

**State Attorney - Ninth Judicial Circuit  
Attorney Performance Appraisal**

**Attorney Name:** Ken Lewis

**Attorney Hire Date:**

**Evaluating Manager:** William Jay

**Review Period:** 1/1/14-12/31/14

**PERFORMANCE EVALUATION RATING SCALE**

**5 – Outstanding** – Performance significantly exceeds all expectations on a regular basis. Performance at this level is recognized by peers, supervisors and others in the agency. The employee excels, actively initiates improvements and fosters teamwork. Extremely capable in adjusting priorities to current needs and is an effective communicator. Works well independently for the good of the program and performance is not generally equaled by others in the same position.

**4 – Exceeds Expectations** – Performance always exceeds expectations. Performance is characterized by initiative and superior job knowledge. Performance is recognized by peers and the employee actively contributes to the achievements of overall goals. Works well independently for the good of the program.

**3 – Meets Expectations** – Performance consistently meets and occasionally exceeds expectations. Performance is better than average and employee produces quality work that should be expected from a qualified person. Performance at times may be higher or lower but averages to the competent level.

**2 – Below Expectations** – Performance meets, but is occasionally below, standards, expectations, and objectives. Performance is generally acceptable but needs improvement to excel in the position.

**1 – Unsatisfactory** – Performance is inadequate, often below minimum acceptable standards, expectations, and objectives. Substantial improvement is needed. This level of performance should not be continued.

<b>PERFORMANCE CATEGORIES</b>		<b>Rating</b>	<b>Weight</b>	<b>Score</b>
<b><u>Preparation</u></b>	Including, But Not Limited to, the following Factors: Prepared for all Court Proceedings; Attends Depositions; Ready to try cases on trial date; Researches and cites applicable case law for position and files written pleadings when appropriate; Talks to witnesses prior to trial or hearing; Identifies potential problems in timely manner; Familiar with case facts and prior proceedings; Devotes time necessary to manage workload; Thorough, clear and readable notations in Case Progress Sheet; Keeps Witness Coordinator and/or Victim Advocate updated with progress; Looks for ways to improve case if possible; Case workup and preparation completed in timely manner; Timely referrals to Investigator for locating witnesses  <b>Comments:</b> Ken is meticulous in his preparation for trial. Ken is always looking for ways to improve the case from the moment he's assigned to it until it's conclusion.	5	0.20	1
<b><u>Interaction with Public and Court</u></b>	Including, But Not Limited to, the following Factors: Returns telephone calls in timely manner; Maintains professional relationship with Law Enforcement personnel; Shows sensitivity to victim needs and concerns; Treats victims and witnesses with respect; Makes case dispositions without regard for who is counsel for defense; Maintains professional relationship with the Court; On time for Court proceedings; Respectful to Judge without being overly eager to please; Follows through on requests made regarding motions, paperwork, etc  <b>Comments:</b> Always professional in the courtroom.	4	0.05	0.2
<b><u>Personal Relations</u></b>	Including, But Not Limited to, the following Factors: Treats co-workers and support staff with respect; Gives positive feedback to support staff; Does not make inappropriate or untimely demands on support staff; Keeps teammates and managers advised of plans and potential high profile cases; Finds coverage for court and depositions when out; Maintains positive relationships with coworkers; Volunteers to help others  <b>Comments:</b> Ken is a go-to mentor for many of the younger attorneys in the office.	4	0.05	0.2
<b><u>Courtroom Skills</u></b>	Including, But Not Limited to, the following Factors: Legal Knowledge; Legal Reasoning; Oral Presentation; Multimedia presentation skills; Projects confidence in Court; Is prepared for expected issues; Acts Professional in court; Treats Judge with Respect but does not act overly eager to please; Makes appropriate objections when needed; Advocates the State's position as supported by the evidence and law; Establishes appropriate rapport with Jurors; Reacts effectively to unexpected events, arguments, or rulings; Willingness to go to trial; Trial presentation and skills  <b>Comments:</b> Ken is a master in the courtroom.	5	0.40	2

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PERFORMANCE CATEGORIES		Rating	Weight	Score
<b>Decision-Making</b>	Including, But Not Limited to, the following Factors: Makes appropriate and timely charging decisions on intake matters; Appropriate Sentence Recommendations; Does not make case dispositions in order to avoid trial, or primarily to satisfy Defense or Court; Not influenced by outside factors in case disposition decisions; Does not reduce charges to avoid sentencing requirements.  <b>Comments:</b> Ken embodies the trial-first mentality that many younger attorneys need to emulate.	5	0.20	1
<b>Office Policies</b>	Including, But Not Limited to, the following Factors: Attendance; Notifies appropriate persons when out; Maintains positive attitude about office and policy; Observance of Work Hours; Professional Appearance; Complies with Supervisor requests; Complies with office policy  <b>Comments:</b>	4	0.05	0.2
<b>Development</b>	Including, But Not Limited to, the following Factors: Looks to improve own performance; Works well with minimal supervision; Punctual; Performing at a level expected for their experience; Looks for ways to improve Division and Bureau operations; Organizational skills  <b>Comments:</b> Ken is always looking for ways to improve not only his own performance but also the entire office's performance.	5	0.05	0.25
<b>Overall Rating:</b>	<b>4.57</b>	<b>32.00</b>	<b>1.00</b>	<b>4.85</b>

**Evaluator's Overall Comments and Performance Goals:**

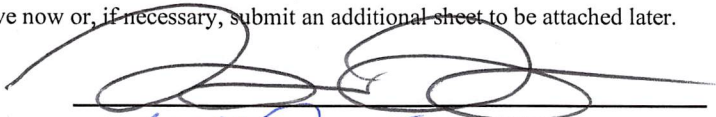
Ken is a huge asset to this office and the community. He takes on the biggest, toughest, most high profile cases, and is pretty much always successful. He also volunteers to help other lawyers, and he will volunteer to take other cases from other lawyers to help them when they are overburdened.

Evaluating Manager: \_\_\_\_\_  
(Enter Name/Title)

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

**Attorney's Comments**, (optional)

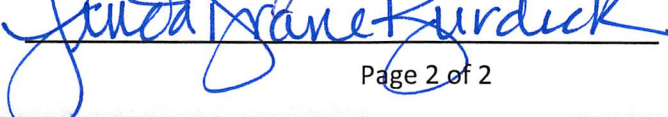
**Signatures:** In signing this report, it is understood that I may not necessarily agree with the conclusions of the evaluating manager. I understand that I may write my own comments above now or, if necessary, submit an additional sheet to be attached later.

Attorney's Signature: 

Date: 4/29/15

Trial Unit Director: 

Date: 4/30/15

Chief Assistant State Attorney: 

Date: 05-13-2015