

Torres Rojas, Genara

FOI#13181

From: drbernstein@bernsteintestprep.com
Sent: Tuesday, May 15, 2012 10:21 AM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Jeff
Last Name: Bernstein
Company: Dr. Jeff Bernstein
Mailing Address 1: 5210 S University Drive
Mailing Address 2: Suite 101
City: Davie
State: FL
Zip Code: 33328
Email Address: drbernstein@bernsteintestprep.com
Phone: 9542520010
Required copies of the records: Yes

List of specific record(s):

Hello, I would appreciate it very much if you could e-mail me a blank copy of the performance evaluation form you use for police officers and supervisors. It may be emailed to drbernstein@bernsteintestprep.com. Thank you, Dr. Jeff Bernstein

Daniel D. Duffy
FOI Administrator

June 12, 2012

Mr. Jeff Bernstein
5210 S University Drive, Suite 101
Davie, FL 33328

Re: Freedom of Information Reference No. 13181

Dear Mr. Bernstein:

This is a response to your May 15, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code") for a blank copy of the performance evaluation form used for police officers and supervisors.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13181-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator



POLICE PERFORMANCE AND PROMOTION APPRAISAL

PA 1981 / 08-10

(See P.D.I. – 2.2 for Instructions in preparation of appraisal)

- Prob. Police Officer – 6 Months
- Prob. Police Officer – 9 Months

Police Officer In grade

- Pre-Promotion
- Post Promotion

| | | | | |
|-------|--------------|-------------------------------|---|--|
| Name | Employee No. | Period Covered By This Report | | |
| | | From | To | |
| Title | Facility | Shield No. | Pay Plan <input type="checkbox"/> C <input type="checkbox"/> F | |

IMPORTANT NOTE

In fairness to the employee and the Port Authority, consider each item carefully before rating. Judge the employee on the entire period covered by this report, not upon isolated incidents alone. Base your rating on the employee's performance in comparison with what is considered standard performance for the particular position rather than in comparison with other employees.

| ATTENDANCE – LAST FIVE YEARS | | | | | PUNCTUALITY (Police Officer's Only) | |
|------------------------------|--|--|--|--|---|--|
| YEAR | | | | | Total Times Late During the Last 12 Months _____ | |
| ABSENCE OCCASIONS | | | | | | |
| DAYS LOST | | | | | | |
| I.O.D.'s | | | | | | |

| FACTORS – TECHNICAL COMPETENCE | Unacceptable (Clearly Below Standard) | Marginal (Approaches Standard) | Average (Meets Standard) | Above Average (Above Standard) | Outstanding (Among the Very Best) |
|---|--|--|--|--|--|
| 1. JOB KNOWLEDGE Possesses the knowledge and skills required to perform the job | <input type="checkbox"/> |
| 2. QUALITY OF WORK Accuracy Completeness Efficiency | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3. ABILITY TO LEARN Learns quickly Remembers what is taught | <input type="checkbox"/> <input type="checkbox"/> |
| 4. WRITTEN REPORTS Reports are complete Reports are accurate Reports are clear Reports are concise | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5. RESPONSE TO INCIDENTS Responds quickly Handles properly | <input type="checkbox"/> <input type="checkbox"/> |
| 6. DECISION MAKING Possesses judgment required to make good decisions and is willing to make them | <input type="checkbox"/> |
| 7. DRIVING ABILITY Alert and safe (rate for police officers and sergeants only) Number of accidents in the last 12 months _____ | <input type="checkbox"/> |
| OVERALL RATING: | <input type="checkbox"/> |

COMMENTS ON TECHNICAL COMPETENCE

| FACTORS – TECHNICAL COMPETENCE | Unacceptable (Clearly Below Standard) | Marginal (Approaches Standard) | Average (Meets Standard) | Above Average (Above Standard) | Outstanding (Among the Very Best) |
|--|--|-----------------------------------|-----------------------------|-----------------------------------|--------------------------------------|
| 8. RELATIONS WITH SUPERIORS Supportive but willing to express opinions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. RELATIONS WITH CO-WORKERS Operates as part of a team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. RELATIONS WITH SUBORDINATES Maintains high morale (rate for sergeants and lieutenants only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. RELATIONS WITH PUBLIC Treats public with respect, dignity and tactfulness while carrying out all responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OVERALL RATING: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS ON INTERPERSONAL RELATIONS

| FACTORS – PERSONAL CHARACTERISTICS | | Unacceptable (Clearly Below Standard) | Marginal (Approaches Standard) | Average (Meets Standard) | Above Average (Above Standard) | Outstanding (Among the Very Best) |
|--|--|--|---|--|--|--|
| 12. | MATURITY Responsible and stable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | INITIATIVE Takes steps to prepare himself/herself independently and without urging | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | DEPENDABILITY Can be counted on to perform effectively with minimum supervision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | ORAL EXPRESSION Speaks clearly Speaks concisely | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 16. | APPEARANCE Uniform, equipment and personal grooming | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | PHYSICAL FITNESS Weight and condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | FLEXIBILITY Adapts to changes in circumstances and ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | RESOURCEFULNESS Ability to handle non-routine matters in a capable manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | INTEGRITY Adherence to a high code of ethical and moral standards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | OVERALL RATING: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMENTS ON PERSONAL CHARACTERISTICS | | | | | | |
| | | | | | | |
| | | | | | | |
| FACTORS – SUPERVISORY/MANAGERIAL ABILITY | | Unacceptable (Clearly Below Standard) | Marginal (Approaches Standard) | Average (Meets Standard) | Above Average (Above Standard) | Outstanding (Among the Very Best) |
| 21. | SUPERVISORY SKILLS Effectively plans, organizes and motivates others to accomplish organizational goals. (Sergeants and lieutenants only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | MANAGEMENT ORIENTATION Supportive or organization and its goals (Sergeants and lieutenants only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | OVERALL RATING: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMENTS ON SUPERVISORY/MANAGEMENT ABILITY | | | | | | |
| | | | | | | |
| RELATED DATA – DISCIPLINARY INFORMATION AND COMMENDATIONS: MEDALS, AWARDS | | | | | | |
| | | | | | | |
| RECOMMENDATION FOR PROMOTION – (Complete one of the following statements when rating for promotion only). The best performer at one level is not necessarily the best individual to promote to the next level. In making your recommendation for promotion, consider the knowledge, skills and attitudes required for success as a police superior officer. | | | | | | |
| A. STRONGLY RECOMMENDED – This individual posses the knowledge, skills and personal characteristics to be an outstanding | | | C. NEEDS DEVELOPMENT – This individual has potential for the position of _____ But need further development at the present level. | | | |
| B. RECOMMENDED – This individual possesses the knowledge, skills and personal characteristics required to be a | | | D. LACKS POTENTIAL – This individual lacks potential at present for position of _____ | | | |
| | | Approved – Commanding Officer | | | | Date |
| Rater's Signature | | Counselor's Signature | | | | Date |
| Rater's Title | Date | Employee's Signature | | | | Date |
| GENERAL COMMENT BY RATER: | | | | | | |
| | | | | | | |
| Reviewed: | | Date | Approved: Deputy Inspector - Operations | | | Date |