##### Community Safety Officer Performance Appraisal Template

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Standards** | **Tasks** | **Assessment** | **Plan of Action** |
| --- | --- | --- | --- |
| **Crime Prevention**  General crime prevention. | * monitor suspicious behaviours with dashboard camera * establish crime prevention programming within the community * enforce community bylaws and limited enforcement abilities * check for vandalism * carry out day/night patrols as scheduled * work with school patrol/bus safety program, as may be requested * attend to family disputes, as required in limited capacity * refer matters to the local or nearest RCMP detachment, when necessary * accompany the RCMP when in community, as required |  |  |
| Maintain visible presence in community. | * visit schools, nursing stations, airports, etc. * develop rapport with children, youth, citizens * be involved with and support recreational and wellness activities * respond to emergency calls |  |  |
| Liaison with other agencies. | * maintain liaison with other agencies (ex: Probation Services, Addictions Foundation of Manitoba, Child and Family Services, etc.), as required * establish liaison with other communities adjacent First Nations and their officers |  |  |

| **Standards** | **Tasks** | | **Assessment** | **Plan of Action** |
| --- | --- | --- | --- | --- |
| **Administration**  Reporting. | * provide council with monthly reports and local or nearest RCMP detachment with necessary reports * keep record of expense reports * maintain confidentiality of files, reports * submit vehicle mileage and maintenance reporting | |  |  |
| Deliver documents. | * contact individuals for the RCMP and courts, as required | |  |  |
| Other. | * maintain a valid Manitoba Class 5 driver’s licence * maintain job requirements | |  |  |
| **Uniform and Equipment**  Uniform and equipment. | * wear uniform while on duty for identification * carry assigned and protective equipment, as required * keep patrol vehicle in good repair and follow maintenance schedule * maintain personal equipment and keep in good condition | |  |  |
| **TRAINING**  Participate in initial and ongoing training programs to carry out the job functions. | * pass initial required training course * attend all necessary training courses, as required * maintain a record of all training and provide to council upon request | |  |  |
| **Employer’s Comments (include recommendation on advance in pay (check box where applicable):** | | **Employee’s Comments:** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employer’s Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |