

**APPENDIX C
MANAGEMENT COUNCIL GUIDELINES**

EVALUATION CRITERIA

PERFORMANCE: 20 pts. Possible

0 - 15 pts for Evaluations. Subjective, based on what is read in past evaluations. Items in the evaluations should include, but not limited to: Work Quality; Thoroughness; Reliability; Performance under Stress; and Productivity.

0 - 5 pts for Discipline. 5 points for no disciplinary actions. Subtract from 5 as disciplinary problems are found.

EXPERIENCE: 20 pts. Possible

Years of experience and what the experience is. Not limited to the Topeka Police Department.

ABILITY: 20 pts. Possible

Personal knowledge of the candidate, past and present work assignments, and evaluations. Items in the evaluations should include, but not be limited to, Demonstration of Command Presence and Job Knowledge.

TRAINING: 20 pts. Possible

Training file, professional schools, and seminars as they relate to the job being applied for. Initiative toward improvement of skills.

EDUCATION / MILITARY: 10 pts. Possible

- .05 - 5.95 pts for college credits (.05 per credit hour);
- 6.0 pts for 4 yr. college degree;
- 7.0 pts for graduate work towards a Master's Degree;
- 8.0 pts for a Master's Degree;
- 9.0 pts for work towards a Doctorate Degree; and
- 10.0 pts for a Doctorate Degree.

Military Service points may be earned at a rate of .75 point per year of active military service up to a maximum of three (3) points for four (4) years of service. Education and Military points combined may not exceed six (6) points.

SENIORITY: 10 pts. Possible

Time on the Department; .50 point per complete year of service:

1. .50	6. 3.00	11. 5.50	16. 8.00
2. 1.00	7. 3.50	12. 6.00	17. 8.50
3. 1.50	8. 4.00	13. 6.50	18. 9.00
4. 2.00	9. 4.50	14. 7.00	19. 9.50
5. 2.50	10. 5.00	15. 7.50	20. 10.00