



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

Name: _____ Employee #: _____
Hire Date: _____
Period Covered: 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

LEADERSHIP ABILITY

- ___ Subordinates see the supervisor as a role model, and are able to get the correct answers to the questions sought after.
- ___ Supervisor is up to date on new laws, policies, procedures, and equipment.
- ___ Reports of subordinates are turned in on time, and if they aren't are caught in a timely manner.
- ___ Only thorough reports of subordinates are approved, and gives guidance for corrective measures.
- ___ Case reviews are done quarterly.
- ___ Creates and environment of proactivity among subordinates.
- ___ Effectively manages the division and delegates where appropriate.
- ___ Acknowledges areas of weakness in the division and works towards corrective measures.
- ___ Job knowledge is passed down to those less experienced.

Comments: _____

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: _____

RESPONSE TO RADIO CALLS AND ASSIGNMENTS

- ___ Response is made without delay.
- ___ Transmissions are clear, concise, and courteous.
- ___ Radio calls are not missed without a valid cause.
- ___ Assistance provided is appropriate to the need or problem.
- ___ Proper radio procedures are followed.

Comments: _____

INVESTIGATION OF CRIMES OR TRAFFIC ACCIDENTS

- ___ Appropriate investigative steps are taken.
- ___ Investigations are thorough.
- ___ Evidence is properly preserved, photographed, collected, and thoroughly described.
- ___ Collected evidence is properly packaged, documented, and sent off for examination in a timely manner.
- ___ Other divisions or agencies are properly notified as required.
- ___ Meets and communicates with Commonwealth's Attorney's Office.
- ___ Testimony in court accurately reflects accumulated evidence.
- ___ Prepared for court cases with no unexcused court absences.
- ___ Proper procedures followed and orders completed for destruction of evidence.

Comments: _____

APPREHENSION, ARREST AND PROCESSING OF CRIMINAL SUSPECTS

- ___ All necessary information is included in arrest reports.
- ___ Proper warrant procedures are followed.
- ___ No substantiated complaints are received concerning the arrest actions taken.
- ___ Adheres to department's policy on use of force.
- ___ Uses safe arrest techniques, and does a thorough search of arrestees.
- ___ Fingerprints are correctly taken for all non-permitted arrest warrants, and demonstrates proficiency with LIVESCAN.
- ___ DNA samples are properly collected and proper procedures followed when DNA is required.

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: _____

INTERNAL COMMUNICATION AND COOPERATION

- ___ Completes assignments in harmony with others and is a good team worker.
- ___ Problems which occur in work relationships are promptly resolved.
- ___ Readily assists and backs up others.
- ___ Trains and guides less experienced personnel.

Comments: _____

REPORT PREPARATION, SUBMISSION AND PRESENTATION

- Reports are submitted on time.
- Field notes are used and maintained.
- Reports are legible, concise, grammatically correct and contain all required information.
- Reports and information are rarely returned for correction.
- Proper interrogation and interview techniques are used.
- Evidence is preserved and thoroughly described.
- Reports contain all applicable paperwork, and photographs.

Comments: _____

USE, CARE AND MAINTENANCE OF EQUIPMENT

- Vehicles 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 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: _____

CONFORMANCE TO DIRECTION AND DIRECTIVES

- Instructions are followed and assignments completed on schedule.
- Unassigned time is effectively utilized.
- Special attention is directed to high accident or crime areas.
- Work does not have to be closely supervised.
- Organizational ability and ability to multitask.

Comments: _____

COMPLIANCE TO POLICIES, PROCEDURES AND REGULATIONS

___ Sheriff's Office policies, general orders, procedures, etc., are followed as prescribed or exceptions are approved by supervisor.

___ Sick leave is not abused.

___ Leave time is used only as authorized or specified.

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: _____

PROMOTION OF DEPARTMENTAL GOALS, PROGRAMS AND ACTIVITIES

___ Is an active participant in the goal setting, project planning and needs assessment of the department.

___ Supports and responds to the department's goals, programs, and activities.

___ The department's needs, plans, and goals are communicated to subordinates.

___ Plans, projects, and work activities are understood by subordinates, implemented as scheduled and produce intended results.

___ Creative and innovative ideas are encouraged from subordinates and advanced whenever possible.

Comments: _____

TRAINING AND EVALUATION OF PERSONNEL

- ___ New employees receive complete orientation, on-the-job training plus continuing feedback on performance.
- ___ Evaluations and counseling of employees are done on an objective basis.
- ___ Accomplishments are recognized and employee is suitably commended.
- ___ Unsatisfactory performance is called to the attention of employee, documented and corrective action taken.
- ___ All employees are given equal opportunity to train for both improved job skill levels and promotional positions.

Comments: _____

PERSONNEL ASSIGNMENT AND SUPERVISION

- ___ Assignments are made in a fair and impartial manner considering the needs of the department and the capabilities of the employee.
- ___ Subordinates understand instructions and job assignments with few and only minor problems occurring.
- ___ Problems or deviations arising in established schedules, procedures and work activities are promptly confronted and corrected.
- ___ Supervision is provided periodic feedback on subordinate's performance.
- ___ Desired results (both quantity and quality of work expected from the group) are accomplished through subordinate personnel.

Comments: _____

CORE VALUES: Assign a numeric to each box, then list examples or actions that demonstrate how the employee embodies each core value. Complete all sections.

___ Integrity: Employee's actions are guided by ethical and honest conduct.

___ Leadership: Employee is an example to others.

___ Service: Employee is responsive and service-oriented to meet customer needs.

Comments: _____

County Policy

- ___ Is well versed in applicable county policies, knows where to find the most updated policy
- ___ Follows all applicable county policies
- ___ Makes appropriate inquiries as to the meaning or directives included in county policy before acting.
- ___ Completes all county policy required forms and documents in a timely matter.

Comments: _____

CALCULATION OF RATING

- A. TOTAL SCORES _____
- B. NUMBER OF CATEGORIES _____
- C. RATING DETERMINATION (A/B) _____

PERFORMANCE RATING _____

- 4.5-5.00 and no ratings below satisfactory –Exceptional
- 3.5-4.49 and no ratings below satisfactory – Above Satisfactory
- 2.5-3.49 and no unsatisfactory ratings – Satisfactory
- 1.5-2.49 – Below Satisfactory
- 0.0 – 1.49 – Unsatisfactory

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 objectives completed within this performance cycle.

New goals and objectives:

List the objectives to be accomplished within the next performance cycle. Arrange in order of priority.

Additional comments by rating official:

Comments by rated employee:

By my signature, I acknowledged that I have received this performance evaluation. I understand that I may respond in writing if I disagree with any part of this evaluation.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Approved by Sheriff: _____ **Date:** _____