.			•
Comments:	Exceeds Expectations	Meets Expectations	☐ Below Expectations	
б. <u>Customer Service/Prof</u>	essionalism: Courteously me	eets the needs of custome	rs inside and outside the organ	nization with quality
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☐ Exce	eds Expectations	ets Expectations	Below Expectations	
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13. Decisiveness: Readiness and car	pacity to make decisions, reeds Expectations Mee	ader judgements,	and to account for decisions ma	de.
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14. Technical Competence: Demon	istrates technical competen	ce required for job	assignment and seeks to maint	ain such via
continued training and/or update	d reference material.	*	· · · · · · · · · · · · · · · · · · ·	
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17. Evaluating the Rater: Ability to	rate employees in a fair a	nd impartial mann	er, participate in counseling of e	mployees, and carry
out the rater's role in the perform	ance evaluation system		<u>*</u>	,
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☐ Patrolman/Detective-Investigator☐ Supervisor/Manager



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

□ Planning Session         □ Annual Evaluation           □ Rater's Initials         □ Employee Initials         □ M         □ M         □ Date oz/cz/i5         □ Annual Evaluation
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: PPC 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. <u>Initiative/Cooperation/Responsiveness</u> : 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:
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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:
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4. Verbal Skills: Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.
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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
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:
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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:  Exceeds Expectations
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8. <u>Appearance/Demeanor</u> : 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.
Comments:  Exceeds Expectations
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:
16 TV 10 CT 1 CT
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
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Comments:

Complete 11-17 for Supe	rvisors/Manage ily.	:		
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13. <u>Decisiveness</u> : Readin	ness and capacity to make dec Exceeds Expectations	isions, render judgements,  Meets Expectations	and to account for decisions made  Below Expectations	<b>9.</b> į
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Comments:				
16. Supervising/Managi	ng: Ability to closely monito	or the actual work and proc	luctivity of employees.	
Comments:	Exceeds Expectations	Meets Expectations	Below Expectations	
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☐ Patrolman/Detective-Investigator☐ Supervisor/Manager



### ty of San Antonio Police (Sworn) Emp. yee Annual Performance Evaluation

(Second)
Planning Session Rater's Initials 318 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
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 resonsibility without question.
2 Informational Chillia Maintin C. C. T.
3. <u>Interpersonal Skills:</u> Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.
Exceeds 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.
Comments: Displys 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
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
Comments: Coninues 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 said Care of Equipment: Show proficiency and independent of the care
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:

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11. Leadership: Effective	ly brings people weether in	accomplishing tasks and a	ccepting ideas without undue rel	iance on authority
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-	Exceeds Expectations	☐ Meets Expectations	Below Expectations	Service manage.
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12. Planning/Organization	u: Establishes appropriate, o	effective, and efficient use	of personnel and resources in the	e accomplishment of
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13. <u>Decisiveness</u> : Readines	is and capacity to make deci		and to account for decisions mad	le.
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15. Administrative Activity	ies: Ability to control admi	nistrative and fiscal activit	ies within assigned area of respo	nsibility in
conformity with Depart	ment policies and procedur	es; Complies with EEO an	d Affirmative Action guidelines.	
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16. Supervising/Managing	: Ability to closely monitor	the actual work and produ	activity of employees.	
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☐ I Do Agree with		I Do Not Agree with 1	ny Rating (complete SAPD Form	n 6-NAR)
Employe	e has five (5) working days	to appeal this evaluation in	writing to the reviewing officer	T
Employee's SAP Number:				
Employee's Signature:	4///			Date:
//	1 / HILL # 1140		· ·	02/20/14
Rater's SAP Number:			///	
Rater's Typed Name and Sign	nature: Russell, Barbara J. 1	/3290		Date:
3, 7	PIL	<del>- "</del>		***
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### City of San Antonio Police (Sworn) Employee Annual Performance Evaluation

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☐ Planning Session ☐ Annual Evaluation	Rater's Initials_31R	Employee In	tials	Date 02.09.13
	<u> </u>			-
	Part I	Employee Informa	tion	
Last Name: Martin	First & Middle Name:	Matthew	Badge: 1140	Activity Code: 17-02-05
Title/Job Description:	Patrol Officer	Period covered b	y report: 01-01-12	to 12-31-12
Division: PDC	Office Code	<del></del>	ual Date of Evaluation:	02/09/13
		II: Evaluation Crite		32.07.13
	*** Any score other than "	Meets Expectations'	requires comment. *	**
1. Readiness/Compete	ncy: Maintains a readiness to rest	ond to calls for service	e and/or assignments. D	emonstrates competency in
performing all tasks	associated with assigned duties; A	ttendance record does	not negatively impact th	ne unit.
O	Exceeds Expectations	Meets Expectations	Below Expectation	ns
Comments: Is a nighty	motivated and dedicated officer wi	no continues to takes p	oride in his position as a	district officer. Has received
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Handles an equitable	on/Responsiveness: Actively infleshare of the workload.			
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Comments: Exceptional	l interpersonal skills when dealing	the public.		·
4. Verbal Skills: Effec	tively communicates in individual	and group cituations:	Conveys ideas and infor	mation clearly and accurately
	Exceeds Expectations	Meets Expectations	Below Expectation	ne liation clearly and accurately.
Comments:		<u></u>	BOTO TO TAPOCRATIO	120
5. Written Skills: Effec	ctively communicates in an organization	ed, accurate, and con-	cise manner; Ability to a	rrange, emphasize and select
words and information	on appropriate to the purpose.	7.4	,	<u>.</u>
Comments:	Exceeds Expectations	Meets Expectations	Below Expectation	os
6. Customer Service/P	rofessionalism: Courteously mee	s the needs of custom	ers inside and outside th	e organization with quality
answers and solution	s that fulfill the requirements of th	e confact.	-	
	Exceeds Expectations	Meets Expectations	Below Expectation	ns
Comments: Is very effect	ctive and professional when dealin	g with the public.		
7. Problem Solving/Jud	dgement: Employs acceptable me	thods and techniques	in the resolution of ident	ified problems and tasks with
a willingness to take	personal responsibility for the outo	come of their decision.	S.,	1
	Exceeds Expectations	Meets Expectations	Below Expectation	28
Comments: Conmues to	make sound decisions and who tal	kes full responsibility	for any outcome.	
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S. Appearance/Demear	or: Appearance is in keeping wit	h the General Manual	and conducts self in a m	anner consistent with the
philosophy of public	service and the mandates of the Do			
Comments:	Exceeds Expectations	Meets Expectations	Below Expectation	18
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kooning with the	dures: Demonstrates a knowledge	of federal, state and l	ocal laws as they relate t	o law enforcement and in
rechme with the man	dates and guidelines of the Depart	_	Flanton in the second	
Comments:		Meets Expectations	Below Expectation	ıs
0. Use and Care of Eo	uipment: Shows proficiency, goo	d judgement and pro-	per care in the new of all	equipment entructed
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Comments:		<u>.</u>		
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Complete 11-17 for Supervisors/Manager only.	
11. Leadership: Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authorit	У
and power.  Exceeds Expectations Meets Expectations Below Expectations	
Comments:	
12. Planning/Organization: Establishes appropriate, effective, and efficient use of personnel and resources in the accomplishmen	ıt 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	
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	<del>*************************************</del>
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 counseling of employees, and counseling of employees.	arry
out the rater's role in the performance evaluation system  Exceeds Expectations Meets Expectations Below Expectations	
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 assest to the section	
Port III. Action Blow and Cook	
Part III: Action Plan and Goals	•
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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)	
☐ I Do Not 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:  Date:	VPR/het-minus
Rater's SAP Number: #1140 02/09/17	Ś
Rator's Typed Name and Signature: Russell, Barbara J. #3290  Date:	
Barbana J. Junell # 3290 02/09/1	13
Reviewer's Typed Name and Signature: Day, Patrick #3199  Date:	/ 3
Part V: Reserved for Human Resources	
Signature: Date Received:	***************************************

☐ Patrolman/Detective-Investigator☐ Supervisor/Manager



## Cit\_ i San Antonio Police (Sworn) Employee Annual Performance Evaluation

☐ Planning Session ☐ Rater's Initials 3-1 Employee Initials ☐ Date 1.22.12 ☐ Annual Evaluation
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. <u>Initiative/Cooperation/Responsiveness:</u> Actively influences events; Participates with individuals and groups in a timely manner;
Handles an equitable share of the workload.
Exceeds Expectations
Comments. Accepts additional resonsitivity 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
Comments: Is an outstanding and effective field training officer who communicates well with his trainees.
4. <u>Verbal Skills</u> : Effectively communicates in individual and group situations; Conveys ideas and information clearly and accurately.
Exceeds Expectations Meets Expectations Below Expectations  Comments:
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. <u>Customer Service/Professionalism</u> : 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
Comments: Is very effective and professional when dealing with the public.
The state of the s
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:
3. 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:
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:
0. 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 41-17 for Supervisors/Managers only.	7
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:	
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12. Planning/Organization: Establishes appropriate, effective, and efficient use of personnel and resources in assigned tasks.	His moonipalities of
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13. Decisiveness: Readiness and capacity to make decisions, render judgements, and to account for decisions of	nade.
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14. Technical Competence: Demonstrates technical competence required for job assignment and seeks to mai	Digin such via
continued training and/or updated reference material.    Exceeds Expectations   Meets Expectations   Below Expectations	ľ
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Comments:	
15. Administrative Activities: Ability to control administrative and fiscal activities within assigned area of re-	sponsibility in
conformity with Department policies and procedures; Complies with EEO and Affirmative Action guideling	18S.
Exceeds Expectations Meets Expectations Below Expectations	
Comments:	. ,
16. Supervisi ng/Managing: Ability to closely monitor the actual work and productivity of employees.	•
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17. Evaluating the Rater: Ability to rate employees in a fair and impartial manner, participate in counseling of out the rater's role in the performance evaluation system	n employees, and carry
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Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations     Exceeds Expectations   Meets Expectations   Below Expectations     Part III: Action Plan and Goals	
Comments:    Descriptions   Meets Expectations   Below Expectations	
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Comments:    Descriptions   Meets Expectations   Below Expectations	ficer : ·
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations     Exceeds Expectations   Meets Expectations   Below Expectations     Part III: Action Plan and Goals	Date;
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations     Exceeds Expectations   Meets Expectations   Below Expectations     Exceeds Expectations   Meets Expectations   Below Expectations     Part III: Action Plan and Goals	Date;
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations	Date;   Date;   Date:
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations     Exceeds Expectations   Meets Expectations   Below Expectations     Comments:    Part III: Action Plan and Goals	Date;
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations	Date;
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations	Date;
Overall Performance Rating of Employee    Exceeds Expectations   Meets Expectations   Below Expectations     Below Expectati	Date;

X	Patrolman/Detective-Investigator
	Supervisor/Manager



## Cit San Antonio Police (Sworn) Employee Annual Performance Evaluation

Planning Session Rater's Initials 3.1.1 Employee Initials 111 Date = 1-19-11							
Annual Evaluation							
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. <u>Initiative/Cooperation/Responsiveness</u> : Actively influences events; Participates with individuals and groups in a timely manner; Handles an equitable share of the workload.							
Exceeds Expectations							
3. <u>Interpersonal Skills</u> : Maintains effective working relationships via use of tactical persuasion and is flexible in dealing with a variety of personality types.							
Exceeds Expectations							
4. <u>Verbal Skills</u> : 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.							
Comments:							
6. <u>Customer Service/Professionalism</u> : 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:							
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:							
O Y com/Policies/Procedures: Demonstrate 1, 1, 1, 1, CC 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,							
9. <u>Laws/Policies/Procedures</u> : 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 H-17 for Super		-					
<ol> <li>Leadership: Effectively brings people together in accomplishing tasks and accepting ideas without undue reliance on authority and power.</li> </ol>							
Comments:	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.							
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13. Decisiveness: Readiness and capacity to make decisions, render judgements, and to account for decisions made.  Exceeds Expectations Meets Expectations Below Expectations							
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14. <u>Technical Competence</u> : Demonstrates technical competence required for job assignment and seeks to maintain such via continued training and/or updated reference material.							
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Comments:	<del>-</del>		Import . I				
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.							
Johnson William	Exceeds Expectations	Meets Expectations	Below Expectations	-			
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16. Supervisi ng/Managin	g: Ability to closely monitor	the actual work and prod	uctivity of employees.				
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17. Evaluating the Rater: Ability to rate employees in a fair and impartial manner, participate in counseling of employees, and carry							
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Part III: Action Plan and Goals							
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Part IV: Employee Comments and/or Feedback							
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☐ I Do Not 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:	· · · · · · · · · · · · · · · · · · ·	manuman a a a a a a a a a a a a a a a a a a		77-4-			
Ciliproyee's Signature.	-AH	E/ # 1140	•	Date:			
Rater's SAP Number:							
Rater's Typed Name and Sig	gnature: Russell, Barbara J.			Date:			
/Varto	sa J. Austel	3290	the state of the s	1.19.11			
Reviewer's Typed Name and	d Signature Smith Randall	L.#4018 4019		Date:  -24-1			
Part V: Reserved for Human Resources							
Signature: Date Received:							