##### 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
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| 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
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| 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
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|  **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
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| 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  |