

Kwitkin, Ryan

SM-6-04-Deputy Police Chief

Position ID - SP1111216

Reports To - Foley, Stephanie

Department - 005510-Police

Business Unit - CSPS-City of Sedona Public Safety

Location - CH001-City Hall Plaza

REVIEW INFORMATION

Six Month Evaluation Form

Review Period - 03/20/2022 to 03/19/2023

Status - Employee Acknowledged

Target Completion Date - 09/20/2023

REVIEWER INFORMATION

Reviewer - Foley, Stephanie

INTRODUCTION

No Information available

RATING SCALE

5	Excellent
4.5	
4	Above Average
3.5	
3	Average
2.5	
2	Below Average
1.5	
1	Unsatisfactory

QUESTIONS

Instructions

Conducting employee performance appraisals is a productive and meaningful activity that positively contributes to the success of our organization. For each of the questions or key performance indicators, you should measure the productivity of the employee and how he/she builds relationships across all levels of your organization to assist with effective and coordinated work.

1 - Mid-year performance assessment:

Category -

Reviewer Only Question

Reviewer Response

- Exceptional - Performance far exceeds expectations; exceptionally high quality of work performed in all areas of responsibility.
- Exceeds Expectations - Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.
- Meets Expectations - Performance consistently met expectations in areas of responsibility; overall good quality of work.
- Improvement Needed - Performance not consistently meeting expectations. Failure to meet expectation in one or more essential area of responsibility; critical goals/tasks were not met.

Ryan is learning the ropes and is about six months into his 1st year. He is still working to learn SPD policy, complete projects assigned to him, and supervise/lead his team members. Ryan is open to feedback and works to improve and not repeat his errors.

2 - Overall performance comments:

Category -

Reviewer Only Question

Reviewer Response

Ryan is self-motivated and wants to do a good job for the department and city. I'd like Ryan to continue to work on attention to detail when reviewing or submitting work, leading fairly with all staff and direct reports, polish the rough edges, and develop systems to be effective in project management. The role of the deputy chief has many facets to navigate through, Ryan has the drive and desire for this important leadership role.

Ryan has made advancement for our vehicle fleet & wellness programs. Policy knowledge and revisions are important and need to be focused on.

Ryan overall is meeting exceptions and is continuing to grow in his role.

3 - Future goals and expectations:

Category -

Reviewer Only Question

Reviewer Response

1. I'd like Ryan to schedule once a month for 1-4 hours, to go out on the road with different officers/sergeants to learn the city and connect with sworn staff in the field.
2. Work on "high risk" policies to update and then continue to chip away on all other policies while still learning Sedona PD policies as a new employee.
3. Continue to look for opportunities to improve vehicle fleet and develop systems to easily track our vehicles & personnel assigned, maintenance etc.
4. Get Peer Support up and running. Currently you have many things scheduled and have made successful additions.
5. Successfully train and lead the two new lieutenants in partnership with me, vision, and mission, etc.
6. Keep calendars/schedules up to date both Outlook and PD Schedule.
7. Look for a leadership class at the executive level.

OVERALL COMMENTS

Reviewer Response

Overall Rating

3.5

No Response

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have read and discussed this review with my manager. I understand that I may submit a comment which will be retained with this review.

Employee Signature

Ryan Kwitkin

Acknowledgement Date

10/04/2023

Employee Comments

I concur with the evaluation.