

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position Applied For: Police Officer Date of Application 10-5-15

How Did You Learn About Us?
 Advertisement Relative Inquiry
 Employment Agency Friend Other

Last Name Kieschnick First Name Dustin Middle Name John
 Address Number Street City State Zip Code
 Telephone Number Cell Phone Social Security Number

Best time to contact you at home is 8am - 1pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....Yes No

Have you ever filed an application with us before?..... Yes No

Have you ever been employed with us before?.....Yes No

Do any of your friends or relatives, other than spouse, work here?..... Yes No

Are you currently employed?..... Yes No

May we contact your present employer?.....Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Proof of citizenship or immigration status will be required upon employmentYes No

Date available for work 2-1-2016 What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)
 Part-Time (please indicate MORNING AFTERNOON EVENINGS)
 Temporary (please indicate dates available _____)

Are you currently on "lay-off" status and subject to recall?.....Yes No

Can you travel if a job requires it?..... Yes No

Date:

Position:

Name:

EDUCATION

	Name and Address Of School	Course of Study	Years Completed	Diploma/Degree
Elementary School	Giddiss Elementary School		6	
High School	Giddiss High School		4	Yes
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

I am an active member of the Giddiss Volunteer Fire department with training in Fire, Rescue and Traffic incidents.

Describe any job-related training received in the United State military

N/A

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and voluntary activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
	<i>Leece Industrial Plastics</i>	From	To	
	Address	<i>11/10</i>	<i>Present</i>	<i>CNC lathe operating</i>
	<i>1594 CR 213</i>	Hourly Rate/Salary		
	Telephone Number	Starting	Final	<i>Programming</i>
<i>979-366-9250</i>	<i>12.50</i>	<i>22.00</i>		
Job Title	Supervisor	Reason for Leaving		
<i>Night Supervisor</i>	<i>Robert Barr</i>			
2.	Employer	Dates Employed		Work Performed
	<i>LJM Dayco</i>	From	To	
	Address	<i>2007</i>	<i>2010</i>	<i>Supervise Crews</i>
	<i>1148 PR 2176</i>	Hourly Rate/Salary		
	Telephone Number	Starting	Final	<i>Bid Jobs</i>
<i>979-366-9376</i>	<i>7.50</i>	<i>7.50</i>		
Job Title	Supervisor	Reason for Leaving		
<i>Project Manager</i>	<i>Michael Schneider</i>	<i>left out of town too often</i>		
3.	Employer	Dates Employed		Work Performed
	<i>Int-Ext</i>	From	To	
	Address	<i>2006</i>	<i>2007</i>	<i>order supplies</i>
	<i>FM EHS</i>	Hourly Rate/Salary		
	Telephone Number	Starting	Final	<i>Sales</i>
<i>979-542-0508</i>	<i>6.50</i>	<i>6.50</i>		
Job Title	Supervisor	Reason for Leaving		
<i>Office Manager</i>	<i>Michael Schneider</i>	<i>left out of town too often</i>		
4.	Employer	Dates Employed		Work Performed
	<i>Sears Caddis</i>	From	To	
	Address	<i>2004</i>	<i>2006</i>	<i>Sales</i>
	<i>591 E. Austin</i>	Hourly Rate/Salary		
	Telephone Number	Starting	Final	<i>Installation</i>
<i>540-0490</i>	<i>7.00</i>	<i>9.00</i>		
Job Title	Supervisor	Reason for Leaving		
<i>Salesman</i>	<i>Kevin Schade</i>	<i>Store Closing</i>		

List professional, trade, business or civic activities and offices held.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Check Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input checked="" type="checkbox"/> Spreadsheet	Production/Mobile Machinery	Other
<input checked="" type="checkbox"/> PC/MAC	<input checked="" type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be beneficial to us in considering your application:

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job for which you are applying either with or without a reasonable accommodation? YES NO

REFERENCES

1.	<u>Kevin Schenke</u>	<u>(979) 540-0490</u>
	Name	Phone #
	<u>228 N Jockey A Ciddings TX 78942</u>	
	Address	Title
2.	<u>Breake Schneider</u>	<u>(512) 965-8780</u>
	Name	Phone #
	<u>Patrick 1779 CR 119 Giddings TX 78942</u>	
	Address	Title
3.	<u>Patrick Ceppel</u>	<u>(512) 925-9716</u>
	Name	Phone #
	<u>P.O. Box 823 Ciddings TX 78942</u>	
	Address	Title

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Giddings is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of the City of Giddings specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Giddings.



Signature of Applicant

9-28-15

Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks _____

Employed YES NO Start Date _____ Interviewer _____ Date _____

Job Title _____ Hourly Rate/Salary _____ Department _____

Approved by _____
Name and Title _____ Date _____

TEXAS COMMISSION ON LAW ENFORCEMENT

APPLICANT'S PERSONAL HISTORY STATEMENT

NAME Dustin J Kirschnick

DATE ISSUED 9-25-15

COMPLETE AND RETURN BY 10-5-15

I am applying for:

- Peace Officer PID# _____
- County Jailer PID# _____
- Telecommunicator PID# _____
- Civilian Employment _____

Do NOT
CONTACT
CURRENT
EMPLOYER

(NS)

Personal History Statement Instructions

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guaranty selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. **It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding.** The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in **BLACK INK** by the applicant or typed. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not be viewed favorably. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
5. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate what question number and page this refers to.
6. An accurate and complete form will help expedite your investigation. **Omissions or falsifications** will result in disqualification.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
8. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your application will be evaluated on completeness and neatness.
9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases). Required documents vary according to the position being sought and the history of the applicant. Hiring agency please check off documents required- modify list as necessary
 - Completed Personal History Statement
 - Copy of your Social Security card.
 - Original certified copy of your birth certificate. (No photo copy)
 - Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
 - Copy of your High School diploma or GED certificate.
 - Sealed original certified copy of your college transcript. (No photo copy)
 - Photocopy of your college diploma.
 - Copy of your Peace Officer Certificate from your police academy. (Peace Officer Applicants Only)
 - Copy of your Texas peace officer license and all training certificates awarded to you. (Peace Officer Applicants Only)
 - Copy of your DD-214 if applicable. Must possess an honorable discharge.
 - Original certified copy of your Naturalization papers, if applicable. (No photo copy)
 - Copy of current proof of automobile liability insurance.
 - Copy of a TCOLE approved Firearms Qualifications within the last 12 months.
10. If you have any questions, please contact your assigned background investigator
11. When submitting the completed documents, please place them in a sealed envelope marked Personal and Confidential to your assigned background investigator.

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer or jailer in Texas.

Initial: DRC I am a citizen of the United States of America.

DRC I have earned a high school diploma or a GED.

DRC I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.

DRC During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

DRC I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

APPLICANT IDENTIFICATION

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name <u>Kieschnick</u>	First <u>Dustin</u>	Middle <u>Sohn</u>	Maiden <u>N/A</u>
Mailing Address (if different from residence)		State & Zip Code	
Home Telephone No. <u>N/A</u>	Work Telephone No. <u>979-366-9250</u>	Cellular No.	
Date of Birth	Social Security No.	Pager No.	
		Drivers License No. & State	

Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.

NO

Place of Birth (City, County, State, Country) Austin, Travis, Texas, USA

Are you a U.S. Citizen by Birth? Yes Are you a Naturalized Citizen? N/A

Height 5'10 Weight 190 Eye Color Blue Hair Color Blonde

Scars, Tattoos (description and location) or other distinguishing marks Tattoo - Bull Skull with Cowboy hat and wire to head Cowboy up

Do you have a social networking, instant messaging, or other internet-based profile(s)? If yes, provide screen name(s), service provider(s). Facebook Dustin Kieschnick

List ALL E-Mail Addresses (S) _____

MARITAL & FAMILY HISTORY

Single _____ Married _____ Engaged _____ Co-habiting _____

Spouse's/Co-habitant's name (include maiden name) _____

Address _____

Date of Birth _____ Date of Marriage _____

Employer(s) _____

Employer & Address _____

Home Telephone No. _____ Work Telephone No. _____

Roommate(s)(do not include parents or cohabitants) N/A

Date(s) of birth N/A

If you have been separated, divorced, or widowed, provide details below:

Date of Marriage _____
 City & State _____
 Separated _____ Date _____
 Divorced _____ Date _____
 Widowed _____ Date _____
 Annulled _____ Date _____
 Court or State issued _____
 Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. _____

Date of Marriage _____
 City & State _____
 Separated _____ Date _____
 Divorced _____ Date _____
 Widowed _____ Date _____
 Annulled _____ Date _____
 Court or State issued _____
 Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. _____

Identify children related to you or your spouse (Natural, Step-Children, Adopted, or Foster Children)

Relation	Name	Date of Birth	Address

Identify relatives in the following order: Father, Mother (include maiden name), step-parents (if any), brothers and sisters.

Relationship	Name	Complete Address	Phone Number	DOB

RESIDENCES

Identify all residences where you have lived in the last 10 years, beginning with the most recent, including your present address. List date by month/year. Include military assignments. (No TDY's)

From	To	Address	City	State & Zip code
8-1-2011	Present			
2005	July 2011			

PERSONAL REFERENCES

List five (5) persons who know you well enough to provide current information about you. Do not list relatives, former or present employers, or supervisors.

Name Breanne Schneider Years known 9

Address 1779 CR 119 Ciddings TX 78942

Home Telephone 1-512-965-8780 Alternate Telephone N/A

Nature of Relationship friend

Name Andre Andrews Years known 4

Address 1082 CR 213 Ciddings TX 78942

Home Telephone 979-325-9511 Alternate Telephone _____

Nature of Relationship friend / co-worker

Name Patrick Cappel Years known 9

Address P.O. Box 823 Ciddings TX 78942

Home Telephone 512-925-9716 Alternate Telephone _____

Nature of Relationship friend

Name Jason Cloger Years known 3

Address 1693 CR 205 Ciddings TX 78942

Home Telephone 979-481-2253 Alternate Telephone _____

Nature of Relationship friend / fire Dept.

Name Eric DeToro Years known 3

Address 773 N Madison ST Ciddings TX 78942

Home Telephone 979-716-9565 Alternate Telephone _____

Nature of Relationship friend

Identify below any employees of the Texas Commission on Law Enforcement with whom you are acquainted:

Jeremy Weiser

TRAFFIC RECORD

Identify all vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No.	Owner
2009	Dodge	Ram 1500	Red		
2004	Ford	Expedition XLT	Black		

Please list your current automobile insurance carrier: _____, Expires: _____

Have you ever possessed a driver's license issued by any state other than Texas? Yes _____ No
 If yes, give details below:

Driver's License No. _____ State _____ Date issued _____

Driver's License No. _____ State _____ Date issued _____

Have you ever had your driver's license suspended or revoked? Yes ___ No If yes, give reason, date, and length of suspension: _____

Identify all motor vehicle accidents you have been involved in during the last 10 years.

Date	Location	Police Report: Yes/No
N/A		
Cause of Accident (e.g., ran red light, failed to control speed)		
Date	Location	Police Report: Yes /No
Cause of Accident (e.g., ran red light, failed to control speed)		

Identify all traffic citations you have received within the last 10 years, excluding parking tickets:

Month/Year	Violation	City & State	Disposition (e.g., defensive driving, dismissed)
6/11/08	Seat Belt	Caddo TX	defensive driving

Empty header box

ARRESTS, DETENTIONS, AND LITIGATION

Have you ever been arrested or detained by law enforcement?

Yes _____ No X If yes, complete the following table:

Table with 5 columns: Agency, Offense, Date, Location, Outcome

Have you ever committed an act of family violence? ("Family violence" means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.) (Texas Family Code Section 71.004) If yes, explain: No

Have you ever assaulted another person since the age of seventeen (17)? ("Assault" means to cause bodily injury to another, threaten another with imminent bodily injury, or to cause physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.) (Texas Penal Code Section 22.01) If yes, explain: No

Have you ever been considered or named a suspect in a criminal investigation or criminal offense? If yes, explain: No

Have you ever been a party to a civil suit or action? If yes, explain: No

Have you ever been involved in any incident (do not include vehicular accidents) in which a police report was made or law enforcement was called? If yes, explain: Yes Some time in 2008 close to May I was with a group of guys and we broke a window on a car. We burned ourselves in and we were placed on probation

Other than crimes that would have been sealed by juvenile records, have you ever committed – or assisted another person in the commission of – a felony crime, serious misdemeanor, or a crime involving moral turpitude that went undetected or unreported to law enforcement? If yes, explain: No

Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes _____ No X

FAMILY AND RELATIVES' ARRESTS

Have members of your immediate family or close relatives have ever been arrested?

Yes _____ No _____ If yes, complete the following table:

Name/Relationship	Charge/Offense	Outcome	Year	Agency

FINANCIAL HISTORY

Your current net monthly income \$ 2,800.00 Spouse's current net monthly income \$ 1,181.00

Source	Amount	Frequency
<u>Waco Plastics</u>	<u>\$ 700</u>	<u>weekly</u>
<u>City of Giddings</u>	<u>\$ 590.78</u>	<u>bi-weekly</u>

Do you have any accounts with a financial institution? Yes X No _____

Name(s) of financial institution(s) First National Bank

Type(s) of account(s) Checking & Savings

Identify any person or entity to whom you are indebted, and the extent of your indebtedness. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Monthly Payment	Approx Balance
<u>Cominc State Bank</u>	<u>Mortgage</u>	<u>510</u>	
<u>Chate</u>	<u>auto</u>	<u>250</u>	
<u>Wells Fargo</u>	<u>auto</u>	<u>150</u>	
<u>Capital Visa</u>	<u>Credit Card</u>	<u>1,500</u>	

CREDIT INFORMATION

Have you ever filed bankruptcy personally or on behalf of a business? Yes _____ No X

If "Yes" to above, indicate type _____

Have you ever had any personal or real property repossessed or foreclosed? Yes _____ No X

Have you ever failed to pay Federal, state, or other taxes? Yes _____ No X

Have you ever failed to file a tax return, when required by law? Yes _____ No X

Have you ever had a lien placed against your property for failing to pay taxes or other debts? Yes _____ No X

Have you ever had a judgment entered against you? Yes _____ No X

Have you ever defaulted on any type of loan? Yes _____ No X

Have you ever had bills or debts turned over to a collection agency? Yes _____ No X

Have you ever had any credit account suspended, charged off, or cancelled for failure to pay? Yes _____ No X

Have you ever written a check that was later returned for Non Sufficient Funds (NSF)? Yes X No _____

Have you ever been delinquent on court-imposed alimony or child support payments? Yes _____ No X

Have you ever been disciplined regarding the use of a travel/credit card provided by an employer? Yes _____ No X

Are you currently more than sixty (60) days delinquent on any debts? Yes _____ No X

Have you ever applied for unemployment compensation? Yes _____ No X When? _____

Have you ever received unemployment compensation? Yes _____ No X When? _____

Identify any person or entity to which you are **more than 30 days late** in paying. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Number of Days Late	Reason
<u>N/A</u>			

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment since the age of seventeen (17). Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment.

If you are currently employed, may we contact your present employer? Yes ___ No

1. Employer Leco Industrial Plastics From Nov 2016 To Present

Address 1591 CR 213 Cuddings TX 78942

Telephone No. 979-366-9250

Job Title Night Supervisor Beginning and Ending Salary 12.50 hr | 22.00 hr

Work Schedule 3:30 pm - 1:30 am

Name of supervisor Robert Bass Supervisor contact information 979-366-9250

Name of a co-worker Eric DeToro Co-worker contact information 979-716-9565

Duties: Cell Lathie operating, programming, overseeing production of 5 employees

Identify any disciplinary actions you received: N/A

Reason for Leaving: looking to start career in law enforcement

Was there an unemployment period between previous employment and the one listed above? ___ Yes No

If yes, provide dates and explain: N/A

2. Employer L & M Digwell From 2007 To 2010

Address 1148 PA 276 Caddoos TX 78901

Telephone No. 979-266-9376

Job Title Project Manager Beginning and Ending Salary \$750 weekly , \$750 weekly

Work Schedule 7 AM - 5 PM

Name of supervisor Michael Schneider Supervisor contact information 512-844-3693

Name of a co-worker Bronie Schneider Co-worker contact information 512-965-8780

Duties: Supervise License Bid Sub.

Identify any disciplinary actions you received: N/A

Reason for Leaving: Job was keeping me out of town too often.

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: _____

3. Employer Int - Ext (closed) From 2006 To 2007

Address 1885 Fm 448 Building JX 78002

Telephone No. 979-512-0508

Job Title Office Manager Beginning and Ending Salary \$ 650 week 1 \$ 650 week 2

Work Schedule 7Am - 5pm

Name of supervisor Michael Schneider Supervisor contact information 512-844-3693

Name of a co-worker Deane Schneider Co-worker contact information 512-968-8750

Duties: order supplies, schedule delivery of materials, sales, payroll, invoice and billing
and supervise 3 employees

Identify any disciplinary actions you received: N/A

Reason for Leaving: When payroll started Int-Ext

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: N/A

4. Employer Sears Liddings From 2004 To 2006

Address 591 E. Austin St Caddoing TX 78902

Telephone No. 979-540-0490

Job Title Sales man Beginning and Ending Salary \$7.00 | \$9.00

Work Schedule 9am-6pm

Name of supervisor Kevin Schkade Supervisor contact information 979-540-0490

Name of a co-worker Miguel Castro Co-worker contact information 979-716-4702

Duties: Sales, scheduling of deliveries and installation of appliances

Identify any disciplinary actions you received: N/A

Reason for Leaving: Store closing

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: 2 months while looking for new job

5. Employer Spharion From early 04 To late 04

Address Austin TX

Telephone No. N/A

Job Title Parts Stocker Beginning and Ending Salary N/A

Work Schedule 3 AM - 3 PM

Name of supervisor NA Supervisor contact information NA

Name of a co-worker NA Co-worker contact information NA

Duties: Stock parts

Identify any disciplinary actions you received:

Reason for Leaving: Was told I had to move to new location, I was not willing to move so I left employment.

Was there an unemployment period between previous employment and the one listed above? Yes No

If yes, provide dates and explain: ~~rough 2 months while looking for new job~~

6. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

7. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

8. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

EDUCATIONAL HISTORY

High School(s) attended	Address	Dates attended From-To	Graduated Yes/No
Ciddings High	2337 Norman St Ciddings TX 77942		Yes

Do you have a G.E.D. Certificate? N/A

Were you ever expelled from school? If yes, give details: No

Identify all colleges, universities, or technical schools you have attended:

Name	City & State	Dates attended	Hours completed	Major	Degree & Date
<u>N/A</u>					

MILITARY OBLIGATION

Have you ever served in the U.S. Armed Forces or State Military Forces? Yes _____ No X

Served from N/A to N/A Highest Rank held N/A
Date Date

Branch of Service N/A Unit N/A

Job Title(s) (e.g., Rifleman, Security) N/A

Type of discharge N/A Last Duty Station: N/A

Are you actively serving in a Reserve Unit (including State Military Forces)? Yes _____ No X

Serving from N/A to N/A Current Rank held N/A
Date Date

Branch of Service N/A Unit N/A

Job Title(s) (e.g., Rifleman, Security) N/A

Have you ever been subject to court martial or any other disciplinary proceeding under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) If "Yes," provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

No

SPECIAL QUALIFICATIONS & SKILLS

Identify any special licenses you hold (e.g., pilot, radio operator): CHL

If you know a foreign language, indicate your fluency in each block below (excellent, good, fair)

Language	Understanding	Speaking	Reading	Writing
<u>N/A</u>				

Do you have any experience with firearms? Yes No

MEMBERSHIP IN ORGANIZATIONS (PAST AND PRESENT)

Name & Address	Type (e.g., social, fraternal, professional)	From	To
<u>Ciddens Volunteer Fire Department 137 E Hempstead St Ciddens TX 75841</u>	<u>Fire Department</u>	<u>3-2013</u>	<u>Present</u>

Have you ever been an officer or a member of, or made a contribution to, an organization that advocates or practices the commission of acts of force or violence to discourage others from exercising their rights under the U.S. Constitution or right granted by law. Yes No

PERSONAL DECLARATIONS

Do you consume alcoholic beverages? Yes No If "Yes", how often? 5-6 times a month

Have you ever used marijuana or hashish? Yes No If yes, when last used? once in 1999

Have you ever used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?

Yes No If yes how often once When last used 1999

Provide explanation: Marijuana listed above

Have you ever sold or furnished controlled substances or prescription drugs to anyone? Yes No

If yes, give details: N/A

Are there any incidents in your life, or details not mentioned herein, which may influence this department's evaluation of your suitability for employment as a police officer?

If yes, explain: No

Have you ever been employed by or applied with any other law enforcement agency? Yes _____ No a

If yes, please identify to the best of your knowledge:

Agency Name & Address	Date Applied or Hired	Result

Identify any additional information you think should be considered in your application for the position you are seeking, and/or any further explanation of answers to previous questions:

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination my employment.

Dustin J. Kirschner
Signature of applicant

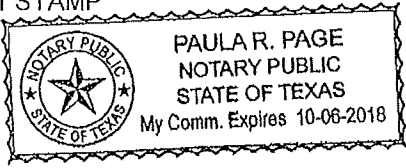
10-5-15
Date

Before me personally appeared Dustin J. Kirschner who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.

Sworn to and subscribed before me on this 5 day of October, 2015

[Signature]
23

SEAL or STAMP



Signature of Notary _____
My Commission Expires: 10-06-2018

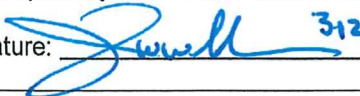



GIDDINGS POLICE DEPARTMENT Performance Evaluation

Last name KIESCHNICK	First name DUSTIN	Initial	Date of Promotion:	Rating Period From: 01012019 To: 12312019
Position/Job Title: POLICE OFFICER		Division: PATROL		

<p>Ratings</p> <p>MS = Meets Standards on Attached Worksheets</p> <p>SS = Below Standards as Noted on Attached Sheets</p> <p>OS = Outstanding: Significantly Exceeds Standards</p> <p>NA = Does Not Apply to this Assignment</p>	<p>Important:</p> <p>An "MS" rating is the supervisor's certification that the employee meets the standards listed. Use "SS" or "OS" as merited, and support the rating with facts (not opinions). If the employee is deserving of either "SS" or "OS", it is the supervisor's duty to gather the documentation and facts to support the rating.</p> <p>The rating supervisor is to complete the attached worksheets.</p>
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JOB FUNCTIONS			
	I. ENFORCEMENT/SERVICE DELIVERY	OS	<i>Officer Kieschnick has an average call response time of 00:00:57 per call. The average department response time is 00:01:11. This shows that this officer is responding to calls faster than average. Officer Kieschnick more incident reports made than any other officer in the department. Officer Kieschnick also had responded to more calls than any other officer to the number of 1,614 to which 962 were primary and 625 as secondary calls. This officer has more arrests to the number of 78.</i>
	II. REPORTS/WRITTEN WORK	OS	<i>Officers reports are very uniform and clear to read. Reports are always in chronological order and no misspelled words. Reports always have all information in the folders and never need to be returned for any corrections.</i>
	III. COURT APPEARANCES	MS	<i>Have not observed.</i>
	IV. SAFETY	MS	<i>Officer is always seen to use good safe practices on scenes. To the most this officer is always keeping safety in mind.</i>
	V. TEAMWORK AND INTERNAL RELATIONS	OS	<i>Officer is always willing to assist any officer with anything that is asked of him and had been observed to go out of his way to help his fellow officers.</i>
	VI. PUBLIC RELATIONS, CUSTOMER SERVICE	MS	<i>Officer has been seen to be very courteous with the public. Officer will advise the public to the lawful actions that need to be taken whether the answer is pleasing or not to the public.</i>
	VII. WORK HABITS	OS	<i>Officer has been observed to come to work for other officers or come to work when called to do so on days off. This officer has been seen to extend his shift after the end of shift to assist other officers with late calls. This officer also comes to work earlier than time for start of shifts.</i>
	VIII. APPEARANCE AND GROOMING	MS	<i>Always neat and clean. Very professional.</i>
	IX. EQUIPMENT USE AND MAINTENANCE	MS	<i>Clean and good working order. Very organized.</i>

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<p>Rater:</p> <p>I have explained this report to the rated employee. I attest that the information contained herein is accurate and is based upon my observation and/or knowledge of the facts.</p> <p>Signature: <u></u> ³¹² Date: <u>1-31-20</u></p>	<p>Employee:</p> <p><input checked="" type="checkbox"/> This evaluation has been explained to me.</p> <p><input type="checkbox"/> I wish to attach an addendum to this evaluation</p> <p>Signature: <u></u> Date: <u>2/5/2020</u></p>
<p>Draft Approval:</p> <p> Chief  Captain</p>	<p>Chief: I have reviewed this report for completeness and accuracy and I approve.</p> <p>Signature: <u></u> Date: <u>2/10/2020</u></p>

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. ENFORCEMENT/SERVICE DELIVERY		
A. Patrols in the city limits unless cleared to leave by dispatcher or supervisor, or for emergency response.	<i>Officer has been seen to cover the city while on duty. Officer always advise the supervisor on duty and the dispatcher when having to leave the city limits for whatever the reason should occur.</i>	MS
B. When assigned call, takes the most expeditious route, and does not delay response unless cleared first with dispatch and/or supervisor. (NOTE: Compare Department average response time to officer's average response time).	<i>Officers knows all streets and major businesses within the city. Usually is the first officer to arrive to a call This officer has the best response time than anyother officer or supervisor on the department.</i>	OS
C. Monitor your radio at all times. Acknowledge transmissions when called, and keep your status updated. Uses professional language and demeanor in the radio.	<i>Officer is always aware of radio traffic. Has been observed to advise other officers to radio traffic when they miss the call from dispatcher and then advises that officer to the call. This has happened to this supervisor on several occasions. Officers uses proper radio traffic.</i>	OS
D. Handle calls per Law and Department General Orders.	<i>Officer meets all standards to the law and general orders.</i>	MS
E. Be proactive, identifying problems and issues and initiating appropriate steps to resolve them. Utilizing available resources to accomplish the Department Mission.	<i>Officer has been heard to check areas were there is high drug traffic and is always running checks on vehicles throughout the city. Officer will then act on any violations he observes.</i>	MS
F. Activities and service levels:	<i>Officer's response time is 0:57 minutes compared to the departments average of 1:11 minutes to a</i>	OS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
<p>1. Activity levels should be comparable to your peers in like conditions. The following will be considered:</p> <p>Prompt response to calls for service Providing back-up to fellow officers Proactive action in on-view incidents Complete assignments in a prompt and effective manner Arrests Traffic enforcement activities and citations Hours worked</p> <p>Note: Activity is to be quality work, which is community oriented and addresses the priorities identified in your assignment.</p>	<p><i>call. This officer has the BEST RESPONSE TIME than any officer or supervisor on the department. He has made more arrests than any officer to the number of 78, with most if not all being drug related arrests. This officer is very pro-active in drug related arrests and is doing an outstanding job in curbing the drug activity within the city. This officer has the highest number of calls for service at a number of 1,560. He also has the highest number of reports made with 89. This officer is also our K-9 officer and is responsible for the departments dog and spends numerous hours to work with this dog so that the standards are met to maintain a high standard of sufficiency so that the dog remains certified.</i></p>	
II. REPORTS/WRITTEN WORK		
<p>A. Reports must be in accord with Law and Department General Orders</p>	<p><i>Officers reports never found to need to be returned and are always complete. The reports are easy to read and tell the elements of the offense involved.</i></p>	<p>OS</p>
<p>B. Employee's reports should be professionally written and contain the elements of the offense and information necessary for investigations or courtroom testimony. Reports should require minimal corrections for errors, grammar, and spelling.</p>	<p><i>Officer uses a template format and he follows this order so not to miss any information needed to complete his report. His reports are always complete. It would be very rare to find any errors in this officers reports.</i></p>	<p>OS</p>
<p>C. Take report and submit as soon as possible during the shift, or as directed by a supervisor.</p>	<p><i>Officer as a norm will complete all reports on his shift and if he should not be able to complete the report by time of shift end, he always advises his supervisor of the problem and will then ask if he should wait till next shift to complete or be told to complete the report before leaving. This officer has also been seen to stay over to complete reports. This officer not attempting to work overtime when this occurs, and has only done so when told by the supervisor to stay till the report was in RMS.</i></p>	<p>OS</p>
III. COURT APPEARANCES The employee is expected to prepare and present court cases in a manner which most effectively supports successful prosecution.		
<p>A. Arrive in court as scheduled wearing proper attire per policy.</p>	<p><i>Has not been observed</i></p>	<p>MS</p>

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
B. Complete preparation, coordination and follow-ups as needed to support the prosecutor.	<i>Has not been observed.</i>	MS
C. Provide credible, clear, complete, and courteous testimony. Avoid patterns of negative feedback.	<i>Has not been observed.</i>	MS
D. Comply with the Department General Orders.	<i>Has not been observed.</i>	MS
IV. SAFETY The employee is expected to conduct work in a manner which protects you, your coworkers, and others from harm; and which protects equipment and facilities from damage.		
A. Follow applicable Laws and Department General Orders pertaining (but not limited to) to: - Vehicles and equipment - Pursuits and/or Driving - Firearms - Use of Force - Communicable Diseases - Approved field tactics - Arrest and handcuffing techniques - Hazardous substances and materials	<i>Officer uses safe practices on all traffic stops and will always attempt to have another officer to check by with him on these stops. Officer always double locks this handcuffs on arrested suspects. Officer makes sure to move any person or suspect out of any area that could be of danger on traffic stops. When making searches he will call for assistance to keep area safe.</i>	MS
B. Use and maintain all required safety equipment per Department General Orders.	<i>All items assigned to him are always seen to be clean and in working order.</i>	MS
C. Practice safe behavior in order to prevent accidents, injury, or damage.	<i>Officer is aware of his surroundings at all times. Safety is always a first for him on his scenes.</i>	MS
D. Take immediate action to correct and/or report unsafe acts and conditions of which you become aware.	<i>Meets all requirments.</i>	MS
E. Participate in and comply with Department-provided safety training.	<i>Meets all requirments.</i>	MS
F. Report all accidents, injuries, incidents, threats, or threatening behavior per City/Department policy.	<i>Meets all requirments.</i>	MS
V. TEAMWORK AND INTERNAL RELATIONS The employee is required to conduct himself/herself in a manner which supports teamwork and enhances the Cities/Department in the accomplishment of our stated missions and expectations.		
A. Perform your job so that others are not burdened with additional work. Help others when the need is apparent.	<i>Always willing to assist his fellow officers with paperwork or the proper charge needed when asked or sometimes not asked. Officer will assist other officers on the scene to make sure that all</i>	OS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
	<i>information is obtained so that the scene completed and cleared correctly.</i>	
B. Treat others with respect.	<i>Officer gets along with others.</i>	MS
C. Find constructive ways to handle differences. Do not allow differences with others to disrupt your work or the work of others.	<i>Officer meets all requirements and attempts to settle any problems that could occur in a satisfactory conclusion so that all parties are happy.</i>	MS
D. Comply with the Department discrimination/ harassment General Order.	<i>Meets all requirements in this area.</i>	MS
E. Attempt to resolve issues at the lowest possible level.	<i>Always conducts himself in a professional manner when interacting with the public and his fellow officers. This officer meets all standards with his department. Officer is willing to take advise from fellow officers and willing to use this advise.</i>	MS
F. Conduct yourself in a manner which makes you a part of the solution, not a part of the problem. Avoid open and repeated complaints about Department and City administration, policies, and procedures. When in disagreement, discuss your complaints with your supervisor in a constructive, respectful manner. Suggest practical, constructive alternatives and be willing to contribute to realistic solutions.	<i>Officer always conducts himself in a professional manner when interaction with the public and his fellow officers. This officer meets all standards with this department. If a problem arises he will come to the supervisor for advise or to solve the problem is it should be of one that would effect the department in a negitive manner</i> <i>Per instructions of 301 on 10/23 , Counselling from chief for failing to return Sgt. calls- Has not happened again..</i>	MS
G. Promote teamwork by sharing information useful to achieving desired results.	<i>This officer had been observed to go out of his way to assist other officers so that paperwork and other tasks needed so that time could be speeded up. This allows for officers to not be tied up in the office at any lengthy time.</i>	MS
H. Report to your supervisor any citizen threats to escalate complaints to a higher administrative level.	<i>Meets all requirements</i>	MS
I. Accept constructive criticism and suggestions in a positive manner and strives to improve performance.	<i>Will take criticism in a positive manner. Always willing to listen to other alternative ideas.</i>	MS
J. Follows Department's Code of Conduct.	<i>Meets all requirements.</i>	MS

VI. PUBLIC RELATIONS & CUSTOMER SERVICE

Conduct yourself in a manner that promotes good public relations, customer service and brings credit to the City. The employee's behavior and actions must be consistent with the Department's Mission Statement, values and policies. The employee's interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, excellence and professionalism.

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
A. Avoid behavior which is likely to produce complaints. Avoid patterns of complaints about manner, conduct, and attitude.	<i>Meets all requirements.</i>	MS
B. Behave in ways to bring credit to the department.	<i>Meets all requirements.</i>	MS
C. Comply with Department discrimination/harassment policy.	<i>Meets all requirements.</i>	MS
VII. WORK HABITS You are expected to be productively engaged in the Department's tasks while on paid time. Organize your time and focus your attention on the priorities assigned.		
A. Report for duty on time, prepared to perform your assigned duties, in appropriate attire and with all necessary equipment.	<i>This officer ALWAYS is at the police station before his duty start time and 99.9% ALWAYS stays over his time to leave the end of his shift. This officer will assist other officers on late calls. Paperwork is always on time during shift or will have permission to complete at later shift.</i>	OS
B. Be in the field and available for calls within five minutes after briefing, unless otherwise directed by your supervisor.	<i>Meets all requirements</i>	MS
C. Remain in service until the end of shift, unless directed otherwise by your supervisor.	<i>Meets all requirements.</i>	MS
D. Complete assignments by established times, unless prior authorization is secured from your supervisor for an extension.	<i>Meets all requirements.</i>	MS
E. Comply with Department overtime and leave policies.	<i>Meets all requirements by this supervisor. Per instructions of 301- On 11/23 Verbal Reprimand put in OT for a phone request for assistance to a dispatcher. 2 hrs for a 17 minute phone call. Situation resolved. No other issue.</i>	MS
F. Comply with City/Department policies for meals and breaks.	<i>Meets all requirements.</i>	MS
G. Comply with Department sick leave General Orders. Avoid patterns of short-term (one or two days) sick leave use in conjunction with days off, vacations, holidays, and special events.	<i>Meets all requirements.</i>	MS
H. Know and comply with Department policies and General Orders.	<i>Meets all requirements.</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
VIII. APPEARANCE AND GROOMING The employee is expected to maintain a clean, well-groomed, professional appearance. Present yourself in a manner most likely to inspire public confidence and respect.		
A. Comply with the standards set forth in the department uniform and grooming General Orders. Exercise good personal hygiene. Do not put yourself in a position where a supervisor must remind you that your appearance, grooming, or hygiene need attention.	<i>Meets all requirements.</i>	MS
IX. EQUIPMENT USE AND MAINTENANCE The employee is expected to use and maintain equipment in a manner that will promote its good working order and appearance.		
A. Keep vehicles fueled, clean, and free of contraband, evidence and debris.	<i>Meets all requirements.</i>	MS
B. Check vehicle at the beginning of shift. Immediately report damage or deficiencies to supervisor and complete vehicle damage report.	<i>Meets all requirements.</i>	MS
C. Immediately report damage to any equipment to your supervisor. Complete necessary paperwork.	<i>Meets all requirements.</i>	MS
D. Check out and return all equipment to its proper place at the end of shift.	<i>Meets all requirements.</i>	MS
E. Maintain all firearms in clean, working condition.	<i>Meets all requirements.</i>	MS
Steps to recognize exceptional work or to correct sub-standard work and other issues as identified:		
<p>This officer has shown that he is a team player and will step up to assist other officers in their police tasks. This officer will always be ready to work on time and at the end of shifts extends his shift time to assist when needed too. This officer has never been seen to not assist others with any technical problems with computers, video, or any other RMS issue. This officer is always willing to come to work to cover shift when asked. He is also willing to come to work on call outs with his dog. This officer is believed to be a LARGE asset to this department and would be duly missed if we should ever see him leave the department. This officer has the BEST response time to calls. This officer has the MOST ARRESTS which are mostly drug related. It is believed that this officer is the most proactive drug related crimes enforcer. This officer also has made more offense reports than any other officer. It is the opinion of this supervisor that this officer is an highly valued officer to this department.</p>		

GIDDINGS POLICE DEPARTMENT Performance Evaluation

Last name KIESCHNICK	First name DUSTIN	Initial	Date of Promotion:	Rating Period From: 01/01/18 To: 12/31/18
Position/Job Title: K9 Police Officer		Division: Patrol		

<p>Ratings</p> <p>MS = Meets Standards on Attached Worksheets</p> <p>SS = Below Standards as Noted on Attached Sheets</p> <p>OS = Outstanding: Significantly Exceeds Standards</p> <p>NA = Does Not Apply to this Assignment</p>	<p>Important:</p> <p>An "MS" rating is the supervisor's certification that the employee meets the standards listed. Use "SS" or "OS" as merited, and support the rating with facts (not opinions). If the employee is deserving of either "SS" or "OS", it is the supervisor's duty to gather the documentation and facts to support the rating.</p> <p>The rating supervisor is to complete the attached worksheets.</p>
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JOB FUNCTIONS			
	I. ENFORCEMENT/SERVICE DELIVERY	OS	
	II. REPORTS/WRITTEN WORK	MS	
	III. COURT APPEARANCES	MS	
	IV. SAFETY	MS	
	V. TEAMWORK AND INTERNAL RELATIONS	MS	
	VI. PUBLIC RELATIONS, CUSTOMER SERVICE	OS	
	VII. WORK HABITS	OS	
	VIII. APPEARANCE AND GROOMING	MS	
	IX. EQUIPMENT USE AND MAINTENANCE	MS	

<p>Rater:</p> <p>I have explained this report to the rated employee. I attest that the information contained herein is accurate and is based upon my observation and/or knowledge of the facts.</p> <p>Signature: <u></u> Date: <u>3-31-19</u></p>	<p>Employee:</p> <p><input checked="" type="checkbox"/> This evaluation has been explained to me.</p> <p><input type="checkbox"/> I wish to attach an addendum to this evaluation</p> <p>Signature: <u></u> Date: <u>3-31-19</u></p>
<p>Draft Approval:</p> <p> Chief  Captain</p>	<p>Chief: I have reviewed this report for completeness and accuracy and I approve.</p> <p>Signature: <u></u> Date: <u>4/22/19</u></p>

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. ENFORCEMENT/SERVICE DELIVERY		
<p>A. Patrols in the city limits unless cleared to leave by dispatcher or supervisor, or for emergency response.</p>	<p><i>Officer follows General Orders, Since Officer is a K9 unit, he has obtained permission to leave the city on numerous occasions.</i></p>	<p>MS</p>
<p>B. When assigned call, takes the most expeditious route, and does not delay response unless cleared first with dispatch and/or supervisor. (NOTE: Compare Department average response time to officer's average response time).</p>	<p><i>Officer responded to 2,186 calls for service with an average reponse time of 33 seconds per call.</i></p>	<p>OS</p>
<p>C. Monitor your radio at all times. Acknowledge transmissions when called, and keep your status updated. Uses professional language and demeanor in the radio.</p>	<p><i>Officer monitors his radio and responds to all traffic</i></p>	<p>MS</p>
<p>D. Handle calls per Law and Department General Orders.</p>	<p><i>Officer follows all General Orders and has received no verbal or written reprimands</i></p>	<p>MS</p>
<p>E. Be proactive, identifying problems and issues and initiating appropriate steps to resolve them. Utilizing available resources to accomplish the Department Mission.</p>	<p><i>Officer seeks out problem areas in the city limits and is creative in ways of dealing with these problem areas.</i></p>	<p>OS</p>
<p>F. Activities and service levels:</p> <ol style="list-style-type: none"> Activity levels should be comparable to your peers in like conditions. The following will be considered: <p>Prompt response to calls for service Providing back-up to fellow officers Proactive action in on-view incidents Complete assignments in a prompt and effective manner Arrests Traffic enforcement activities and citations Hours worked</p> <p>Note: Activity is to be quality work, which is community oriented and addresses the priorities identified in your assignment.</p>	<p><i>Officers response time to calls is exemplary. He completes his assignments in a prompt and effective manner. Officer responded to 2,186 calls for service. He also issued 410 citations and made 87 arrests. This officer leads all his peers in all these catagories</i></p>	<p>OS</p>
II. REPORTS/WRITTEN WORK		

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
A. Reports must be in accord with Law and Department General Orders	<i>Officer completes his reports in a very timely manner with little or no errors.</i>	MS
B. Employee's reports should be professionally written and contain the elements of the offense and information necessary for investigations or courtroom testimony. Reports should require minimal corrections for errors, grammar, and spelling.	<i>Officer completes his reports covering all elements of the crime making it much easier on the County Attorney and to testify in court.</i>	MS
C. Take report and submit as soon as possible during the shift, or as directed by a supervisor.	<i>Officer has never been reprimanded for turning in his paperwork in a timely fashion</i>	MS
III. COURT APPEARANCES		
The employee is expected to prepare and present court cases in a manner which most effectively supports successful prosecution.		
A. Arrive in court as scheduled wearing proper attire per policy.		N/A
B. Complete preparation, coordination and follow-ups as needed to support the prosecutor.		N/A
C. Provide credible, clear, complete, and courteous testimony. Avoid patterns of negative feedback.		N/A
D. Comply with the Department General Orders.	<i>Sgt. has not received any complaints against this officer for this category</i>	MS
IV. SAFETY		
The employee is expected to conduct work in a manner which protects you, your coworkers, and others from harm; and which protects equipment and facilities from damage.		
A. Follow applicable Laws and Department General Orders pertaining (but not limited to) to: - Vehicles and equipment - Pursuits and/or Driving - Firearms - Use of Force - Communicable Diseases - Approved field tactics - Arrest and handcuffing techniques - Hazardous substances and materials	<i>Officer uses good officer safety and sound judgement when responding to calls and his interaction with citizens.</i>	MS
B. Use and maintain all required safety equipment per Department General Orders.	<i>Officer uses all safety equipment when required by Departmental General Orders</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
C. Practice safe behavior in order to prevent accidents, injury, or damage.	<i>Officer uses good safety techniques so that the citizens are safe and he is safe.</i>	MS
D. Take immediate action to correct and/or report unsafe acts and conditions of which you become aware.		N/A
E. Participate in and comply with Department-provided safety training.	<i>Officer complies with all the Departments safety training.</i>	MS
F. Report all accidents, injuries, incidents, threats, or threatening behavior per City/Department policy.		N/A
V. TEAMWORK AND INTERNAL RELATIONS		
The employee is required to conduct himself/herself in a manner which supports teamwork and enhances the Cities/Department in the accomplishment of our stated missions and expectations.		
A. Perform your job so that others are not burdened with additional work. Help others when the need is apparent.	<i>Officer completes his tasks placing no burden on other officers. Officer has been seen on numerous occasions assisting other officers so that work is not dumped on other officers.</i>	MS
B. Treat others with respect.	<i>Officer works well with his fellow officers. Often time helping each one of them at some point.</i>	MS
C. Find constructive ways to handle differences. Do not allow differences with others to disrupt your work or the work of others.	<i>Officer has worked out and and all differences with fellow employees making everyones work enviroment much better.</i>	N/A
D. Comply with the Department discrimination/ harassment General Order.	<i>Officer has not deminstrated any harassment or discrimination towards any other officers, dispatchers, or civilians</i>	MS
E. Attempt to resolve issues at the lowest possible level.		MS
F. Conduct yourself in a manner which makes you a part of the solution, not a part of the problem. Avoid open and repeated complaints about Department and City administration, policies, and procedures. When in disagreement, discuss your complaints with your supervisor in a constructive, respectful manner. Suggest practical, constructive alternatives and be willing to contribute to realistic solutions.	<i>Officer has not shown any complaints or disagreement towards departmental policies. Officers has provided ideas to help make the department to become a better and more relaxed place to work.</i>	MS
G. Promote teamwork by sharing information useful to achieving desired results.	<i>Officer is encouraging other officers in narcotics investigations.</i>	MS
H. Report to your supervisor any citizen threats to escalate complaints to a higher administrative level.	<i>Not observed</i>	N/A

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. Accept constructive criticism and suggestions in a positive manner and strives to improve performance.	<i>Officer is eager to learn. He listens to suggestions and criticisms and interacts with positive feedback. Officer makes suggestions with solutions so to improve his work and other officers work</i>	MS
J. Follows Department's Code of Conduct.		MS
VI. PUBLIC RELATIONS & CUSTOMER SERVICE		
Conduct yourself in a manner that promotes good public relations, customer service and brings credit to the City. The employee's behavior and actions must be consistent with the Department's Mission Statement, values and policies. The employee's interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, excellence and professionalism.		
A. Avoid behavior which is likely to produce complaints. Avoid patterns of complaints about manner, conduct, and attitude.	<i>Officer is very professional when dealing with citizens. Officer was videoed during a traffic stop by the violator. Violator was trying to provoke officer. Officer handled the situation in a very professional manner bring credit to himself and the department.</i>	OS
B. Behave in ways to bring credit to the department.	<i>Officer volunteers to participate in numerous police activities that reflect positively towards the department</i>	OS
C. Comply with Department discrimination/harassment policy.	<i>Officer works well with all officers and citizens. officer has not deminstrated any signs of discrimination or harassment</i>	MS
VII. WORK HABITS		
You are expected to be productively engaged in the Department's tasks while on paid time. Organize your time and focus your attention on the priorities assigned.		
A. Report for duty on time, prepared to perform your assigned duties, in appropriate attire and with all necessary equipment.	<i>Officer shows up to work thirty minutes for shift change and is ready for patrol duties everytime</i>	OS
B. Be in the field and available for calls within five minutes after briefing, unless otherwise directed by your supervisor.	<i>Officer reports to work in a timely manner, usually 30 minutes before the start of his shift</i>	OS
C. Remain in service until the end of shift, unless directed otherwise by your supervisor.	<i>Officer usally signs off 30 minutes after the end of his shift</i>	OS
D. Complete assignments by established times, unless prior authorization is secured from your supervisor for an extension.	<i>Officer completes all paperwork before the end of his shift. When officer is unable to complete his work he obtains authorization to stay over or finish his work the next day with supervisor authorization.</i>	OS
E. Comply with Department overtime and leave policies.	<i>Officer completes all necessary paperwork to obtain days off.</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
F. Comply with City/Department policies for meals and breaks.	<i>Officer follows Departmental policies</i>	MS
G. Comply with Department sick leave General Orders. Avoid patterns of short-term (one or two days) sick leave use in conjunction with days off, vacations, holidays, and special events.	<i>Officer has not abused sick leave</i>	MS
H. Know and comply with Department policies and General Orders.	<i>Officer follows Departmental policies and procedures. Officers has not received any verbal or written complaints</i>	MS
VIII. APPEARANCE AND GROOMING		
The employee is expected to maintain a clean, well-groomed, professional appearance. Present yourself in a manner most likely to inspire public confidence and respect.		
A. Comply with the standards set forth in the department uniform and grooming General Orders. Exercise good personal hygiene. Do not put yourself in a position where a supervisor must remind you that your appearance, grooming, or hygiene need attention.	<i>Officer is well groomed and looks professional</i>	MS
IX. EQUIPMENT USE AND MAINTENANCE		
The employee is expected to use and maintain equipment in a manner that will promote its good working order and appearance.		
A. Keep vehicles fueled, clean, and free of contraband, evidence and debris.	<i>Officer maintains city equipment properly</i>	MS
B. Check vehicle at the beginning of shift. Immediately report damage or deficiencies to supervisor and complete vehicle damage report.	<i>Officer has not reported any damage to his vehicle</i>	MS
C. Immediately report damage to any equipment to your supervisor. Complete necessary paperwork.	<i>Officer has not reported any damage to his assigned unit. Officer maintains his vehicle in professional manner</i>	MS
D. Check out and return all equipment to its proper place at the end of shift.	<i>Officer uses and checks out equipment properly. Officer also returns said property in accordance to policy</i>	MS
E. Maintain all firearms in clean, working condition.		MS
Steps to recognize exceptional work or to correct sub-standard work and other issues as identified:		

PERFORMANCE STANDARDS**PERFORMANCE DELIVERED (FACTS)****RATING**





Officer is doing an outstanding job. Officer assist Capt. Ramsey in the Sex Offender registration. Officer also manages all technology involving computers and electronics. Officer volunteered to be a K9 officer. Officer volunteers to numerous police activities. Officer leads the department in arrests and call for service. Officer exemplifies leadership qualities. Officer constantly seeks out educational classes to improve his work ability and knowledge.

GIDDINGS POLICE DEPARTMENT Performance Evaluation

Last name KIESCHNICK	First name DUSTIN	Initial	Date of Promotion:	Rating Period From: 01/01/17 To: 12/31/17
Position/Job Title: K9 Police Officer		Division: Patrol		

<p>Ratings</p> <p>MS = Meets Standards on Attached Worksheets</p> <p>SS = Below Standards as Noted on Attached Sheets</p> <p>OS = Outstanding: Significantly Exceeds Standards</p> <p>NA = Does Not Apply to this Assignment</p>	<p>Important:</p> <p>An "MS" rating is the supervisor's certification that the employee meets the standards listed. Use "SS" or "OS" as merited, and support the rating with facts (not opinions). If the employee is deserving of either "SS" or "OS", it is the supervisor's duty to gather the documentation and facts to support the rating.</p> <p>The rating supervisor is to complete the attached worksheets.</p>
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JOB FUNCTIONS			
	I. ENFORCEMENT/SERVICE DELIVERY	OS	
	II. REPORTS/WRITTEN WORK	MS	
	III. COURT APPEARANCES	MS	
	IV. SAFETY	MS	
	V. TEAMWORK AND INTERNAL RELATIONS	MS	
	VI. PUBLIC RELATIONS, CUSTOMER SERVICE	MS	
	VII. WORK HABITS	OS	
	VIII. APPEARANCE AND GROOMING	MS	
	IX. EQUIPMENT USE AND MAINTENANCE	MS	

<p>Rater: <u>SGT. B. STEPHENS</u></p> <p>I have explained this report to the rated employee. I attest that the information contained herein is accurate and is based upon my observation and/or knowledge of the facts.</p> <p>Signature: <u></u> Date: <u>2/13/18</u></p>	<p>Employee:</p> <p><input type="checkbox"/> This evaluation has been explained to me.</p> <p><input type="checkbox"/> I wish to attach an addendum to this evaluation</p> <p>Signature: <u></u> Date: <u>4-6-18</u></p>
<p>Draft Approval:</p> <p><u></u> Chief <u></u> Captain</p>	<p>Chief: I have reviewed this report for completeness and accuracy and I approve.</p> <p>Signature: <u></u> Date: <u>4/9/18</u></p>

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. ENFORCEMENT/SERVICE DELIVERY		
A. Patrols in the city limits unless cleared to leave by dispatcher or supervisor, or for emergency response.	<i>Officer follows General Orders, Since Officer is a K9 unit, he has obtained permission to leave the city on numerous occasions.</i>	MS
B. When assigned call, takes the most expeditious route, and does not delay response unless cleared first with dispatch and/or supervisor. (NOTE: Compare Department average response time to officer's average response time).	<i>Officer responded to 2,048 calls for service with an average reponse time of 39 seconds per call</i>	OS
C. Monitor your radio at all times. Acknowledge transmissions when called, and keep your status updated. Uses professional language and demeanor in the radio.	<i>Officer monitors his radio and responds to all traffic</i>	MS
D. Handle calls per Law and Department General Orders.	<i>Officer follows all General Orders and has received no verbal or written reprimands</i>	MS
E. Be proactive, identifying problems and issues and initiating appropriate steps to resolve them. Utilizing available resources to accomplish the Department Mission.	<i>Officer seeks out problem areas in the city limits and is creative in ways of dealing with these problem areas.</i>	OS
<p>F. Activities and service levels:</p> <p>1. Activity levels should be comparable to your peers in like conditions. The following will be considered:</p> <p>Prompt response to calls for service Providing back-up to fellow officers Proactive action in on-view incidents Complete assignments in a prompt and effective manner Arrests Traffic enforcement activities and citations Hours worked</p> <p><i>Note: Activity is to be quality work, which is community oriented and addresses the priorities identified in your assignment.</i></p>	<i>Officers response time to calls is exemplary. He completes his assignments in a prompt and effective manner. Officer responded to 2048 calls for service leading his peers. He also issued 307 citations and made 57 arrests. This officer leads all his peers in all these catagories</i>	OS
II. REPORTS/WRITTEN WORK		

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
A. Reports must be in accord with Law and Department General Orders	<i>Officer completes his reports in a very timely manner with little or no errors.</i>	MS
B. Employee's reports should be professionally written and contain the elements of the offense and information necessary for investigations or courtroom testimony. Reports should require minimal corrections for errors, grammar, and spelling.	<i>Officer completes his reports covering all elements of the crime making it much easier on the County Attorney</i>	MS
C. Take report and submit as soon as possible during the shift, or as directed by a supervisor.	<i>Officer has never been reprimanded for turning in his paperwork in a timely fashion</i>	MS
III. COURT APPEARANCES		
The employee is expected to prepare and present court cases in a manner which most effectively supports successful prosecution.		
A. Arrive in court as scheduled wearing proper attire per policy.		N/A
B. Complete preparation, coordination and follow-ups as needed to support the prosecutor.		N/A
C. Provide credible, clear, complete, and courteous testimony. Avoid patterns of negative feedback.		N/A
D. Comply with the Department General Orders.	<i>Sgt. has not received any complaints against this officer for this category</i>	MS
IV. SAFETY		
The employee is expected to conduct work in a manner which protects you, your coworkers, and others from harm; and which protects equipment and facilities from damage.		
A. Follow applicable Laws and Department General Orders pertaining (but not limited to) to: <ul style="list-style-type: none"> - Vehicles and equipment - Pursuits and/or Driving - Firearms - Use of Force - Communicable Diseases - Approved field tactics - Arrest and handcuffing techniques - Hazardous substances and materials 	<i>Officer uses good officer safety and sound judgement when responding to calls and his interaction with citizens.</i>	MS
B. Use and maintain all required safety equipment per Department General Orders.	<i>Officer uses all safety equipment when required by Departmental General Orders</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
C. Practice safe behavior in order to prevent accidents, injury, or damage.	<i>Officer uses good safety techniques so that the citizens are safe and he is safe.</i>	MS
D. Take immediate action to correct and/or report unsafe acts and conditions of which you become aware.		N/A
E. Participate in and comply with Department-provided safety training.	<i>Officer complies with all the Departments safety training.</i>	MS
F. Report all accidents, injuries, incidents, threats, or threatening behavior per City/Department policy.		N/A
V. TEAMWORK AND INTERNAL RELATIONS		
The employee is required to conduct himself/herself in a manner which supports teamwork and enhances the Cities/Department in the accomplishment of our stated missions and expectations.		
A. Perform your job so that others are not burdened with additional work. Help others when the need is apparent.	<i>Officers completes his tasks placing no burden on other officers. Officers has been seen on numerous occasions assisting other officers so that work is not dumped on other officers.</i>	MS
B. Treat others with respect.	<i>Officers works well with his fellow officers. Often time helping each one of them at some point.</i>	MS
C. Find constructive ways to handle differences. Do not allow differences with others to disrupt your work or the work of others.	<i>Officer has not shown to have any differences with his fellow employees.</i>	N/A
D. Comply with the Department discrimination/harassment General Order.	<i>Officer has not demonstrated any harassment or discrimination towards any other officers, dispatchers, or civilians</i>	MS
E. Attempt to resolve issues at the lowest possible level.	<i>Not observed</i>	N/A
F. Conduct yourself in a manner which makes you a part of the solution, not a part of the problem. Avoid open and repeated complaints about Department and City administration, policies, and procedures. When in disagreement, discuss your complaints with your supervisor in a constructive, respectful manner. Suggest practical, constructive alternatives and be willing to contribute to realistic solutions.	<i>Officer has not shown any complaints or disagreement towards departmental policies. Officers has provided ideas to help make the department to become a better and more relaxed place to work.</i>	MS
G. Promote teamwork by sharing information useful to achieving desired results.	<i>Officer is encouraging other officers in narcotics investigations.</i>	MS
H. Report to your supervisor any citizen threats to escalate complaints to a higher administrative level.	<i>Not observed</i>	N/A

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. Accept constructive criticism and suggestions in a positive manner and strives to improve performance.	<i>Officer is eager to learn. He listens to suggestions and criticisms and interacts with positive feedback</i>	MS
J. Follows Department's Code of Conduct.		MS
VI. PUBLIC RELATIONS & CUSTOMER SERVICE Conduct yourself in a manner that promotes good public relations, customer service and brings credit to the City. The employee's behavior and actions must be consistent with the Department's Mission Statement, values and policies. The employee's interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, excellence and professionalism.		
A. Avoid behavior which is likely to produce complaints. Avoid patterns of complaints about manner, conduct, and attitude.	<i>Officer is very professional when dealing with citizens</i>	MS
B. Behave in ways to bring credit to the department.	<i>Officer volunteers for police activities that reflect positively towards the department</i>	MS
C. Comply with Department discrimination/harassment policy.	<i>Officer works well with all officers and citizens. officer has not demonstrated any signs of discrimination or harassment</i>	MS
VII. WORK HABITS You are expected to be productively engaged in the Department's tasks while on paid time. Organize your time and focus your attention on the priorities assigned.		
A. Report for duty on time, prepared to perform your assigned duties, in appropriate attire and with all necessary equipment.	<i>Officer shows up to work thirty minutes for shift change and is ready for patrol duties everytime</i>	OS
B. Be in the field and available for calls within five minutes after briefing, unless otherwise directed by your supervisor.	<i>Officer reports to work in a timely manner, usually 30 minutes before the start of his shift</i>	OS
C. Remain in service until the end of shift, unless directed otherwise by your supervisor.	<i>Officer usually signs off 30 minutes after the end of his shift</i>	OS
D. Complete assignments by established times, unless prior authorization is secured from your supervisor for an extension.	<i>Officer completes all paperwork before the end of his shift. When officer is unable to complete his work he obtains authorization to stay over or finish his work the next day with supervisor authorization.</i>	OS
E. Comply with Department overtime and leave policies.	<i>Officer completes all necessary paperwork to obtain days off.</i>	MS
F. Comply with City/Department policies for meals and breaks.	<i>Officer follows Departmental policies</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
G. Comply with Department sick leave General Orders. Avoid patterns of short-term (one or two days) sick leave use in conjunction with days off, vacations, holidays, and special events.	<i>Officer has not abused sick leave</i>	MS
H. Know and comply with Department policies and General Orders.	<i>Officer follows Departmental policies and procedures. Officers has not received any verbal or written complaints</i>	MS
VIII. APPEARANCE AND GROOMING The employee is expected to maintain a clean, well-groomed, professional appearance. Present yourself in a manner most likely to inspire public confidence and respect.		
A. Comply with the standards set forth in the department uniform and grooming General Orders. Exercise good personal hygiene. Do not put yourself in a position where a supervisor must remind you that your appearance, grooming, or hygiene need attention.	<i>Officer is well groomed and looks professional</i>	MS
IX. EQUIPMENT USE AND MAINTENANCE The employee is expected to use and maintain equipment in a manner that will promote its good working order and appearance.		
A. Keep vehicles fueled, clean, and free of contraband, evidence and debris.	<i>Officer maintains city equipment properly</i>	MS
B. Check vehicle at the beginning of shift. Immediately report damage or deficiencies to supervisor and complete vehicle damage report.	<i>Officer has not report any damage to his vehicle</i>	MS
C. Immediately report damage to any equipment to your supervisor. Complete necessary paperwork.	<i>Officer has not report any damage to his assigned unit. Officer maintains his vehicle in professional manner</i>	MS
D. Check out and return all equipment to its proper place at the end of shift.	<i>Officer uses and checks out equipment properly. Officer also returns said property in accordance to policy</i>	MS
E. Maintain all firearms in clean, working condition.		MS
Steps to recognize exceptional work or to correct sub-standard work and other issues as identified:		
Officer is doing and outstanding job. Officer received a Life Saving Award. Officer assist Capt. Ramsey in the Sex Offender registration. Officer also assists in all tecnology involving computers and electronics. Officer volunteered to be a K9 officer. Officer volunteers to numerous police activities. Officer leads the department in arrests, call for service and seizures.		

GIDDINGS POLICE DEPARTMENT Performance Evaluation

Last name Kieschnick	First name Dustin	Initial	Date of Promotion: June 28, 2016	Rating Period From: 6-28-16 To: 12-31-16
Position/Job Title: Police Officer		Division: Patrol		

<p>Ratings</p> <p>MS = Meets Standards on Attached Worksheets</p> <p>SS = Below Standards as Noted on Attached Sheets</p> <p>OS = Outstanding: Significantly Exceeds Standards</p> <p>NA = Does Not Apply to this Assignment</p>	<p>Important:</p> <p>An "MS" rating is the supervisor's certification that the employee meets the standards listed. Use "SS" or "OS" as merited, and support the rating with facts (not opinions). If the employee is deserving of either "SS" or "OS", it is the supervisor's duty to gather the documentation and facts to support the rating.</p> <p>The rating supervisor is to complete the attached worksheets.</p>
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JOB FUNCTIONS			
	I. ENFORCEMENT/SERVICE DELIVERY	MS	
	II. REPORTS/WRITTEN WORK	MS	
	III. COURT APPEARANCES	MS	
	IV. SAFETY	MS	
	V. TEAMWORK AND INTERNAL RELATIONS	MS	
	VI. PUBLIC RELATIONS, CUSTOMER SERVICE	MS	
	VII. WORK HABITS	MS	
	VIII. APPEARANCE AND GROOMING	MS	
	IX. EQUIPMENT USE AND MAINTENANCE	MS	

<p>Rater:</p> <p>I have explained this report to the rated employee. I attest that the information contained herein is accurate and is based upon my observation and/or knowledge of the facts.</p> <p>Signature: Date: <u>3-10-17</u></p>	<p>Employee:</p> <p><input checked="" type="checkbox"/> This evaluation has been explained to me.</p> <p><input type="checkbox"/> I wish to attach an addendum to this evaluation</p> <p>Signature: Date: <u>3-10-17</u></p>
<p>Draft Approval:</p> <p> Chief Captain</p>	<p>Chief: I have reviewed this report for completeness and accuracy and I approve.</p> <p>Signature: Date: <u>3/13/17</u></p>

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. ENFORCEMENT/SERVICE DELIVERY		
A. Patrols in the city limits unless cleared to leave by dispatcher or supervisor, or for emergency response.	<i>Officer complies with departmental guidelines. Officer has responded to county calls but only after checking with the supervisor on duty</i>	MS
B. When assigned call, takes the most expeditious route, and does not delay response unless cleared first with dispatch and/or supervisor. (NOTE: Compare Department average response time to officer's average response time).	<i>Officer is very familiar with the city streets and responds to his calls for service in a very diligent manner. Officers response time is very good at and average of 61 seconds.</i>	MS
C. Monitor your radio at all times. Acknowledge transmissions when called, and keep your status updated. Uses professional language and demeanor in the radio.	<i>Officer does a good job in monitoring his radio. Officer responds to all his radio transmissions.</i>	MS
D. Handle calls per Law and Department General Orders.	<i>Officer is very professional and courteous to citizens. He follows the guidelines set forth by the stated, county, city and department.</i>	MS
E. Be proactive, identifying problems and issues and initiating appropriate steps to resolve them. Utilizing available resources to accomplish the Department Mission.	<i>Officer is very proactive. He leads the department in narcotics arrest, with 15 this year. Supervisors do not need to direct Officer in areas that need attention. Officer takes it upon himself to conduct patrol in the areas that need it.</i>	OS
<p>F. Activities and service levels:</p> <ol style="list-style-type: none"> Activity levels should be comparable to your peers in like conditions. The following will be considered: <ul style="list-style-type: none"> Prompt response to calls for service Providing back-up to fellow officers Proactive action in on-view incidents Complete assignments in a prompt and effective manner Arrests Traffic enforcement activities and citations Hours worked <p>Note: Activity is to be quality work, which is community oriented and addresses the priorities identified in your assignment.</p>	<i>Officer is very diligent in his response time to calls. Officer assists other officers in their calls. Officer does a good job of not interfering in the other officers calls and when needed does so only when it is necessary. All assignments that are given to Officer Kieschnick are completed in a timely manner but often before that were due.</i>	MS
II. REPORTS/WRITTEN WORK		

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
A. Reports must be in accord with Law and Department General Orders	<i>Officer does very good reports with very few errors.</i>	MS
B. Employee's reports should be professionally written and contain the elements of the offense and information necessary for investigations or courtroom testimony. Reports should require minimal corrections for errors, grammar, and spelling.	<i>Officers reports are well thought out, detailed and contains all the information needed to cover the elements of the crime</i>	MS
C. Take report and submit as soon as possible during the shift, or as directed by a supervisor.	<i>Officer has no problems completeing his reports on a timely</i>	MS
III. COURT APPEARANCES The employee is expected to prepare and present court cases in a manner which most effectively supports successful prosecution.		
A. Arrive in court as scheduled wearing proper attire per policy.		NO
B. Complete preparation, coordination and follow-ups as needed to support the prosecutor.		NO
C. Provide credible, clear, complete, and courteous testimony. Avoid patterns of negative feedback.		NO
D. Comply with the Department General Orders.		NO
IV. SAFETY The employee is expected to conduct work in a manner which protects you, your coworkers, and others from harm; and which protects equipment and facilities from damage.		
A. Follow applicable Laws and Department General Orders pertaining (but not limited to) to: <ul style="list-style-type: none"> - Vehicles and equipment - Pursuits and/or Driving - Firearms - Use of Force - Communicable Diseases - Approved field tactics - Arrest and handcuffing techniques - Hazardous substances and materials 	<i>Officer has complied with the departments policy and procdures. Officer has made numerous arrests and two pursuits. Each time following policy and procedures</i>	MS
B. Use and maintain all required safety equipment per Department General Orders.	<i>Officer maintains all equipment assigned to him</i>	MS
C. Practice safe behavior in order to prevent accidents, injury, or damage.	<i>Officer uses good common sence and good officer safety</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
D. Take immediate action to correct and/or report unsafe acts and conditions of which you become aware.	<i>Officer has not reported any unsafe actions</i>	NO
E. Participate in and comply with Department-provided safety training.	<i>Officer has complied and completed all safety training set forth to him by this agency and or TCOLE</i>	MS
F. Report all accidents, injuries, incidents, threats, or threatening behavior per City/Department policy.	<i>Officers has not reported any injury, but did report threat to his person. That report lead to charges filed on the suspect</i>	MS
V. TEAMWORK AND INTERNAL RELATIONS The employee is required to conduct himself/herself in a manner which supports teamwork and enhances the Cities/Department in the accomplishment of our stated missions and expectations.		
A. Perform your job so that others are not burdened with additional work. Help others when the need is apparent.	<i>Officer completes his assignment leaving no work for other to have to finish.</i>	MS
B. Treat others with respect.	<i>Officer is very respectful and courteous to fellow employees</i>	MS
C. Find constructive ways to handle differences. Do not allow differences with others to disrupt your work or the work of others.	<i>Officer has not demonstated any differences with fellow employees.</i>	MS
D. Comply with the Department discrimination/ harassment General Order.	<i>Officer has complied with General Order</i>	MS
E. Attempt to resolve issues at the lowest possible level.	<i>Officer has not had any issues</i>	MS
F. Conduct yourself in a manner which makes you a part of the solution, not a part of the problem. Avoid open and repeated complaints about Department and City administration, policies, and procedures. When in disagreement, discuss your complaints with your supervisor in a constructive, respectful manner. Suggest practical, constructive alternatives and be willing to contribute to realistic solutions.	<i>Officer complies with Departmental Policies. He has brought forth ideas and solutions to improve the department.</i>	MS
G. Promote teamwork by sharing information useful to achieving desired results.	<i>Officer has shown great team work. He assists fellow officers and shows good leadership ship skills</i>	MS
H. Report to your supervisor any citizen threats to escalate complaints to a higher administrative level.	<i>Officer has advised supervisors of potential complaints</i>	MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
I. Accept constructive criticism and suggestions in a positive manner and strives to improve performance.	<i>Officer listen to suggestions and directions given to him by supervisors to make himself a better officer</i>	MS
J. Follows Department's Code of Conduct.	<i>Officers code of conduct is exemplary</i>	MS
VI. PUBLIC RELATIONS & CUSTOMER SERVICE Conduct yourself in a manner that promotes good public relations, customer service and brings credit to the City. The employee's behavior and actions must be consistent with the Department's Mission Statement, values and policies. The employee's interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, excellence and professionalism.		
A. Avoid behavior which is likely to produce complaints. Avoid patterns of complaints about manner, conduct, and attitude.	<i>Officer conducts himself in a very professional manner</i>	MS
B. Behave in ways to bring credit to the department.	<i>Officer is courteous and respectful to all citizens and fellow departmental employees</i>	MS
C. Comply with Department discrimination/harassment policy.		MS
VII. WORK HABITS You are expected to be productively engaged in the Department's tasks while on paid time. Organize your time and focus your attention on the priorities assigned.		
A. Report for duty on time, prepared to perform your assigned duties, in appropriate attire and with all necessary equipment.	<i>Officer reports to duty on time and prepared for duty</i>	MS
B. Be in the field and available for calls within five minutes after briefing, unless otherwise directed by your supervisor.	<i>Officer is prompt and timely for duty and on occasions checked by on calls before arriving at the office</i>	MS
C. Remain in service until the end of shift, unless directed otherwise by your supervisor.	<i>Officer never leaves early and only leaves when directed to do so by a supervisor.</i>	MS
D. Complete assignments by established times, unless prior authorization is secured from your supervisor for an extension.	<i>All assignments have been completed in a timely manner with very little direction from supervisors</i>	MS
E. Comply with Department overtime and leave policies.	<i>Officer complies with departmental policy</i>	MS
F. Comply with City/Department policies for meals and breaks.		MS

PERFORMANCE STANDARDS	PERFORMANCE DELIVERED (FACTS)	RATING
G. Comply with Department sick leave General Orders. Avoid patterns of short-term (one or two days) sick leave use in conjunction with days off, vacations, holidays, and special events.	<i>Officer has not used any sick days</i>	MS
H. Know and comply with Department policies and General Orders.	<i>Officers knows and complies with GO's and DP's</i>	MS
VIII. APPEARANCE AND GROOMING The employee is expected to maintain a clean, well-groomed, professional appearance. Present yourself in a manner most likely to inspire public confidence and respect.		
A. Comply with the standards set forth in the department uniform and grooming General Orders. Exercise good personal hygiene. Do not put yourself in a position where a supervisor must remind you that your appearance, grooming, or hygiene need attention.	<i>Officer reports to work looking professional and well groomed</i>	MS
IX. EQUIPMENT USE AND MAINTENANCE The employee is expected to use and maintain equipment in a manner that will promote its good working order and appearance.		
A. Keep vehicles fueled, clean, and free of contraband, evidence and debris.	<i>Officers unit is well kept and organized</i>	MS
B. Check vehicle at the beginning of shift. Immediately report damage or deficiencies to supervisor and complete vehicle damage report.	<i>Officer complies with this GO</i>	MS
C. Immediately report damage to any equipment to your supervisor. Complete necessary paperwork.	<i>Officers rear window was brokenout by prisoner. Officer immediately contacted supervisor on duty and reported the incident.</i>	MS
D. Check out and return all equipment to its proper place at the end of shift.	<i>Officer complies with this GO.</i>	MS
E. Maintain all firearms in clean, working condition.	<i>Officer maintains all the firearms assigned to him</i>	MS
Steps to recognize exceptional work or to correct sub-standard work and other issues as identified:		
Officer shows good leadership skills for a new Officer. Officer shows interest in becoming a K9 officer and his field activity shows he has great interest in narcotics investigation. Officer was given the special task of maintaining all video equipment. He has done a very good job in this assignment. Officer attends and helps out at community events. Officer has taken the responsibility of maintaining the video server and cameras. Officer also assists with S.O.R.		



CITY OF GIDDINGS
POLICE DEPARTMENT

K-9/ Sergeant, Dustin Kieschnick
179 E. Industry St., Giddings, Texas 78942
Office (979) 540-2700
Fax (979) 542-1816
dkieschnick@giddings.net

To: Chief Haril Walpole

From: Sergeant Dustin Kieschnick

Date: 03/23/2021

Ref: Notice or resignation

As per our meeting on Monday 03/22/2021 I am hereby informing you of my last day of employment as 04/04/2021.


Dustin Kieschnick