

PSD Evaluation

Campus Security Officer, District Security Officer, and Patrol Security Officer Evaluation

Employee information:

Employee #

Employee Name

Employee Positions(s)

Evaluator information:

Evaluator Name

Evaluator Work Location

Please, select location

Evaluation information:

School Year

Evaluation Directions:

- The evaluator will evaluate the employee according to seven specific criteria.
- Each criterion will be scored using the evaluation rubrics according to one of four levels of performance which are defined below.
- An overall score for each criterion will be issued.
- After all criteria are scored an Overall Evaluation Score will be issued.
- Comments are required for any criterion scored overall Unsatisfactory or Basic.
- The evaluator will complete the Summary Comments and Performance Goals/Recommendations section.
- The employee and evaluator will need to review, sign, and date the evaluation.
- The employee may attach a statement (optional).

Overall Rating Definitions:

Unsatisfactory	Basic	Proficient	Distinguished
Reflects a degree of quality, initiative, and impact well above what is reasonable expected of security personnel.	Reflects a degree of quality, initiative, and impact reasonably expected of security personnel.	Reflects a degree of quality, initiative, and impact below what is reasonably expected of security personnel.	Reflects a degree of quality, initiative, and impact well below what is reasonably expected of security personnel.

Criterion 1: Job Knowledge and Technical Skills

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
1.1: Demonstrates knowledge of key policies, laws, and security practices.	Lacks knowledge of key policies, laws, and security practices. 	Demonstrates basic understanding of policies, laws, and security practices. 	Solid understanding of applicable policies, laws, and security practices. 	Expert knowledge of policies, laws, and best practices in security. Serves as a resource for others.
1.2: Demonstrates skill in operating security systems (i.e., cameras, alarms, fire systems, student management software)	Has difficulty operating security systems. 	Can operate security systems but occasionally requires assistance. 	Proficient in using security systems without supervision. 	Fully skilled in using all security systems with minimal to no oversight. Has trained others in this area.
1.3: Demonstrates knowledge of threat assessments and restorative justice practices.	Needs constant guidance and supervision to perform tasks. 	Some gaps in understanding of restorative practices and/or threat assessments. 	Understands and applies restorative justice and threat assessment practices appropriately 	Consistently applies restorative justice and threat assessment principles with ease, demonstrating leadership in the area.
Criterion 1: Overall Score				

Comments:

Criterion 2: Planning and Organization

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
2.1: Meets deadlines and prepares accurate reports.	Frequently misses deadlines or submits incomplete or inaccurate reports.	Completes reports with some delays or minor errors.	Prepares accurate and timely reports.	Consistently produces thorough, accurate, and timely reports.
2.2: Contributes to emergency drill planning and execution.	Rarely participates in emergency drill planning or execution.	Assists in emergency drill planning and execution with occasional oversight.	Actively contributes to emergency drill planning and execution.	Plays a key role in the planning and successful execution of emergency drills.
2.3: Substitute binder and resources are up to date. Manages time appropriately.	Substitute binder is out of date or incomplete. Struggles with time management.	Substitute binder is somewhat organized but may require periodic updates. Can manage some tasks but sometimes misses deadlines.	Substitute binder is up to date, and tasks are generally managed in a timely manner.	Substitute binder is meticulously maintained, and time management is exceptional, ensuring tasks are always completed ahead of schedule.
Criterion 2: Overall Score				

Comments:

Criterion 3: Problem Solving

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
3.1: Assists in investigations and supports building administration in addressing student conduct issues.	Struggles to assist with investigations and address student conduct issues. 	Assists in investigations but may require guidance. 	Effectively assists in investigations and supports building administration in addressing student conduct issues. 	Demonstrates excellent judgment and initiative in investigations, consistently resolving issues with minimal disruption.
3.2: Mediates conflicts appropriately.	Lacks effective conflict mediations skills. 	Some effort in mediating conflicts, though may need improvement in approach. 	Mediates student conflicts effectively. 	Effectively mediates conflicts and utilizes advanced de-escalation techniques with positive outcomes.
3.3: Utilizes de-escalations techniques appropriately.	Rarely applies de-escalations techniques in challenging situations. 	Occasionally uses de-escalation techniques but lacks consistency. 	Utilizes de-escalation techniques appropriately and displays consistent problem-solving ability in tense situations. 	Actively contributes to preventing and resolving issues and conflicts before they escalate.
Criterion 3: Overall Score				

Comments:

Criterion 4: Responsibilities and Initiative

Criterion 4	Unsatisfactory	Basic	Proficient	Distinguished
4.1: Fulfills safety and security duties.	Fails to fulfil core safety and security responsibilities.	Meets basic responsibilities but may miss some key safety and security needs.	Fulfills all safety and security duties reliably.	Proactively takes on additional responsibilities and consistently seeks out opportunities to improve safety and security.
4.2: Takes initiative in identifying and improving safety and security practices.	Shows little to no initiative to improve safety and security or address potential issues.	Shows some initiative but often waits for direction.	Takes initiative in identifying and improving safety and security practices.	Demonstrates strong leadership in identifying and implementing safety and security improvements.
4.3: Efficiently balances proactive patrolling with other responsibilities.	Does not balance proactive patrolling with other assigned duties.	Balances patrolling with other duties, though may miss opportunities for improvement.	Balances proactive patrolling with other responsibilities in a timely and efficient manner.	Exemplary balance between proactive patrolling and fulfilling other duties with exceptional time management.
Criterion 4: Overall Score				

Comments:

Criterion 5: Public Relations and Customer Service

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
5.1: Treats students, parents, and staff with respect and fairness.	Demonstrates poor interactions with students, parents, or staff. 	Generally treats students, parents, and staff fairly but may struggle with communication in some situations. 	Consistently treats students, parents, and staff with respect and fairness. 	Builds strong, positive, and appropriate relationships with students, parents, and staff.
5.2: Communicates appropriately with parents and staff about incidents or concerns.	Fails to communicate effectively with parents or staff. 	Communicates effectively with parents and staff in most instances. 	Effectively communicates with parents and staff about incidents and concerns. 	Proactively addresses safety-related concerns and engages with parents and staff in a highly effective and professional manner.
5.3: Displays leadership in safety-related discussions with staff and maintains a professional demeanor.	Lacks professionalism in handling conflicts or safety-related discussions. 	May need improvement in displaying leadership in safety-related conversations. 	Demonstrates leadership in safety-related discussions with staff and consistently maintains a professional demeanor. 	Provides exceptional leadership and guidance in safety-related conversations, while professionally fostering trust and collaboration.
Criterion 5: Overall Score				

Comments:

Criterion 6: Reliability and Attendance

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
6.1: Reports to work on time and is prepared for work shifts. Complies with leaves and attendance policies.	Frequently late and unprepared; often non-compliant with attendance policies. 	Occasionally late or unprepared; generally, follows policies with some support. 	Consistently on time and prepares; fully compliant with leave and attendance policies. 	Always punctual and well prepared. Demonstrates high levels of responsibility and full compliance with relevant policies.
6.2: Completes all duties in a timely manner.	Inconsistent with fulfilling scheduled duties. 	Generally completes duties on time, but may occasionally fall behind schedule. 	Completes all assigned duties in a timely manner, with little to no supervision. 	Efficiently completes all duties ahead of schedule, showing exceptional time management skills.
6.3: Maintains presence during high-traffic periods (passing times, lunch, beginning/end of day)	Often not present during high-traffic periods. 	Presence during high-traffic periods is inconsistent and requires occasional reminders. 	Maintains consistent presence during high-traffic periods. 	Anticipates needs and ensures consistent presence during critical times without reminders.
Criterion 6: Overall Score				

Comments:

Criterion 7: Awareness and Professionalism

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
7.1: Maintains a professional and identifiable appearance.	Fails to maintain a professional appearance or is not identifiable as Security.	Generally maintains professional appearance but may now always be clearly identifiable as Security.	Consistently maintains a professional and identifiable appearance.	Always impeccably dressed in a professional, identifiable manner.
7.2: Demonstrates appropriate workplace conduct and limits personal distractions (e.g., cell phone use)	Frequently engages in inappropriate behavior, such as excessive cell phone use or unprofessional interactions with students.	Occasionally engages in non-professional behaviors, such as using cell phone during work hours.	Demonstrates appropriate workplace conduct and limits personal distractions (e.g., cell phone usage).	Demonstrates exemplary workplace conduct and leads by example in maintaining professionalism.
7.3: Interactions with students and staff are respectful and professional.	Rarely adheres to workplace conduct expectations. Interactions with students and staff are often unprofessional.	Interactions with students and staff are mostly appropriate but may need occasional reminders of professionalism.	Interacts with students and staff in a respectful and professional manner at all times.	Proactively creates a positive and professional environment, fostering respect from both students and staff.
Criterion 7: Overall Score				

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Job Knowledge and Technical Skills				
Criterion 2: Planning and Organization				
Criterion 3: Problem Solving				
Criterion 4: Responsibilities and Initiative				
Criterion 5: Public Relations and Customer Service				
Criterion 6: Reliability and Attendance				
Criterion 7: Awareness and Professionalism				
Overall Evaluation Score				
	Score Range: 7 to 10	Score Range: 11 to 17	Score Range: 18 to 24	Score Range: 25 to 28

Summary Comments:

Performance Goals and/or Recommendations:

This evaluation has been reviewed with employee.

Date reviewed with employee

mm/dd/yyyy

Signatures:

Evaluator Signature

Employee Signature

Not signed yet