

# **Village of Bellaire ADMINISTRATION & PERSONNEL COMMITTEE**

**Dan Bennett, Chairman**

**Eldon McPherson**

**Bryan Hardy**

Posted: April 9, 2025 at 11:00 AM

## **MEETING NOTICE**

The Village of Bellaire Administration & Personnel Committee will be meeting on  
**April 17th, 2025 at 1:00 PM**  
in the Village Community Hall located at 202 N Bridge Street

### **Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes –February 11 and February 3, 2025**
- V. Conflict of Interest**
- VI. Public Comment**
- VII. Old Business**
  - a. Social Media Policy Review**
- VIII. New Business**
  - a. Employee Evaluations Forms**
  - b. Interviews for Police Position**
  - c. Campground Reservation Specialist Job Description**
- IX. Correspondence/Reports**
- X. Member/Public Comment**
- XI. Adjourn**

This is a tentative agenda until finalized and approved on April 17, 2025. The Administration & Personnel Committee reserves the right to alter the agenda by a majority vote of the members present at the meeting.

Committee members: if you have any questions or cannot attend this meeting, please contact the Clerk at 231-533-8213.

**Persons with disabilities needing a reasonable accommodation to effectively participate in this meeting should contact the Village Clerk at (231) 533-8213.**

# **Village of Bellaire**

## **ADMINISTRATION & PERSONNEL COMMITTEE**

**Dan Bennett, Chairperson**

**Eldon McPherson**

**Bryan Hardy**

Posted: February 12, 2025 at 3:00 PM

### **COMMITTEE MEETING MINUTES**

#### **February 11, 2025**

#### **1:00 PM**

**I. Call to Order:** The meeting was called to order at 1:00 PM.

**II. Roll Call - Attendance**

**Present:** Dan Bennett, Eldon McPherson, Bryan Hardy

**Absent:**

**Staff Present:** Bradley Keiser, DPW Supervisor; Bill Drollinger, Police Chief; Angela St. Pierre, Clerk & Nora Stead, Treasurer.

**Public Present:** None

**III. Approval of Agenda:** The agenda was approved as presented.

**Motion by Bennett, seconded by McPherson, to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes –** The minutes from the previous meeting held on February 3, 2025 have not been completed yet for approval.

**No action taken.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None presented.

**VIII. New Business**

- a. Wages:** A general discussion was held concerning the recommendation at the January 15<sup>th</sup> 2025 meeting to get rid of the five-year wage structure and go back to a review system for wage increases. It was previously discussed to have a starting wage for each position and have employee reviews done by November 15<sup>th</sup> of each year prior to the budget approval. There was a general discussion on doing a three-year step or a five-year step. It was then discussed the possibility of doing merit pay as additional compensation for those who score high on their reviews. If there is to be merit pay it was recommended by Mr. Keiser to set aside an amount of money at the beginning of each year for this merit pay. There was a general discussion on how to combine a wage step system, review system, and merit pay. It was decided to recommend to council to abolish the five-year pay scale and go to a three-step program. Provided by Chairperson Bennett was a proposed three-year wage scale which will be recommended to be used as the three-step program. This three-step program would not be guaranteed as a yearly program would be. In order to move up in the three-step program, an employee would need to have good reviews on their annual reviews. The DPW employees would be evaluated by the DPW Supervisor who would provide that information

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## ADMINISTRATION & PERSONNEL COMMITTEE

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to the Admin Committee no later than November 1st. The Chief of Police would evaluate any officers and provide that information to the Admin Committee no later than November 1st. Staff evaluations would be provided to the Admin Committee no later than November 15<sup>th</sup> for review. Department heads would be evaluated by the Admin Committee no later than November 15<sup>th</sup>.

**Motion by Hardy, seconded by McPherson to recommend to council to abolish the five-year pay scale and adopt the presented three-step program, which is not guaranteed, but will be based on performance reviews. Motion passed by voice vote.**

A general discussion was held concerning additional compensation for those employees who have topped the current wage scale and who will top the newly recommended three-step program. It was determined that there should be money set aside at the beginning of the year as merit pay for those employees who have topped the scale. The employees would be reviewed annually, which would be provided by November 1<sup>st</sup> as mentioned above. Those employees would be reviewed, and additional compensation would be awarded based on reviews up to a certain amount. A general discussion was held concerning how much merit pay be available to each employee who qualifies. With that discussion brought up the concern with the additional compensation paid out at the end of the year in December. It was recommended by McPherson to add an additional \$100.00 to the additional compensation that is paid out at the end of the year to the employees who qualify. Currently the additional compensation for employees who have worked for at least one year and up to ten years is \$100.00, and employees who have worked for ten plus years is \$200.00. This one time additional compensation would be \$200.00 total for those employees who have worked for at least one year and up to ten years, and \$300.00 total for those employees who have worked for ten plus years.

**Motion by McPherson, seconded by Hardy to recommend to council we reward our employees with a one time, year-end compensation of an additional \$100.00 to what they have been getting. This additional compensation would be to recognize the hard work that all employees did during the struggling budget time that stuck with the Village and still did their job well. Motion carried by voice vote.**

It was then discussed to have the DPW personnel additional compensations taken out of DPW funds instead of the General fund. The DPW employees are not paid wages out of the general fund and it makes sense to pay any additional compensation out of the DPW funds.

**Motion by McPherson, seconded by Hardy, to recommend to council to have any additional compensation for the DPW staff be taken out of DPW funds instead of the General fund. Motion carried by voice vote.**

The additional merit pay cap was discussed for those employees who would qualify.

**Motion by Hardy, seconded by Bennett, to recommend to council to make the merit pay up to \$300.00. Motion carried by voice vote.**

At a previous Admin committee meeting on January 15<sup>th</sup>, 2025 it was a recommendation for increasing the wages for three staff members. At the Village Council meeting on February 5<sup>th</sup>, 2025 the agenda item was tabled.

**Motion by Hardy, seconded by McPherson, to recommend to council to increase the wages of Jason Alspaugh of the DPW to \$22.24 per hour effective March 1<sup>st</sup>, 2025, and to increase the wages of Nora Stead and Angela**



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## **ADMINISTRATION & PERSONNEL COMMITTEE**

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**St. Pierre to \$23.71 per hour effective March 1<sup>st</sup>, 2025 in conjunction with the second step of the new three-step program. Motion carried by voice vote.**

- b. **Social Media:** At the February 3<sup>rd</sup>, 2025 Admin committee meeting it was decided to turn off comments and reviews on the Villages Facebook page after some concerns arose with a recent posting. Clerk St. Pierre contacted the Villages Attorney the day prior to this meeting about the First Amendment and if turning off commenting violated this. The attorney had not given her an answer to her questions prior to this meeting. Mrs. St. Pierre also went on to describe how the current page is set up and that employees personal profiles are linked to the Facebook Page as admins to the page. She is recommending that a new profile be set up and used as the admin for the Facebook page and personal profiles be removed from being the admins. Member McPherson recommended that comments and reviews continue to be turned off and allow the office staff to create a new Facebook profile to serve as the admin profile linked to the Facebook page.

**No action was taken.**

- c. **Insurance Pool:** Treasurer Stead contacted an insurance provider that would be able to look into an insurance pool for village employees. This provider is the same one that Antrim County uses and may help the Village to save money on the insurance. The provider has not been able to get her any information on rates as of today. She does not believe that this would be done in time for this years budget.

**No action was taken.**

### **IX. Correspondence/Reports:**

- a. Chairperson Bennett spoke about how he had talked to the Central Lake President and got their trustee handbook. He spoke about how there are a lot of things he likes about it and would like to adopt something like this for our council trustees. When the handbooks are later reviewed and discussed, he recommends to include a "conduct of meetings" section similar to Central Lake's.
- b. Treasurer Stead provided information on the new "Earned Sick Time Act". She has been in contact with someone at the County on how they have had to address this new act. She would like to contact the Attorney before any action is taken.

### **X. Member/Public Comment:**

- a. Chairperson Bennett asked Chief of Police Drollinger if he had anyone in mind for his replacement. He spoke about how he has someone in mind but would like to keep that confidential at this time.

### **XI. Adjourn:** The meeting adjourned at 2:30 PM.

Minutes compiled by:  
Angela St. Pierre, Clerk

**Minutes are subject to approval.**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# **Village of Bellaire**

## **ADMINISTRATION & PERSONNEL COMMITTEE**

**Dan Bennett, Chairperson**

**Eldon McPherson**

**Bryan Hardy**

Posted: February 12, 2025 at 8:30 AM

### **COMMITTEE MEETING MINUTES**

#### **February 3, 2025**

#### **1:00 PM**

**I. Call to Order:** The meeting was called to order at 1:09 PM

**II. Roll Call - Attendance**

**Present:** Dan Bennett, Eldon McPherson, Bryan Hardy

**Absent:**

**Staff Present:** Bradley Keiser, DPW Supervisor; Angela St. Pierre, Clerk & Nora Stead, Treasurer.

**Public Present:** None

**III. Approval of Agenda:** The agenda was approved as presented.

**Motion by McPherson, seconded by Hardy, to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes – January 15, 2025:** The minutes of the January 15, 2025 meeting were approved as amended with the addition of “accept the 3.3% cost of living increase” in the motion on new business agenda item a.

**Motion by Hardy, seconded by McPherson, to approve the minutes of the January 15, 2025 meeting as amended. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None presented.

**VIII. New Business**

- a. Social Media Policy Review:** A general discussion was held concerning what needs to be updated with the policy. It was discussed to have the department heads meet with President Pro Tempore Bryan Hardy to review all personnel documents such as social media policy and employee handbooks. It was mentioned that the social media policy could possibly be a section in the employee handbooks. Once the documents have been reviewed, they can be handed over to the Villages Attorney for review before finalizing. It was discussed and determined to turn off comments and reviews for the Villages Facebook page the same as the Antrim County Road Commission due to the large amounts of negative comments on the page. The Villages Attorney was discussed again pending his retirement. Mrs. St. Pierre did contact local municipalities about who they use for their attorney and has provided that list in the February 5<sup>th</sup> Village Council meeting packets. McPherson asked if the clerk could contact those on that list to see if they are willing to take us on as a client and get pricing from them and she said she would try to get that information from them before the meeting.

# **Village of Bellaire**

## **ADMINISTRATION & PERSONNEL COMMITTEE**

**Dan Bennett, Chairperson**

**Eldon McPherson**

**Bryan Hardy**

**No action was taken.**

- b. FY 2025-26 Budget:** The budget was reviewed and discussed section by section. Mr. Keiser stated that the downtown streetlights will need to be evaluated in the near future. They recently had another streetlight fall over and we cannot order the same poles anymore. The current ones were put in around 1987. Mr. Keiser mentioned that the Village may need to start putting away some money for replacing these poles in the next few years. Member Hardy mentioned that he would like to see lights strung across the street from building to building but knows that is not possible. Mr. Keiser mentioned that the DDA was previously willing to pay to put in taller light posts to hang lights across the streets. Hardy asked that we contact the DDA to see if they could come up with some sort of proposal for the lights downtown. Discussion on the light posts continued. The budget was discussed further. A microphone and speaker system was discussed for the council room.

**Motion by McPherson, seconded by Bennett to recommend to Council to order a microphone and speaker system for the council room. Motion carried by voice vote.**

**IX. Correspondence/Reports:** None presented.

**X. Member/Public Comment:** None presented.

**XI. Adjourn:** The meeting adjourned at 2:04 PM.

Minutes compiled by:  
Angela St. Pierre, Clerk

**Minutes are subject to approval.**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Village of Bellaire

## Director of Public Works Evaluation

**RATING:**

1. Unsatisfactory
2. Needs strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

<b>Organizational Management</b>	<b>RATING</b>				
	1	2	3	4	5
1. Provides that the organization does not violate agreement or appropriate established board procedures.					
2. Plans and organizes ongoing programs and services to the Village Council.					
3. Plans and organizes areas of concern brought to the attention of the Director of Public Works by the Village Council or responses to public requests.					
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the Village.					
<b>COMMENTS/SUGGESTIONS:</b>					
<b>Fiscal Management</b>	<b>RATING</b>				
	1	2	3	4	5
1. Includes the Village Council in preparations of the annual budget.					
2. Administers the adopted budget within the framework of the approved revenues and expenditures.					
<b>COMMENTS/SUGGESTIONS:</b>					



Intermediate and Long Range Planning	RATING				
	1	2	3	4	5
1. Plans and organizes a process of program planning in anticipating the future of the Village.					
2. Plans and organizes maximum utilization and maintenance of Village owned equipment					
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.					
4. Has a vision of the future for the Bellaire and shares that vision with the Village Council and the public.					
5. Keeps the Village Council aware of new or impending legislation, potential grants and developments in the public policy, which may have an impact on the city.					
6. Maintains knowledge of new technologies, systems and methods that may enhance the Village economics.					
COMMENTS/SUGGESTIONS:					

Intergovernmental Relationships	RATING				
	1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the Village.					
2. Initiates communication with other governmental entities or outside parties, which the Village may be involved with or become involved.					
3. Attends and relays appropriate information from current intergovernmental agreement meetings to the Village Council.					
4. Willingness to participate with other governmental entities in sharing resources or equipment.					
COMMENTS/SUGGESTIONS:					

Relationship with the Public	RATING				
	1	2	3	4	5
1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees coming in contact with the public.					
2. Establishes and maintains an image of the Village of Bellaire to the community that represents service, enthusiasm and professionalism.					
3. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the Village.					
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the Village.					

**COMMENTS/SUGGESTIONS:**

Management of Employees and Relationship	RATING				
	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains contact and professional interaction with subordinates at all levels of the organization.					
3. Ability to appropriately motivate and discipline employees for peak performance.					
4. Equitably handles problem of grievances among subordinate employees.					
5. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					
6. Provides for annual evaluation of all employees.					

**COMMENTS/SUGGESTIONS:**



Relationship with Village Council	RATING				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the Village Council.					
2. Maintains availability to the Village Council.					
3. Provides information needed for Village Council action in a timely manner.					
4. Provides the Village Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.					
5. Always prepared to answer questions of the City Council.					
COMMENTS/SUGGESTIONS:					
Professional Development	RATING				
	1	2	3	4	5
1. Is the Director of Public Works viewed with respect as compared to others in Public Administration?					
2. Does the Director of Public Works enthusiastically seek and support professional improvement through pertinent seminars and conferences?					
3. Does the Director of Public Works deal effectively with other governmental managers?					
4. Is the Director of Public Works always interested in learning new techniques or envisioning new ways to conduct business?					
COMMENTS/SUGGESTIONS:					



Personal Characteristics	RATING				
	1	2	3	4	5
1. Imagination: Does the Director of Public Works show originality in approaching problems? Are they able to visualize the implications of various approaches?					
2. Objectivity: Is the Director of Public Works unemotional and unbiased? Do they take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the Director of Public Works energetic, willing to spend whatever time is necessary to do a good job?					
4. Decisiveness: Is the Director of Public Works able to reach timely decisions and initiate action?					
5. Attitude: Is the Director of Public Works enthusiastic, cooperative and willing to adapt?					
COMMENTS/SUGGESTIONS:					
OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:					

**Total Score:**\_\_\_\_\_

Employee Signature:\_\_\_\_\_

Committee Member Signature:\_\_\_\_\_

# Village of Bellaire DPW Employee Evaluation

**Employee Name:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Rating Period: From** \_\_\_\_\_ **to** \_\_\_\_\_

<b>Job Knowledge</b>	Consider the basic knowledge of related work, techniques, and equipment for the job.			
Inadequate knowledge of the job and procedures. Fails to grasp anything but the most elementary concepts of the job.  Needs constant supervision.	Inadequate knowledge of duties and is slow to grasp details. Needs considerable supervision.	Adequate knowledge of duties. Needs a normal amount of instruction.	Good knowledge of duties. Well informed. Needs little instruction.	Excellent understanding of duties. Extremely capable and requires little to no direction.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				
<b>Quantity of Work</b>	Consider the amount and promptness of work completed.			
Seldom completes a satisfactory amount of work. Slow worker and tends to waste time. Inadequate productivity.	Works at a slow pace. Needs continual urging and encouraging. Does just enough to get by.	Works at a steady pace. Usually produces an acceptable volume of work.	Works fast. Often exceeds requirements. Thorough and careful worker.	Consistently produces a high volume of work. Does more than expected.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				

<b>Quality of Work</b>	Consider the ability to compile work in a neat, accurate and thorough manner that meets standards.				
Poor quality with excessive and repetitive errors. Requires constant scrutiny and revision.	Inclined to make mistakes. Work is barely acceptable and needs unnecessary examination.	Meets requirements of accuracy and neatness. Makes few errors and needs normal supervision.	Exceeds minimum requirements of accuracy and neatness. Carries out instructions well and needs little supervision.	Consistent high degree of accuracy and neatness. Work can be relied upon with very little revision. Seldom needs supervision.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					
<b>Initiative</b>	Consider the ability to perform duties in a consistent and reliable manner, the willingness to take on new tasks, offer constructive suggestions and accept responsibility.				
Requires constant encouragement. Never volunteers to undertake work. Has no drive or ambition.	Dislikes responsibility and has very little drive. Lacks resourcefulness and requires more than average encouragement.	Requires normal encouragement. Seldom seeks new tasks. Will accept responsibility when necessary. Accomplishes routine work.	Requires minimal encouragement. Occasionally seeks new tasks. Works well when given responsibility.	Self-starter that goes out of the way to accept responsibility. Very alert and constructive.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					
<b>Attitude &amp; Dealing with Co-Workers</b>	Consider willingness to work with and help others and attitude toward co-workers and supervisors. Ability to accept constructive criticism. Demonstrates enthusiasm, flexibility and willingness to accept tasks.				
Difficult to work with. Uncooperative and rude. Resents constructive criticism. Constant coworker problems.	Reluctant to cooperate. Stubborn and at times unwilling to follow orders without argument. Frequent coworker problems.	Tries to cooperate and usually agreeable. Accepts constructive criticism. Few problems with coworkers.	Cooperative most of the time. Interested in work. Responds to constructive criticism. Co-worker problems rare.	Very cooperative. Shows great interest in work. Encourages constructive criticism. Admired by coworkers.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					



<b>Public Contact</b>	Consider the willingness to work with the public and project a good image of Village employees.			
Cannot deal with the public. Inconsiderate and projects a bad image. Receives numerous valid complaints.	Has trouble dealing with the public. Occasionally lacks common courtesy and receives some valid complaints. Sometimes rude or inconsiderate. Projects a poor image.	Usually maintains courteous effective relations. Generally pleasant and considerate. Seldom receives valid complaints and projects an acceptable image.	Good in dealing with the public. Very pleasant and tactful. Rarely receives valid complaints. Projects a good image.	Excellent in dealing with the public. Exceptionally courteous and well mannered. No valid complaints received. Projects an excellent image.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				
<b>Operation &amp; Care of Village Equipment and Property</b>	Consider the concern for safe and responsible operation or use of Village equipment			
Shows no concern for the proper use and maintenance of equipment or City property.	Minimal concern for equipment or City property. Often careless with usage.	Shows concern for equipment and City property. Handles with some care. Requests maintenance only if necessary.	Handles equipment and City property with care. Occasionally will request repair and maintenance as needed.	Operates and maintains equipment and City property with extreme care. Schedules repair and maintenance in a timely manner.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				
<b>Attendance</b>	Consider the adherence to policies on absenteeism and tardiness.			
Often absent or tardy. Does not report absence or tardiness in advance. Very undependable.	Inconsistent attendance and punctuality. Seldom reports absence in advance. Not dependable.	Occasionally tardy or absent, but reports in advance in most cases.	Seldom absent or tardy. Always reports absences or tardiness in advance. Dependable.	Excellent attendance. Always at work and on time. Very dependable.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				

<b>Safety</b>	Consider the attitude toward personal safety as well as that of co-workers and citizens.				
Has a poor safety record. Often violate safety rules. Has to be constantly reminded to wear personal protective equipment and use appropriate safety devices.	Has a fair safety record. Does not always follow safety rules. Sometimes uses personal protective equipment and appropriate safety devices without being reminded.	Has an acceptable safety record. Usually observes safety rules and is rarely careless. Usually wears personal protective equipment and uses appropriate safety devices.	Has a good safety record. Alert in observing safety rules. Commonly wears personal protective equipment and uses appropriate safety devices.	Extremely c <del>o</del> nsconscious of safety. Exce <del>p</del> tional safety record and is extremely a <del>l</del> ert in observing a <del>l</del> l safety rules. Always wears personal pro <del>t</del> ective equipment and uses appropriate s <del>a</del> fety devices.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					
<b>Communication</b>	Consider the ability to effectively communicate, both verbal and written, with employees and superiors.				
Excessive and repetitive errors in written reports. Poor verbal communication skills	Written reports often need thorough inspection. Frequent errors. Sometimes unable to express subject matter clearly.	Written reports meet set standards with normal errors. Reasonably clear in expression.	Above set standards. Errors are infrequent. Messages are mostly clear and easily understood.	Expresses se <del>l</del> f clearly and effectively on all subjects. Uses appropriate language for any situation.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					
<b>Dependability</b>	Consider the ability to perform duties while maintaining a high level of productivity in a reliable and consistent manner with little direct supervision.				
Requires constant supervision. Lacks follow through. Cannot be depended upon. Does not follow instructions.	Requires more than normal supervision. Is easily distracted. Seldom follows instructions.	Requires normal supervision. Generally dependable and follows instructions.	Requires minimal supervision. Good follow-through and follows instructions.	Requires little or no supervision. Can always be depended upon. Follows instructions with great accuracy.	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Comments:</b>					



<b>Policies and Procedures</b>	Consider the knowledge and understanding the Via Policies and Procedures as well as departmental rules and regulations.			
Lacks basic knowledge of City policies. Shows disregard for departmental rules and regulations. Supervisor rarely enforces safety rules.	Unfamiliar with many applicable City policies and departmental rules. Regularly commits infractions. Supervisor does not always enforce safety rules.	Basic knowledge of City policies and departmental rules. Generally, does not commit major infractions. Supervisor usually enforces safety rules.	Knows applicable City policies and departmental rules well. Rarely commits infractions, and if so, are minor in nature. Supervisor is very conscious of safety rules.	Extremely knowledgeable of City policies and departmental rules. Strictly adheres to all rules and sets an example for others to follow. Supervisor always enforces safety rules.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				
<b>Planning and Organizing</b>	Consider the ability to plan and organize work.			
Lacks basic planning skills. Plans are extremely short range without consideration of long-range effects. Lacks the ability to organize resources or determine work methods efficiently.	Plans and organization lacks thorough consideration. Sometimes overlooks long range effects. Resource estimates and organization are not always practical.	Plans and organizes work adequately. Resource estimates and organization are sensibly aligned with projected workloads. Determines feasible work methods.	Plans and organizes work well. Usually considers likely complications and long-range effects. Projects workloads and relating resource needs accurately.	Extremely effective in planning and organizing. Always conscious of detail and long-range effects. Exceptionally accurate in projecting workloads and resource needs.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				
<b>Decision Making</b>	Consider the ability to make sound, logical decisions.			
Does not make reasonable or logical decisions. Lacks perception and does not evaluate alternatives.	Occasionally uses poor judgment. Logic is sometimes questionable. Tendency to postpone decisions.	Usually makes reasonably logical decisions. Does not usually postpone decisions.	Evaluates facts carefully and makes sound, logical decisions. Perceptive and decisive.	Uses excellent logic and perception in making timely, accurate decisions. Never postpones decisions.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Comments:</b>				



## **Total Score:**

### **PERFORMANCE EVALUATION RECOMMENDATIONS**

#### **GOALS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **CERTIFICATION BY DPW SUPERVISOR**

I hereby certify that I have carefully reviewed this report and informed the rater of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that if I do not agree with an assigned rating, I can discuss my disagreement with the rater and use the comments section below to state my disagreement.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Comments:

### **REVIEW BY EMPLOYEE**

I hereby certify that I have received a copy of this performance evaluation and that it has been discussed with me. If I disagree with the evaluation, I will use the comments section below to state my complaints. Signature of Employee

\_\_\_\_\_ Date: \_\_\_\_\_ Employee Comments:

### **REVIEW BY ADMINISTRATION COMMITTEE MEMBER**

I hereby certify that I have received this report and noted any inconsistencies/errors.

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

4.6 - 5.0	Exceptional / Outstanding
3.6 - 4.5	Above Average
3.0 - 3.5	Average
0.0 - 2.9	Below Average

# Village of Bellaire

## Clerk/Zoning Administrator Evaluation Form

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

Employee: \_\_\_\_\_

### INSTRUCTIONS

This evaluation has two parts: the first being a score sheet that will cover multiple categories of performance criteria; and the second being a narrative comment section.

A summary of the score sheet results and all narrative comments will be given to the Administration Committee to be used as a basis for discussion of performance. These may also be given to all Village Council Members once the Administration Committee has made its recommendation to the Village Council. The Village Council will also use the score sheet summary and narrative comments, along with the Administration Committee's recommendation as the basis for its discussion of performance.

*Score Sheet.* For the first part of the evaluation, each category contains multiple statements that describe a performance standard in that category. For each statement, Evaluator will rate the employee's performance along the following scale:

- 1 – Poor (rarely meets the performance standard)
- 2 – Below Average (usually does not meet the performance standard)
- 3 – Average (generally meets the performance standard)
- 4 – Above Average (generally exceeds the performance standard)
- 5 – Excellent (almost always exceeds the performance standard)

If the Evaluator does not have enough information to rate the employee on a particular performance standard, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that category will be recorded. For each category, an average score will be calculated for an overall score for that category. The overall scores will then be averaged to give the employee a final overall score on performance.

*Narrative comments.* The second part of this evaluation is a set of questions requiring narrative comments from the Evaluator on the employee's performance. The Evaluator will then sign and date the evaluation at the end of this section.

The employee will also be able to provide optional written comments regarding his/her performance. The employee will then sign and date the evaluation at the end of his/her written comments.

## PERFORMANCE CATEGORY SCORING

### 1 INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties (i.e. "self-starter").
- \_\_\_\_\_ Exercises good judgment.
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt.
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the position.
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among peers.
- \_\_\_\_\_ Maintains cooperative relationships with peer agencies and other governmental units.

### 2 PROFESSIONAL SKILLS

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government.
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity.
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff.
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner.

### 3 CLERK FUNCTIONS

- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Helps the Council address future needs and develop adequate plans to address long term trends.
- \_\_\_\_\_ Attends all regular and special meetings of the Village Council and successfully provides accurate official minutes of the proceedings.
- \_\_\_\_\_ Ability to meet and serve the public with tact and creditability.
- \_\_\_\_\_ Inspects properties for Village Code licenses and Village Code violations.

### 4 ZONING ADMINISTRATOR FUNCTIONS

- \_\_\_\_\_ Supports the actions of the ZBA and/or Planning Commission after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Helps the ZBA/ Planning Commission address future needs and develop adequate plans to address long term trends.
- \_\_\_\_\_ Attends all regular and special meetings of the ZBA and/or Planning Commission and successfully provides accurate official minutes of the proceedings.
- \_\_\_\_\_ Ability to meet and serve the public with tact and creditability.
- \_\_\_\_\_ Exhibits knowledge of the Village Zoning Ordinance, with the ability to guide the public through obtaining a land use permit, special use permit, or any other zoning permit/application.



\_\_\_\_\_ Inspects properties for zoning permits and zoning violations.

## **5 REPORTING & RECORDS**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government.
- \_\_\_\_\_ Responds in a timely manner to requests from the public and/or the governing body for information.
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature.
- \_\_\_\_\_ Effectively manages records and indexing of records for public use.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.

## **6 FISCAL MANAGEMENT**

- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format.
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the department.

## NARRATIVE EVALUATION

1. During this evaluation period, what are some strengths that the employee has shown?

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2. During this evaluation period, what are some areas that the employee needs to improve?

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3. What are some suggestions or assistance you can offer the employee on how to improve those areas?

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4. Please note any other comments you have for the employee. (For example: expectations, goals, or priorities over the next year).

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Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator's Position: \_\_\_\_\_



Optional comments from the employee regarding his/her performance:

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Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**AVERAGE SCORE FOR EACH CATEGORY:**

\_\_\_\_\_ **INDIVIDUAL CHARACTERISTICS**

\_\_\_\_\_ **PROFESSIONAL SKILLS**

\_\_\_\_\_ **CLERK FUNCTIONS**

\_\_\_\_\_ **ZONING ADMINISTRATOR FUNCTIONS**

\_\_\_\_\_ **REPORTING & RECORDS**

\_\_\_\_\_ **FISCAL MANAGEMENT**

**AVERAGE OVERALL SCORE: \_\_\_\_ / 5**



# Village of Bellaire

## Treasurer/ Deputy Clerk Evaluation Form

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

Employee: \_\_\_\_\_

### INSTRUCTIONS

This evaluation has two parts: the first being a score sheet that will cover multiple categories of performance criteria; and the second being a narrative comment section.

A summary of the score sheet results and all narrative comments will be given to the Administration Committee to be used as a basis for discussion of performance. These may also be given to all Village Council Members once the Administration Committee has made its recommendation to the Village Council. The Village Council will also use the score sheet summary and narrative comments, along with the Administration Committee's recommendation as the basis for its discussion of performance.

*Score Sheet.* For the first part of the evaluation, each category contains multiple statements that describe a performance standard in that category. For each statement, Evaluator will rate the employee performance along the following scale:

- 1 – Poor (rarely meets the performance standard)
- 2 – Below Average (usually does not meet the performance standard)
- 3 – Average (generally meets the performance standard)
- 4 – Above Average (generally exceeds the performance standard)
- 5 – Excellent (almost always exceeds the performance standard)

If the Evaluator does not have enough information to rate the employee on a particular performance standard, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that category will be recorded. For each category, an average score will be calculated for an overall score for that category. The overall scores will then be averaged to give the employee a final overall score on performance.

*Narrative comments.* The second part of this evaluation is a set of questions requiring narrative comments from the Evaluator on the employee's performance. The Evaluator will then sign and date the evaluation at the end of this section.

The employee will also be able to provide optional written comments regarding his/her performance. The employees will then sign and date the evaluation at the end of his/her written comments.

## PERFORMANCE CATEGORY SCORING

### 1 INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties (i.e. "self-starter").
- \_\_\_\_\_ Exercises good judgment.
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt.
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the position.
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among peers.
- \_\_\_\_\_ Maintains cooperative relationships with peer agencies and other governmental units.

### 2 PROFESSIONAL SKILLS

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government.
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity.
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff.
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner.

### 3 CLERK FUNCTIONS

- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Helps the Council address future needs and develop adequate plans to address long term trends.
- \_\_\_\_\_ Attends all regular and special meetings of the Village Council and successfully provides accurate official minutes of the proceedings.
- \_\_\_\_\_ Ability to meet and serve the public with tact and creditability.
- \_\_\_\_\_ Inspects properties for Village Code licenses and Village Code violations.

### 4 TREASURER FUNCTIONS

- \_\_\_\_\_ Supports the financial actions approved by the governing body.
- \_\_\_\_\_ Collects, disburses and keeps an account of all financial transactions (taxes, revenues, expenditures, investments and debt) and keeps a separate account for each fund.
- \_\_\_\_\_ Maintains ledgers, journals, reports and financial information timely and accurately.
- \_\_\_\_\_ Provides day to day financial management, administration and monitoring of the annual operating and capital budgets.
- \_\_\_\_\_ Supports department heads in the budget preparation process.
- \_\_\_\_\_ Assists in planning, organizing and directing the operations of the Village's human resources program.



## **5 REPORTING & RECORDS**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government.
- \_\_\_\_\_ Responds in a timely manner to requests from the public and/or the governing body for information.
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature.
- \_\_\_\_\_ Effectively manages records and indexing of records for public use.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.

## **6 FISCAL MANAGEMENT**

- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format.
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the department.

## NARRATIVE EVALUATION

1. During this evaluation period, what are some strengths that the employee has shown?

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2. During this evaluation period, what are some areas that the employee needs to improve?

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3. What are some suggestions or assistance you can offer the employee on how to improve those areas?

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4. Please note any other comments you have for the employee. (For example: expectations, goals, or priorities over the next year).

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Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator's Position: \_\_\_\_\_

Optional comments from the employee regarding his/her performance:

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Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



**AVERAGE SCORE FOR EACH CATEGORY:**

\_\_\_\_\_ **INDIVIDUAL CHARACTERISTICS**

\_\_\_\_\_ **PROFESSIONAL SKILLS**

\_\_\_\_\_ **CLERK FUNCTIONS**

\_\_\_\_\_ **ZONING ADMINISTRATOR FUNCTIONS**

\_\_\_\_\_ **REPORTING & RECORDS**

\_\_\_\_\_ **FISCAL MANAGEMENT**

**AVERAGE OVERALL SCORE: \_\_\_\_\_ / 5**

# **BELLAIRE POLICE DEPARTMENT**

## **Employee Performance Evaluation**

### **Objective:**

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary action, and termination.

### **Instructions:**

Review the employee's work performance for the entire period; refrain from basing judgment on isolated events or recent events that do not fall within the evaluation period. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for their assigned job, considering the length of time in the job. Rate only those factors that are applicable to the job and include examples for each section. Mark the number that most accurately reflects the level of performance for the factors appraised using the rating scale described below:

### **Rating scale:**

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements
- 3= Performance, knowledge, skill level or abilities **meets** position requirements
- 4= Performance, knowledge, skill level or abilities **sometimes exceed** position requirements
- 5= Performance, knowledge, skill level or abilities **consistently exceed** position requirements
- N/A= **Not applicable**

\* Any area rated at two or below and any area rated at four or above requires an entry in the comments section

## **Police Officer Employee Performance Evaluation**

Employee name:

Evaluation period:

Prepared by:

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Unacceptable		Meets	Exceeds		
1	2	3	4	5	N/A

**1. Appearance and department**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows department directives in the wearing of department uniforms. Instills confidence and respect of employees and the department through personal conduct and behavior which is professional and businesslike.

1	2	3	4	5	N/A
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**2. Attendance, punctuality, preparedness for duty**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Arrives on time, fully prepared for all scheduled shifts and assignments. Attends all court, training, and other assignments on time. Completion of reports, evidence, etc. are in a timely manner. Utilizes sick time only when necessary. Plans time off and makes notifications well in advance.

1	2	3	4	5	N/A
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**3. Attitude, acceptance of direction, interpersonal skills**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Maintains a positive attitude in general. Follows and carries out all directions and orders with a positive professional attitude. Responds positively to constructive criticism. Accepts ideas and approaches to solutions which are different from their own. Displays sensitivity, fairness, and patience when dealing with others. Refrains from insensitive or unprofessional remarks, gestures, writing, or other communications.

1	2	3	4	5	N/A
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**4. Radio/ Communications Procedures**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Officer is attentive to the Radio at all times, MDC Communications, makes clear concise and professional radio transmissions.



1 2 3 4 5 N/A

**5. Judgment and decision making**

☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate discretion when processing incidents. Displays common sense and makes sound decisions in general. Arrests reflect appropriate charges for elements present. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate and before mistakes are made. Bases enforcement and investigative actions on sufficient facts and evidence.

1 2 3 4 5 N/A

**6. Effectiveness under stress**

☐ ☐ ☐ ☐ ☐ ☐

Maintains a calm, controlled demeanor in high stress or hazardous situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations.

1 2 3 4 5 N/A

**7. Knowledge**

☐ ☐ ☐ ☐ ☐ ☐

Understands and properly applies knowledge of current village and department directives as well as laws and village ordinances which affect their assignment. Takes appropriate action, utilizes proper procedures and investigative techniques with regard to directives, laws and village ordinances based on their knowledge. Is aware of and appropriately utilizes investigative resources and referral services within jurisdiction.

1 2 3 4 5 N/A

**8. Report writing**

☐ ☐ ☐ ☐ ☐ ☐

Writes a complete, accurate report which is neat, professional, easy to read and understand. Completes all applicable sections, boxes etc. Accurately and legibly completes proper department forms.

1 2 3 4 5 N/A

**9. Investigations**

☐ ☐ ☐ ☐ ☐ ☐

Investigates incidents completely, thoroughly, and professionally. Generates and pursues all available investigative leads. Appropriately prioritizes and completes investigations in a timely manner. Utilizes proper questioning techniques during interviews and interrogations. Is aware of investigative resources and utilizes them when needed.

1 2 3 4 5 N/A

**10. Traffic enforcement**

☐ ☐ ☐ ☐ ☐ ☐

Engages in a broad range of enforcement activities including vehicle equipment, parking ordinances, licensing, moving violations, and major offenses. Properly completes thorough accident investigations. Takes a proactive role by increasing traffic safety through identification and enforcement in problem areas.

1 2 3 4 5 N/A

**11. Officer Safety**

☐ ☐ ☐ ☐ ☐ ☐

Suspect contacts are handled professionally, effectively and safely. Maintains a position of advantage whenever possible. Controls environment, recognizes danger, request assistance when needed. Does not hesitate to take action, maintains control, and utilizes the appropriate level of force necessary.

1 2 3 4 5 N/A

**12. Equipment**

☐ ☐ ☐ ☐ ☐ ☐

Operates vehicles and other equipment safely and in accordance with instructions and procedures. Maintains equipment and ensures it is prepared for the next user. Reports damaged or unsafe equipment immediately. Utilizes safe practices with equipment which minimizes the risk of damage or injury.

1 2 3 4 5 N/A

**13. Technical skills, department-community involvement**

☐ ☐ ☐ ☐ ☐ ☐

Maintains a high level of proficiency or involvement in areas beyond requirements of his/ her normal assignment. His/ her skills, additional involvement, or volunteerism are a benefit to the department and the community.

**Substantiated employee complaints, corrective action plans, or discussion record entries received during this evaluation period**

**Letters of commendation received during this evaluation period**

**Achievements**

**Corrective action plan required?**

*(must be attached if marked yes)*

Yes ☐ No ☐

**Overall evaluation for this period**

# Performance Summary

## Employee comments:

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## Performance Evaluation Required Signatures

Evaluator \_\_\_\_\_ date \_\_\_\_\_

Chief of Police \_\_\_\_\_ date \_\_\_\_\_

Employee \_\_\_\_\_ date \_\_\_\_\_

## Professional Development Plan

*Professional Development Plans are part of the Bellaire Police Department's Team efforts to assist employees in identifying individual needs, goals and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress for professional development during a specific time period.*

**From:**

**To:**

It would be helpful to the \_\_\_\_\_ Police Department Team if you continue demonstrating the following attitudes, skills and behaviors:

It would be helpful to the \_\_\_\_\_ Police Department Team if you start demonstrating the following attitudes, skills and behaviors:

It would be helpful to the \_\_\_\_\_ Police Department Team if you stop demonstrating the following attitudes, skills and behaviors:

It would be helpful to the \_\_\_\_\_ Police Department Team to identify your actions that inspire others to follow your positive examples:

It would be helpful to the \_\_\_\_\_ Police Department Team for you to get additional training in the following categories or topics:

A comparison of this Professional Development Plan and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within the next two (2) years:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Employee's Own - Personal Development Vision

*Personal Development Visions assist employees in identifying their own vision for personal and professional development. Supervisors will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted sufficient time to complete and return this form to their supervisor prior to their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.*

1. I view my three (3) greatest achievements while working at this agency to be:
  
  
  
  
  
  
  
  
  
  
2. I view my three (3) greatest achievements during the past two (2) years to be:
  
  
  
  
  
  
  
  
  
  
3. My views of what I did to improve customer service during the past two (2) years:
  
  
  
  
  
  
  
  
  
  
4. I inspire others by examples to produce more than I consume in the workplace by:
  
  
  
  
  
  
  
  
  
  
5. How I view my performance and career at the \_\_\_\_\_ Police Department:
  
  
  
  
  
  
  
  
  
  
6. What I would like to pursue in self improvement:
  
  
  
  
  
  
  
  
  
  
7. Obstacles that may hamper my self improvement:



8. Training or materials I need to assist with my professional development:

9. The next job position I would like to attain:

10. My ideal rank and career objective is:

11. If I could change anything about the \_\_\_\_\_ Police Department it would be:

12. My solutions to any problems that I believe exists at the \_\_\_\_\_ Police Department are:

13. My unique idea(s) to improve the \_\_\_\_\_ Police Department:

14. It has long been assumed that police work is the world's most stressful occupation. Police stress can manifest itself physically, emotionally, and behaviorally. Some signs of stress include: fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, department Chaplain, and/or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department. Please consider the unseen risks of being a police officer, and remember that it is important to maintain a balance in your life in regards to family, play, self and work. (No answer required).

Date Provided to Employee: \_\_\_\_\_ By: \_\_\_\_\_

Date Returned to Supervisor: \_\_\_\_\_ By: \_\_\_\_\_

# VILLAGE OF BELLAIRE EMPLOYEE PERFORMANCE APPRAISAL BY PEERS

Employee being Evaluated: \_\_\_\_\_

Position: \_\_\_\_\_

## INTRODUCTION

The Village of Bellaire believes that performance appraisals are beneficial in evaluating the job performance of its employees. A performance appraisal system should promote open dialogue between a supervisor, his/her direct reporting staff members and the Village of Bellaire Administration and Personnel Committee, to discuss an employee's strengths, to build on an employee's strong points, and to provide constructive suggestions to employees in areas requiring improvement.

To accommodate this objective, a "Performance Appraisal System for Employees" consisting of the following four components has been developed:

### General Evaluation

- Attitude
- Communication/Interpersonal Skills
- Productivity and Efficiency
- Judgment/Decision Making

### General Job Skills

- Planning/Organization
- Fiscal Management
- Staff Development
- Leadership Skills
- Organizational Development

### Self-Management

- Initiative
- Conformance w/ Policies/Procedures
- Public Relations
- Professional Development

### Performance on Individual Goals/Objectives

- Mutually agreed upon goals that serve to:
  - Improve operations under his/her responsibility
  - Provide for the individual's further development
- Reviewing performance against those goals on a regular basis, esp. during the annual evaluation

For all employees, performance will be evaluated annually, no later than November 30. The performance evaluations will be considered in an employee's wage or benefit adjustments in each budget cycle. The appraisal will become a part of the employee's employment record. It is intended to be a candid and objective evaluation of performance, concentrating on strengths, and identifying areas for performance improvement.

## INSTRUCTIONS

On the following forms, the supervisor has indicated how he/she appraises the employee's performance during the review period using the following rating factors (check box for the appropriate rating):

- (5) Consistently exceeds established performance criteria
- (4) Often exceeds established performance criteria
- (3) Consistently meets established performance criteria
- (2) Inconsistent in meeting established performance criteria
- (1) Typically fails to meet established performance criteria

In the space provided for "Comments" in each evaluation category, the supervisor may list areas for improvement resulting from his/her evaluation of each performance criteria. The supervisor also may include comments regarding the employee's strengths and suggest how they can be most effectively used. Additional pages may be attached if more space for "Comments" is required.



PERFORMANCE APPRAISAL CRITERIA	PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations
<b>Attitude</b> <ul style="list-style-type: none"> <li>• Demonstrates willingness to accept direction from qualified sources.</li> <li>• Strives to maintain a positive approach in working with superior, peers and subordinates.</li> <li>• Demonstrates dependability.</li> <li>• Displays initiative, commitment and involvement.</li> <li>• Courteous and constructive in dealing with staff members and general public.</li> <li>• Strives to seek solutions and workable alternatives where possible.</li> <li>• </li> </ul>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<p style="text-align: right;"><b>Comments:</b></p>					
<b>Productivity and Efficiency</b> <ul style="list-style-type: none"> <li>• Uses time productively.</li> <li>• Completes work on a timely basis.</li> <li>• Manages to get work done within resources available and budget constraints without sacrificing quality.</li> <li>• Seeks more efficient ways of doing things.</li> <li>• Receptive to consider new approaches to tasks.</li> <li>• </li> </ul>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<p style="text-align: right;"><b>Comments:</b></p>					
<b>Communication/Interpersonal Skills</b> <ul style="list-style-type: none"> <li>• Demonstrates willingness to work with others at all levels as a team player.</li> <li>• Genuinely interested in opinions/ideas of others.</li> <li>• Shows interest and exhibits enthusiasm for organization and the Community.</li> <li>• </li> </ul>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<p style="text-align: right;"><b>Comments:</b></p>					
<b>Judgment/Decision Making</b> <ul style="list-style-type: none"> <li>• Accepts responsibility for making decisions.</li> <li>• Analyzes problems intelligently and factually using good common sense and logical reasoning.</li> <li>• Anticipates longer-range implications of decisions.</li> <li>• Finds workable solutions.</li> <li>• </li> </ul>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<p style="text-align: right;"><b>Comments:</b></p>					

PERFORMANCE APPRAISAL CRITERIA	PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations
<b>Planning/Organization</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates ability to organize work and plan ahead.</li> <li>• Able and willing to work cooperatively with other members of City Management Team in joint assignments in areas of interfacing responsibilities and in supporting activities.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Fiscal Management</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Usually completes work within normal time limits of the job.</li> <li>• Does not sacrifice accuracy or quality for quantity.</li> <li>• Carefully proofreads work for possible errors.</li> <li>• Within the limits of his/her authority to do so, seeks and finds ways to get job done quicker or more efficiently or effectively.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Staff Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Exhibits ability to handle personnel relations within department.</li> <li>• Effective in conducting performance review for subordinate staff.</li> <li>• Encourages potential of subordinate staff.</li> <li>• Emphasizes importance of expanding skills and teamwork.</li> <li>• Allows subordinate staff appropriate flexibility in performing work.</li> <li>• Encourages initiative.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Leadership Skills</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Acts as positive role model for staff.</li> <li>• Able to work effectively as a mentor/advisor and educator for department staff.</li> <li>• Demonstrates high level of technical skills in own responsibilities to effectively lead staff.</li> <li>• Displays ability to motivate and develop staff.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Organizational Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Participates in organizational development and strategic planning initiatives.</li> <li>• Demonstrates cooperative and positive attitude in relationships with other department leaders and top management.</li> <li>• Supports management's efforts to effect change and improvement.</li> <li>•</li> </ul>	<b>Comments:</b>				

PERFORMANCE APPRAISAL CRITERIA	PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations
<b>Initiative</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates willingness to work beyond routine &amp; stated job duties.</li> <li>• Volunteers for or accepts special tasks and assignments.</li> <li>• Recommends new initiatives.</li> <li>• Encourages initiative in others and supports staff &amp; colleagues in exploring new ideas.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Conformance w/ Policies &amp; Procedures</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Understands &amp; shows willingness to work within established structure/philosophy of the City.</li> <li>• Displays understanding and knowledge of City's policies and procedures.</li> <li>• Considers willingness to support City's policies even though personal views may differ.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Public Relations</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Displays positive &amp; professional first impression w/ constituents, visitors &amp; others (e.g. vendors, contractors, consultants, etc.)</li> <li>• Communicates effectively in person, over the phone &amp; in writing.</li> <li>• Maintains effective &amp; positive relationship w/ superiors, peers, subordinates, citizens, etc.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Professional Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Attends continuing education courses &amp; seminars within available time &amp; financial resources.</li> <li>• Displays interest &amp; pursues opportunities to become a more valuable member of the City Management Team.</li> <li>• Considers employees' willingness &amp; initiative to expand &amp; enrich job and grow personally &amp; professionally.</li> <li>•</li> </ul>	<b>Comments:</b>				



# VILLAGE OF BELLAIRE EMPLOYEE PERFORMANCE APPRAISAL – SELF REVIEW

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## INTRODUCTION

The Village of Bellaire believes that performance appraisals are beneficial in evaluating the job performance of its employees. A performance appraisal system should promote open dialogue between a supervisor, his/her direct reporting staff members and the Village of Bellaire Administration and Personnel Committee, to discuss an employee's strengths, to build on an employee's strong points, and to provide constructive suggestions to employees in areas requiring improvement.

To accommodate this objective, a "Performance Appraisal System for Employees" consisting of the following four components has been developed:

### General Evaluation

- Attitude
- Communication/Interpersonal Skills
- Productivity and Efficiency
- Judgment/Decision Making

### General Job Skills

- Planning/Organization
- Fiscal Management
- Staff Development
- Leadership Skills
- Organizational Development

### Self-Management

- Initiative
- Conformance w/ Policies/Procedures
- Public Relations
- Professional Development

### Performance on Individual Goals/Objectives

- Mutually agreed upon goals that serve to:
  - Improve operations under his/her responsibility
  - Provide for the individual's further development
- Reviewing performance against those goals on a regular basis, esp. during the annual evaluation

For all employees, performance will be evaluated annually, no later than November 30. The performance evaluations will be considered in an employee's wage or benefit adjustments in each budget cycle. The appraisal will become a part of the employee's employment record. It is intended to be a candid and objective evaluation of performance, concentrating on strengths, and identifying areas for performance improvement.

## **INSTRUCTIONS**

On the following forms, the supervisor has indicated how he/she appraises the employee's performance during the review period using the following rating factors (check box for the appropriate rating):

- (5) Consistently exceeds established performance criteria
- (4) Often exceeds established performance criteria
- (3) Consistently meets established performance criteria
- (2) Inconsistent in meeting established performance criteria
- (1) Typically fails to meet established performance criteria

In the space provided for "Comments" in each evaluation category, the supervisor may list areas for improvement resulting from his/her evaluation of each performance criteria. The supervisor also may include comments regarding the employee's strengths and suggest how they can be most effectively used. Additional pages may be attached if more space for "Comments" is required.

PERFORMANCE APPRAISAL CRITERIA		PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations	
<b>Attitude</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Demonstrates willingness to accept direction from qualified sources.</li> <li>• Strives to maintain a positive approach in working with superior, peers and subordinates.</li> <li>• Demonstrates dependability.</li> <li>• Displays initiative, commitment and involvement.</li> <li>• Courteous and constructive in dealing with staff members and general public.</li> <li>• Strives to seek solutions and workable alternatives where possible.</li> <li>• </li> </ul>	Comments:					
<b>Productivity and Efficiency</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Uses time productively.</li> <li>• Completes work on a timely basis.</li> <li>• Manages to get work done within resources available and budget constraints without sacrificing quality.</li> <li>• Seeks more efficient ways of doing things.</li> <li>• Receptive to consider new approaches to tasks.</li> <li>• </li> </ul>	Comments:					
<b>Communication/Interpersonal Skills</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Demonstrates willingness to work with others at all levels as a team player.</li> <li>• Genuinely interested in opinions/ideas of others.</li> <li>• Shows interest and exhibits enthusiasm for organization and the Community.</li> <li>• </li> </ul>	Comments:					
<b>Judgment/Decision Making</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Accepts responsibility for making decisions.</li> <li>• Analyzes problems intelligently and factually using good common sense and logical reasoning.</li> <li>• Anticipates longer-range implications of decisions.</li> <li>• Finds workable solutions.</li> <li>• </li> </ul>	Comments:					



PERFORMANCE APPRAISAL CRITERIA	PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations
<b>Planning/Organization</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates ability to organize work and plan ahead.</li> <li>• Able and willing to work cooperatively with other members of City Management Team in joint assignments in areas of interfacing responsibilities and in supporting activities.</li> <li>• </li> </ul>	<b>Comments:</b>				
<b>Fiscal Management</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Usually completes work within normal time limits of the job.</li> <li>• Does not sacrifice accuracy or quality for quantity.</li> <li>• Carefully proofreads work for possible errors.</li> <li>• Within the limits of his/her authority to do so, seeks and finds ways to get job done quicker or more efficiently or effectively.</li> <li>• </li> </ul>	<b>Comments:</b>				
<b>Staff Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Exhibits ability to handle personnel relations within department.</li> <li>• Effective in conducting performance review for subordinate staff.</li> <li>• Encourages potential of subordinate staff.</li> <li>• Emphasizes importance of expanding skills and teamwork.</li> <li>• Allows subordinate staff appropriate flexibility in performing work.</li> <li>• Encourages initiative.</li> <li>• </li> </ul>	<b>Comments:</b>				
<b>Leadership Skills</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Acts as positive role model for staff.</li> <li>• Able to work effectively as a mentor/advisor and educator for department staff.</li> <li>• Demonstrates high level of technical skills in own responsibilities to effectively lead staff.</li> <li>• Displays ability to motivate and develop staff.</li> <li>• </li> </ul>	<b>Comments:</b>				
<b>Organizational Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Participates in organizational development and strategic planning initiatives.</li> <li>• Demonstrates cooperative and positive attitude in relationships with other department leaders and top management.</li> <li>• Supports management's efforts to effect change and improvement.</li> <li>• </li> </ul>	<b>Comments:</b>				

PERFORMANCE APPRAISAL CRITERIA	PERFORMANCE RATING FACTORS				
<u>PRIMARY ABILITIES</u>	Consistently Exceeds Expectations	Often Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Typically Fails to Meet Expectations
<b>Initiative</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates willingness to work beyond routine &amp; stated job duties.</li> <li>• Volunteers for or accepts special tasks and assignments.</li> <li>• Recommends new initiatives.</li> <li>• Encourages initiative in others and supports staff &amp; colleagues in exploring new ideas.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Conformance w/ Policies &amp; Procedures</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Understands &amp; shows willingness to work within established structure/philosophy of the City.</li> <li>• Displays understanding and knowledge of City's policies and procedures.</li> <li>• Considers willingness to support City's policies even though personal views may differ.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Public Relations</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Displays positive &amp; professional first impression w/ constituents, visitors &amp; others (e.g. vendors, contractors, consultants, etc.)</li> <li>• Communicates effectively in person, over the phone &amp; in writing.</li> <li>• Maintains effective &amp; positive relationship w/ superiors, peers, subordinates, citizens, etc.</li> <li>•</li> </ul>	<b>Comments:</b>				
<b>Professional Development</b>	(5) <input type="checkbox"/>	(4) <input type="checkbox"/>	(3) <input type="checkbox"/>	(2) <input type="checkbox"/>	(1) <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Attends continuing education courses &amp; seminars within available time &amp; financial resources.</li> <li>• Displays interest &amp; pursues opportunities to become a more valuable member of the City Management Team.</li> <li>• Considers employees' willingness &amp; initiative to expand &amp; enrich job and grow personally &amp; professionally.</li> <li>•</li> </ul>	<b>Comments:</b>				

Jesse M. Fisher  
311 East Broad Street,  
Bellaire, MI. 49615.  
02/15/2025

Bellaire Police Department  
202 N Bridge Street,  
Bellaire, MI. 49615

Dear Chief Drollinger,

I am eager to apply for the Police Officer position at Bellaire Police Department. With three years of experience in law enforcement, four years of experience in 911 dispatching and a strong passion for serving my community and country, I am confident in my ability to make a positive impact and hit the ground running.

As a dedicated and skilled officer, I possess excellent communication skills, proven problem-solving abilities, and maintain physical fitness. My experience at Antrim County Sheriff's Office has provided me with a solid foundation in patrol procedures, crisis management, and community engagement.

I am particularly drawn to Bellaire Police Department because of its commitment to public safety and community policing. As a Bellaire native I personally know the impact of a strong and supportive police presence. I am excited about the opportunity to contribute to the department's mission.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further.

Sincerely,

Jesse M. Fisher  
(231) 676-1051  
Jesse.Maxon.Fisher@gmail.com



# Jesse Maxon Fisher

P.O. Box 1263, Bellaire, MI. 49615

231-676-1051

Jesse.Maxon.Fisher@gmail.com

## Experience

**911 Dispatcher** – Antrim County Sheriff Office,  
Bellaire, MI.

May 2021 – Present

- Key critical thinking and communication to effectively do call intake and dispatch for fire, law, and EMS simultaneously
- Influential as a Command Training Officer in training new dispatchers and advising policy for future trainers
- Precise detail in processing warrants, bond conditions, personal protection orders, and trespass after warnings
- Assists in GIS map maintenance and upkeep to verify most up-to-date information for all first responders to new addresses

**Intelligence Analyst** – Joint Reserve Intelligence Center U.S. Navy,  
Detroit, MI.

May 2021 – Present

- Conducted multi-source intelligence analysis of social media, historical data, classified reporting, technical data, and open source information
- Planned, coordinated, and managed funding for the monthly morale events for a joint service command

**Deputy Sheriff** – Antrim County Sheriff Office,  
Bellaire, MI.

May 2019 – May 2021

- Carried out routine patrols, responded to emergency calls, and enforced state/local laws
- Perceptive investigation, gathered evidence and interviewed witnesses while maintaining crisis management and overall control of the scene
- Accurate and detailed reporting writing with the ability to write clear, concise, and comprehensive reports

**Recreation Officer** – Antrim County Sheriff Office,  
Bellaire, MI.

December 2017 – January 2019

- Patrolled snowmobile trails, farmland, and all waterways to enforce laws and regulation, ensure public safety, and protect natural resources
- Completed multiple livery and safety inspections for local businesses and residents to safeguard boaters

**Petty Officer 2<sup>nd</sup> Class (E-5)** USS Bataan LHD 5 U.S. Navy,  
Norfolk, VA.

March 2015 – January 2018

- Fundamental in completing maintenance actions for support equipment assets
- Implemented the Web-Enabled Safety System program while working in the Safety Department and gave training on preventing further occurrences
- Managed the tool room with meticulous attention to detail to enforce compliance and maintain accountability
- Outstanding performance as Stretcher Bearer Team Member in which I responded to onboard casualties and assisted during a combined joint task force operations

## Education

- Kirtland Community College – Police Academy
- Bellaire High School – Graduated with honors

## Certifications / Awards

- Life Saving Award - Dispatcher
- Elected as the Chief Union Steward for Police Officers Association of Michigan
- Life Saving Award - Deputy
- Leadership and Top Shot Awards
- Navy and Marine Corp Achievement Medal

## Skills

### Proficient in:

- Computer Aided Dispatch
- One Solution
- Mobile Computer Terminal
- Talon / LEIN protocols
- Record Management System
- Microsoft Word

**Village of Bellaire  
Employment Application**

Have you ever applied with us before? Yes <input type="radio"/> No <input checked="" type="radio"/> If Yes, When _____		Position Applying For: <i>Police Officer</i>
Name (Last, First, Middle) <i>Fisher, Jesse, Maxon</i>		
Address (Street, City, State, Zip) <i>311 East Broad Street, Bellaire, MI 49615</i>		How Many Years? <i>5</i>
Telephone <i>(231) 676-1051</i>		
Previous Address (Street, City, State, Zip) <i>5257 Shore Drive, Bellaire, MI 49615</i>		How Many Years? <i>3</i>
Specify any days or times you are NOT available for work: <i>N/A</i>		
Salary Expectation: <i>Approx \$25/hr</i>	Dates Available for Work: <i>All dates</i>	Employment Status Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/>
Have you ever been employed by the Village of Bellaire      Yes <input type="radio"/> No <input checked="" type="radio"/>		
Date Started ____/____/____      Date Left: ____/____/____		
In What Department? <i>N/A</i>	In What Position? <i>N/A</i>	Reason for Leaving? <i>N/A</i>
Are you a U.S. Citizen? <i>Yes</i>	If you are not a U.S. Citizen, do you have the legal right to remain in the United States? Yes _____ No _____ If employed, can you submit verification of your legal right to remain in the U. S.? Yes _____ No _____	
What prompted your application? <i>Working in the community I grew up in.</i>		

**Military Service**

Service: <i>Prior Active Duty and Reserve</i>	Branch: <i>Navy</i>	Date of Service: <i>Active 01/08/2013 to 2018</i>
Were you honorably discharged? <i>Yes. Then reenlisted into Reserves</i>	Reserve Status <i>Current. End of contract 05/22/25</i>	
Describe any specialized training and duties: <i>During Active duty time I was a mechanic. During Reserve time I am an Intelligence Specialist.</i>		

\*An Equal Opportunity Employer

**Employment History:** List your last four employers or all employers for the last ten years, whichever is greater. Attach additional signed sheets if necessary. Also list and explain any period(s) of unemployment. Please answer ALL inquiries. "See resume" is NOT acceptable.

Employer's Name:	Dates (Month & Year)
------------------	----------------------



United States Navy Reserve		From: 05/16/21 To: Current
Address (Street, City, State, Zip) 25660 Ellsworth St, Harrison Twp, 48045		Telephone 248-733-0613
Supervisor (Name & Title) Chief Jason DeSantis	Your Title Petty Officer 2nd Class	Salary
Duties & Responsibilities Conducted multi source intelligence analysis		
Reason for Leaving End of contract.		

Employer's Name: Antrim County Sheriff's Office		Dates (Month & Year) From: 01/23/21 To: Current
Address (Street, City, State, Zip) 209 Portage Drive, Bellaire, MI. 49615		Telephone 231-676-4025
Supervisor (Name & Title) Katie Kent, Lead Dispatcher	Your Title Dispatcher	Salary Approx \$23/hr
Duties & Responsibilities Answer emergency and non emergency calls. Dispatch Fire/LAW/EMS while monitoring Radio traffic		
Reason for Leaving Want to return to a Road/Police officer position.		

Employer's Name: Antrim County Sheriff's Office		Dates (Month & Year) From: Dec 2017 To: May 2021
Address (Street, City, State, Zip) 209 Portage Drive, Bellaire, MI. 49615		Telephone 231 642 6550
Supervisor (Name & Title) Sgt Jeff Livingston	Your Title Deputy Sheriff	Salary
Duties & Responsibilities Carried out routine patrols, responded to emergency calls, and enforced state/local laws.		
Reason for Leaving Wanted to broaden resume.		

Employer's Name: United States Navy Active Duty		Dates (Month & Year) From: Jan 2015 To: Jan 2018
Address (Street, City, State, Zip) USS Batasan, LHD5, Port of Norfolk, VA		Telephone 321-544-4914
Supervisor (Name & Title) Cesar Vargas, Petty Officer 2nd	Your Title Petty Officer 2nd Class	Salary Approx \$60,000 /yr
Duties & Responsibilities Operate and maintain all ground support equipment needed to fly an aircraft		
Reason for Leaving End of contract		

Please Circle

Are you currently on layoff status and subject to recall?

Yes

No

Have you ever been discharged by an employer or resigned in lieu of discharge?

Yes

No

last  
command  
L



Have you ever been disciplined (other than discharged) by an employer?

Yes

☒ No

If you answered yes to either of the two previous questions, explain all such incidents, giving facts, dates and describing any action you took and any resolution, on an attached signed sheet.

How much time have you missed from work in the past twelve months?

None

Do you have a valid driver's license?

☒ Yes

No

### Education

School	Location	Degrees
High School		
Bellaire High School	204 W Forest St, Bellaire	High School Diploma
Business School		
College/University		
North Western Community College	1701 E Front St, Traverse City	None
Kirtland Police Academy	4800 W 4 Mile Rd, Grosse Pointe	MOLES certificate
Trade/Vocational School		
Extracurricular Activities		
Working out in home gym, video/board games with friends		

### Professional Licenses, Registrations and/or Certifications

List all states in which you have licenses or certifications.

Michigan

Have you ever had any license or certification investigated suspended, disciplined, revoked or put on probation?

Yes

☒ No

Have you ever been denied a license or certification?

Yes

☒ No

If you answered yes to either of the above questions, explain in detail on an attached signed sheet.

### Please Circle One

Have you ever been subjected to a not guilty by reason of insanity order or disposition?

Yes

☒ No

Have you ever been subject to any misappropriation?

Yes

☒ No

Do you have any felony or misdemeanor charges pending against you?

Yes

☒ No

Have you ever been convicted or pled guilty or nolo contendere to a crime?

Yes

☒ No

If you answered yes to any of the above questions, explain by giving dates, nature of offense and circumstances in an attached signed statement. Conviction of a crime will not necessarily disqualify an applicant from employment.

Are you 18 years of age or older?

☒ Yes

No

Are you able to perform the duties of the job which you have applied?

☒ Yes

No

### Certification

I have read and fully understand the questions on this application for employment. I have completely, truthfully, and accurately answered each and every question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing and certification boards, law enforcement agencies and current and previous employers to release any requested information to the Village of Bellaire. I also specifically waive written notice from any and all former employers regarding their disclosure to the Village of Bellaire of any prior disciplinary action and waive any claim against the Village of Bellaire and current or former employers arising from such investigation or disclosure. I understand that any misrepresentation of the information I have supplied for failed to supply can result in a rejection of this application or, if I have been hired, an immediate dismissal at the sole discretion of the Village of Bellaire.

I understand and agree that in the absence of an express written contract or agreement to the contrary, signed by an authorized representative of the Village of Bellaire and by me or my authorized representative, any employment I accept shall be for an indefinite term and may be terminated at any time with or without cause either by me or at the will or sole discretion of the Village of Bellaire regardless of any contrary provisions in any other forms, manuals, handbooks or other documents. Similarly, such employment shall be at the wages, benefits, hours and conditions as the Village of Bellaire may determine and change from time to time and I agree to abide by any rules, regulations, policies and procedures that may be established from time to time. I understand that no one, other than an authorized representative of the Village of Bellaire has any authority to enter into an agreement with me contrary to the provisions of this paragraph and that any such agreement must be in writing and signed by such authorized representative or it shall not be effective.

It is with full understanding and agreement with the provisions of this certification that I will accept employment offered to me.

*Jesse Maxon Fisher*

Print Name

*[Signature]*

Signature of Applicant

*3/10/25*

Date Signed



Outlook

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**Resume**

---

From Timothy Buse <tjbuse@hotmail.com>

Date Thu 3/6/2025 12:07 AM

To Drollinger332@live.com <Drollinger332@live.com>

Timothy J. Buse  
874 State St.  
Boyne City, MI 49712

To Whom It May Concern:

I have an Associate in Applied Science degree, Criminal Justice Law Enforcement, and a background in electrical work. I am MCOLES certified and have over fifteen years of full-time patrol officer experience. I currently work at the LTBB Tribal police in Petoskey Michigan, Michigan I am deputized in Emmet County. I am organized and resourceful. I am also knowledgeable in computer applications such as Microsoft Word, Excel, Power Point, and several police report writing programs. My years in Law Enforcement have given me experience in helping the public with their problem and need and the skills that would be beneficial work at Gaylord Police Department.

Enclosed is my resume for your review. I would appreciate the chance to meet with you to discuss the ways in which I can help your department achieve its goals and objectives. I can be reached at the phone number listed on my resume. References are available upon request.

Thank you for your time and consideration.

Sincerely,

Timothy J Buse

Enclosure



**Timothy J. Buse**  
(219) 851-9294

874 State St.  
Boyne City, MI 49712

**Self-motivated, dependable person seeking Police Officer Position**

#### **QUALIFICATIONS:**

- fifteen years law enforcement, court work experience
- My years in law enforcement have equipped me with advanced juvenile and people skills
- Associate in Applied Science degree in Criminal Justice – Law Enforcement
- Made the president's list of Kirtland Regional Police Academy
- Communicate effectively with persons from varied backgrounds
- Proficient in the general paperwork used by police departments
- Educated in a variety of firearms including handguns, assault rifles, and shot guns
- Organized and resourceful – can be counted on to get the job done
- Effective independently or as a member of a team
- Knowledgeable in the corrections field
- Passed the MCOLES Reading Writing test with Pass band B

#### **CERTIFICATIONS:**

- MCOLES certified
- Radar certified
- SFST certified
- PBT operator
- Certified first responder
- Taser trained and certified
- Certified to utilize pepper spray
- LEIN Operator
- Data Master Certification

**EDUCATION:**

- INDIANA LAW ENFORCEMENT ACADEMY –Indianapolis, IN

Graduated May 2009

- KIRTLAND REGIONAL POLICE ACADEMY – Roscommon, Michigan

Graduated November 2006

- ALPENA COMMUNITY COLLEGE – Alpena, Michigan (2000-2006)

Associate in Applied Science degree CRIMINAL JUSTICE – LAW ENFORCEMENT

- ALPENA SENIOR HIGH SCHOOL – Alpena, Michigan (1996-2000)
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**EXPERIENCE:**

- LTBB TRIBAL POLICE-Petoskey, MI (May 1, 2012 Present)

- **TRIBAL OFFICER**

- My duties included patrolling all tribal trust land and enforcing tribal, local, and state laws. I respond to calls, conduct traffic stops, handle complaints, make arrests, and file the required paperwork.

- SPECTRUM CHARTER COMMUNICATIONS-Petoskey, MI (March 1, 2022)

- **TECHNICIAN**

- My duties included responding to trouble and install calls in a large rural area and. I operate with minimal supervision and solve customer issues that included complete service failure to customer education on products. This job has helped me refine my skills with dealing people and helped me even further with dealing the public with problem-solving issues.

- MCLAREN NORTHERN MICHIGAN HOSPITAL-Petoskey, MI (June 1, 2021 -March 1, 2022)

- **SECURITY OFFICER**

- My duties included being a first responder to emergency inside the hospital and made periodic tours to secure area inside the hospital. I also mitigated sudden behavioral occurrences caused by patients in the hospital that range from juvenile to senior in age. I also had to deter crime enforce regulations and protect staff, patients, and visitors of the hospital.

- LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS – Petoskey, MI (May 1, 2012 – Present)

- **TRIBAL OFFICER**

- My duties included patrolling all tribal trust land and enforcing tribal, local, and state laws. I respond to calls, conduct traffic stops, handle complaints, make arrests, and file the required paperwork.

- LA PORTE COUNTY SHERIFF'S OFFICE – La Porte, IN

(September 15, 2008 – May 30, 2012)

- **PATROLMAN**

- My duties included patrolling a large rural area, as well as several small towns in the county. I responded to calls, conducted traffic stops, handled complaints, making arrests, and filed the appropriate required paperwork.

- MICHIANA POLICE DEPARTMENT – Michiana, MI (2007 – May 6, 2012)

- **PATROLMAN**

- My duties included general patrol, accident reports, complaints, traffic stops and filing the appropriate required paperwork.

- NEW BUFFALO CITY POLICE DEPARTMENT – New Buffalo, MI

(2007 – 2008)

- **PATROLMAN**

- My duties included general patrol, accident reports, handling complaints, conducting traffic stops, making arrests and filing the appropriate required paperwork.

- HOLIDAY INN – Alpena, Michigan (2005-2006)

- **BELLMAN**

- I Performed room service and served as security in the building during special events.

- ALPENA POWER GENERATION – Alpena, Michigan (Seasonal 2000 – 2003)

- **GENERAL MAINTENANCE**

- I was responsible for maintaining four buildings which house a total of 25 diesel generators. During 2025, 9:12 A



Sent from my iPhone

**Village of Bellaire**  
**Employment Application**

Have you ever applied with us before? Yes <input type="radio"/> No <input checked="" type="radio"/> If Yes, When <u>N/A</u>		Position Applying For: <u>POLICE OFFICER</u>
Name (Last, First, Middle) <u>BUSE TIMOTHY JOSEPH</u>		
Address (Street, City, State, Zip) <u>874 STATE ST BOYNE CITY MI 49712</u>		How Many Years? <u>13</u>
Telephone <u>219-851-9294</u>		
Previous Address (Street, City, State, Zip) <u>1680 BEAR CREEK LN UNITA PEBBLE MI 49720</u>		How Many Years? <u>1 1/2</u>
Specify any days or times you are NOT available for work: <u>NONE</u>		
Salary Expectation: <u>50,000 YEAR</u>	Dates Available for Work: <u>4/18/25</u>	Employment Status Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/>
Have you ever been employed by the Village of Bellaire Yes <input type="radio"/> No <input checked="" type="radio"/>		
Date Started <u>1 N/A</u> Date Left: <u>1 N/A</u>		
In What Department? <u>N/A</u>	In What Position? <u>N/A</u>	Reason for Leaving? <u>N/A</u>
Are you a U.S. Citizen? <u>YES</u>	If you are not a U.S. Citizen, do you have the legal right to remain in the United States? Yes <u>N/A</u> No <u>N/A</u> If employed, can you submit verification of your legal right to remain in the U. S.? Yes <u>N/A</u> No <u>N/A</u>	
What prompted your application?		

**Military Service**

Service: <u>N/A</u>	Branch: <u>N/A</u>	Date of Service: <u>N/A</u>
Were you honorably discharged? <u>N/A</u>	Reserve Status <u>N/A</u>	
Describe any specialized training and duties: <u>N/A</u>		

\*An Equal Opportunity Employer

**Employment History:** List your last four employers or all employers for the last ten years, whichever is greater. Attach additional signed sheets if necessary. Also list and explain any period(s) of unemployment. Please answer ALL inquiries. "See resume" is NOT acceptable.

Employer's Name: LTD POLICE DEPARTMENT		Dates (Month & Year) From: 06/2021 To: PRESENT
Address (Street, City, State, Zip) 911 SPRING ST DETROIT MI 48226		Telephone 313-242-1500
Supervisor (Name & Title) SGT EVANS	Your Title POLICE OFFICER	Salary \$3,000 YEAR
Duties & Responsibilities GENERAL PATROL, ENFORCING LAW, HANDLING COMPLAINTS MAKING ARRESTS		
Reason for Leaving LOOKING FOR A DIFFERENT DEPARTMENT.		

Employer's Name: CHARTER SPECTRUM		Dates (Month & Year) From: 03/2022 To: 07/2022
Address (Street, City, State, Zip) 2255 HARBOR DETROIT MI 48226		Telephone 313-340-0580
Supervisor (Name & Title) ANDREW CHEADLE	Your Title CABLE TECH	Salary \$7,000 YEAR
Duties & Responsibilities RESPONDING TO TROUBLE CALLS AND INSTALL CALLS		
Reason for Leaving RETURN TO POLICE WORK.		

Employer's Name: MCLAREN NORTHERN, MI HOSPITAL		Dates (Month & Year) From: 06/2021 To: 03/2022
Address (Street, City, State, Zip) 416 CONNABLE AVE, DETROIT, MI 48226		Telephone 800-248-6777
Supervisor (Name & Title) RANDY FOSMIRE	Your Title SECURITY OFFICER	Salary \$7,000 YEAR
Duties & Responsibilities		
Reason for Leaving BEING A FIRST RESPONDER TO EMERGENCY SITUATIONS AND LOOKING AFTER THE HOSPITAL GROUND S		

Employer's Name: LA PORTE COUNTY SHERIFF'S OFFICE		Dates (Month & Year) From: 03/2008 To: 06/2012
Address (Street, City, State, Zip) 801 STATE ST, LA PORTE, IN 46350		Telephone 219-326-7700
Supervisor (Name & Title) SGT WALLACE	Your Title SHERIFF'S DEPUTY	Salary \$7,000 YEAR
Duties & Responsibilities GENERAL PATROL ENFORCING LAW, HANDLING COMPLAINTS MAKING ARRESTS		
Reason for Leaving LEFT FOR WORK IN MICHIGAN		



**Please Circle**

Are you currently on layoff status and subject to recall? Yes ☐ No ☒

Have you ever been discharged by an employer or resigned in lieu of discharge? Yes ☐ No ☒

Have you ever been disciplined (other than discharged) by an employer? Yes ☐ No ☒

If you answered yes to either of the two previous questions, explain all such incidents, giving facts, dates and describing any action you took and any resolution, on an attached signed sheet.

How much time have you missed from work in the past twelve months? 2 DAYS

Do you have a valid driver's license? Yes ☐ No ☐

**Education**

School	Location	Degrees
High School		
ALPENA SR HIGH	33635 3RD ST ALPENA, MI 49707	HIGH SCHOOL DIPLOMA
Business School		
KIRTLAND POLICE ACADEMY	10775 N ST HELEN RD ROSSCOMMON MI 48653	MOLES PRE CERT
College/University		
ALPENA COMMUNITY COLLEGE	666 JOHNSON ST ALPENA, MI 49707	ASSOCIATES
Trade/Vocational School		
Extracurricular Activities		

**Professional Licenses, Registrations and/or Certifications**

List all states in which you have licenses or certifications.

MOLES CERT TASEL CERT

Have you ever had any license or certification investigated  
suspended, disciplined, revoked or put on probation? Yes ☐ No ☒

Have you ever been denied a license or certification? Yes ☐ No ☒

If you answered yes to either of the above questions, explain in detail on an attached signed sheet.

## VILLAGE OF BELLAIRE

### Consent to the Obtainment of Criminal Background Check Information

I consent that the Village of Bellaire may conduct a criminal history check on me that includes the review of the national Criminal Database and obtainment of State Police records. This consent has been granted pursuant to my receipt of a good faith offer of employment or contract.

Date of Birth: 1/19/81

Full Legal Name: TIMOTHY JOSEPH BUSE

Driver's License #: B 200 793 441 652

TIMOTHY J BUSE  
Print Name

3/25/25  
Date

  
Signature

3/25/25  
Date

**Please Circle One**

Have you ever been subjected to a not guilty by reason of insanity order or disposition?	Yes	<input checked="" type="radio"/> No
Have you ever been subject to any misappropriation?	Yes	<input checked="" type="radio"/> No
Do you have any felony or misdemeanor charges pending against you?	Yes	<input checked="" type="radio"/> No
Have you ever been convicted or pled guilty or nolo contendere to a crime?	Yes	<input checked="" type="radio"/> No
If you answered yes to any of the above questions, explain by giving dates, nature of offense and circumstances in an attached signed statement. Conviction of a crime will not necessarily disqualify an applicant from employment.		
Are you 18 years of age or older?	<input checked="" type="radio"/> Yes	No
Are you able to perform the duties of the job which you have applied?	<input checked="" type="radio"/> Yes	No

**Certification**

I have read and fully understand the questions on this application for employment. I have completely, truthfully, and accurately answered each and every question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing and certification boards, law enforcement agencies and current and previous employers to release any requested information to the Village of Bellaire. I also specifically waive written notice from any and all former employers regarding their disclosure to the Village of Bellaire of any prior disciplinary action and waive any claim against the Village of Bellaire and current or former employers arising from such investigation or disclosure. I understand that any misrepresentation of the information I have supplied for failed to supply can result in a rejection of this application or, if I have been hired, an immediate dismissal at the sole discretion of the Village of Bellaire.

I understand and agree that in the absence of an express written contract or agreement to the contrary, signed by an authorized representative of the Village of Bellaire and by me or my authorized representative, any employment I accept shall be for an indefinite term and may be terminated at any time with or without cause either by me or at the will or sole discretion of the Village of Bellaire regardless of any contrary provisions in any other forms, manuals, handbooks or other documents. Similarly, such employment shall be at the wages, benefits, hours and conditions as the Village of Bellaire may determine and change from time to time and I agree to abide by any rules, regulations, policies and procedures that may be established from time to time. I understand that no one, other than an authorized representative of the Village of Bellaire has any authority to enter into an agreement with me contrary to the provisions of this paragraph and that any such agreement must be in writing and signed by such authorized representative or it shall not be effective.

It is with full understanding and agreement with the provisions of this certification that I will accept employment offered to me.

TIMOTHY J BOSE

Print Name

[Signature]

Signature of Applicant

3125125

Date Signed



## **Campground Caretakers Reservation Specialist Job Description** **Craven /Richardi Parks**

The couple chosen will have considerable camping experience and be familiar with both RV and primitive campgrounds. They will provide their own camper and will be assigned a convenient campsite at Craven Park. They will have a history of success in dealing with the public in general and campers in particular. The campground is open for 6 months from April 22<sup>nd</sup> 1<sup>st</sup> until October 31<sup>st</sup>. The caretakers will work closely with village personnel while performing their duties.

### **The following are specific campground duties:**

1. Greet new campers and assign campsites. assist with reservations if needed.
- ~~2. Collect camping fees and issue receipts upon arrival. Empty coins from showers daily if busy or weekly if not busy. Revenue turned in weekly on Monday's at the Village offices.~~
3. Assist camper set-up if needed.
4. Handout copy of campground rules and regulations.
- ~~5. Keep both Craven and Richardi restrooms clean and supplied daily as needed.~~
6. Insure clean campsite and fire pit upon guest's departure.
- ~~7. Mow and trim campground and playground equipment as needed.~~
- ~~8. Maintain playground equipment.~~
- ~~9. Maintain accurate records on camping fees to be turned in weekly at Village office.~~
10. Perform such duties as directed by a village representative.

### **The following campground rules are to be administered by the caretakers:**

1. Campers will pay on arrival if reservation has not been made prior to arrival.
2. There are no refunds.
3. Campers will bag their trash and place in camp trash cans for weekly pick-up.
4. Monitor Campers as they clean their campsite prior to departure.
5. Park speed limit is 10 MPH.
6. Quiet time throughout the park is from 11:00 PM until 8:00 AM.
7. No more than 2 cars overnight per campsite.
8. Camp manager approval needed for any stay over 2 weeks.
9. Camp manager may evict any camper for rules violation.
10. No Maintenance allowed on cars, vehicles, etc. on camper's sites.
11. No storage of vehicles allowed.

Date of Adoption: TBD

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President

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Clerk