

Orange County Sheriff's Office Non-Supervisory Performance Appraisal Form Deputy Sheriff – Animal Control

Name:	Employe	ee #:	
Hire Date:			
Period Covere	ed: From	To	

Evaluation and Criteria

Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the number which best reflects your appraisal of the incumbent's performance and place it in the box. A rating of 5 or 1 must be justified in writing. Comments are encouraged for each section.

- 5-Exceptional
- **4-Above Satisfactory**
- 3-Satisfactory
- 2-Below Satisfactory
- 1-Unsatisfactory

N/A – Not applicable

COMMITMENT TO DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES

Works with supervisor and co-workers in planning and building an effective team.
New and additional assignments are accepted and performed.
New methods are suggested and readily accepted to improve effectiveness and gain ways to
resolve traffic and crime problems.
Officer's objectives, efforts and talents are directed toward the needs of the citizens and the
department.
Comments:

Animal Control Deputy Evaluation	Name:	Date:
RESPONSE TO RADIO CALLS	AND ASSIGNMENT	<u> </u>
Response is made without dela	у.	
Transmissions are clear, concis	₹	
Radio calls are not missed with	out a valid cause.	
Assistance provided is appropri	iate to the need or prob	lem.
Proper radio procedures are fol	lowed.	
Comments:		
INVESTIGATION OF CRIMES	OR TRAFFIC ACCI	<u>DENTS</u>
Appropriate investigative steps	are taken.	
Investigations are thorough.		
Evidence is properly preserved	, photographed, collect	ed, and thoroughly described.
	packaged, documented	, and sent off for examination in a
timely manner.		
Other divisions or agencies are		-
Meets and communicates with		-
Testimony in court accurately r		
Prepared for court cases with n		
Proper procedures followed and	1 orders completed for	destruction of evidence.
Comments:		
APPREHENSION, ARREST AN	D PROCESSING OF	CRIMINAL SUSPECTS
All necessary information is in	=	•
Proper warrant procedures are		1 1
No substantiated complaints are	_	the arrest actions taken.
Adheres to department's policy		1C
Uses safe arrest techniques, and	=	
proficiency with LIVESCAN.	nor an non-permined	arrest warrants, and demonstrates
	ected and proper proce	dures followed when DNA is required.
	1 1 1	1

Comments:____

ENFORCEMENT OF ANIMAL CONTROL REGULATIONS

Takes initiative in enforcing animal control violations.
Animals are located, captured, and impounded using proper animal handling and capture skills.
Actions taken are appropriate to the offense.
Citations are rarely returned for correction.
Warnings are issued when appropriate.
Tickets are issued when appropriate.
Cruelty investigations are thorough and reports are completed on time.
Proactive in enforcing RAL violations.
Comments:
PERFORMANCE UNDER STRESSFUL, UNUSUAL OR EMERGENCY CONDITIONS
When under unusual circumstances, no serious deviations from expected performance are demonstrated.
Composure is maintained under stress.
Handles difficult situations in a very confident and professional manner.
Judgment results from sound evaluation of all factors involved.
Comments:
EXTERNAL PUBLIC RELATIONS
No verbal abuse of citizens.
Courtesy is demonstrated at all times to all people.
Is tactful and displays good self-control when in contact with irate individuals.
Comments:

venicies are not abused through poor driving habits.	
Equipment is not lost or damaged due to carelessness.	
Specified operating and safety procedures are followed in the use and maintenance	e of
equipment.	
Cruisers are kept clean and serviced.	
Equipment is kept clean, taken care of, and always in working condition.	
Work area is kept clean and organized.	
Wears a bullet-proof vest at all appropriate times.	

Comments:____

PHYSICAL CONDITION AND APPEARANCE

_Uniform and equipment are well kept and pride is taken in appearance.
_All physical standards prescribed by the department are met.
_Corrective measures recommended by physician or other designated health representative
are followed in a timely manner.

Comments:

Animal Control Deputy Evaluation	Name:	Date:
CORE VALUES: Assign a numeric how the employee embodies each co		list examples or actions that demonstrate te all sections.
Integrity: Employee's actions an	re guided by ethica	l and honest conduct.
Leadership: Employee is an exa	ample to others.	
Service: Employee is responsive	e and service-orien	ted to meet customer needs.
Comments:		
County Policy		
Follows all applicable county po	olicies to the meaning or o	s where to find the most updated policy directives included in county policy before ocuments in a timely matter.
Comments:		
CALCULATION OF RATING		
A. TOTAL SCORES B. NUMBER OF CATEGOR		_
C. RATING DETERMINATI		-
PERFORMANCE RATING		
4.5-5.00 and no ratings below satisfa 3.5-4.49 and no ratings below satisfa 2.5-3.49 and no unsatisfactory rating 1.5-2.49 – Below Satisfactory	actory – Above Sat	

0.0 – 1.49 – Unsatisfactory

Animal Control Deputy Evaluation	Name:	Date:
Animal Control Deputy Evaluation Name: Date: Development and growth potential: Include comments on employee's major strengths, accomplishments made during this review period and development achieved since the last performance evaluation.		
Completed goals and objectives: Review the results of goals and objective	ves completed within this performation	nce cycle.
New goals and objectives: List the objectives to be accomplished variority.	within the next performance cycle.	Arrange in order of
Additional comments by rating offici	<u>al:</u>	
Comments by rated employee:		
By my signature, I acknowledge that I hat I may respond in writing if I disagr	*	luation. I understand
Employee:	Date:	
Supervisor:	Date:	
Reviewed by:	Date:	
Reviewed by:	Date:	
Reviewed by:	Date:	

Approved by Sheriff: _____ Date: ____