



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

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.
- \_\_\_ Creates a proactive environment 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:** \_\_\_\_\_

**PROMOTION OF DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES**

- \_\_\_ 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:** \_\_\_\_\_

**BUDGETARY AND FINANCIAL OVERSIGHT**

- \_\_\_ Additional or unanticipated expenditures are authorized prior to incurrence.
- \_\_\_ Cost saving methods are actively sought and implemented.
- \_\_\_ Maintain appropriate level of division supplies

**Comments:** \_\_\_\_\_

**SELECTION, TRAINING AND EVALUATION OF PERSONNEL**

- \_\_\_ New employees are hired based upon their job related qualifications and related EEO/AA laws.
- \_\_\_ 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.
- \_\_\_ Conduct Background Investigations as required.

**Comments:** \_\_\_\_\_

**REPORT PREPARATION, SUBMISSION AND PRESENTATION**

- \_\_\_ Reports are furnished on a timely basis without prompting or undue delay.
- \_\_\_ Information on reports is complete, clear, concise and submitted in prescribed format.
- \_\_\_ Oral reports are communicated in clear, concise and accurate manner.
- \_\_\_ Investigative reports are reviewed and approved in a timely manner.
- \_\_\_ Case reviews are done quarterly.

**Comments:** \_\_\_\_\_

**INTERNAL COMMUNICATION AND COOPERATION**

- \_\_\_ Problems which arise in working relationships are quickly and professionally resolved.
- \_\_\_ Few and only minor problems occur because of poor communication or coordination of activities.
- \_\_\_ Results and goals are obtained in projects requiring interdepartmental working assignments.
- \_\_\_ Corrective action is quickly taken on substantiated complaints.
- \_\_\_ Assigned personnel assist and coordinate activities with other divisions as needed.

**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.
- \_\_\_ Monitor On-Call Schedules.
- \_\_\_ Monitor annual and sick leave use.

**Comments:** \_\_\_\_\_

**EXTERNAL PUBLIC RELATIONS**

- \_\_\_ Activities of work groups are conducted in a manner which demonstrates efficiency, competence and courtesy to the public.
- \_\_\_ Assigned personnel coordinate activities with other agencies as the need arises.
- \_\_\_ Few and only minor problems occur due to poor communications or coordination.
- \_\_\_ Problems which occur are promptly and satisfactorily resolved.
- \_\_\_ Corrective action is taken on all substantiated complaints.
- \_\_\_ Maintain contact with Commonwealth Attorney to review case work and deputy performance.

**Comments:** \_\_\_\_\_

**POLICY ADMINISTRATION**

- \_\_\_ All policies and procedures are documented, communicated and made available to all subordinate personnel; are understood by subordinates and are consistently and fairly applied.
- \_\_\_ Grievances and potential grievances receive early attention and are thoroughly documented.
- \_\_\_ Every time it is appropriate, the performance of subordinate employees is recognized.
- \_\_\_ Employee suggestions are encouraged and responded to promptly.
- \_\_\_ Individual reports to work on time and as scheduled.
- \_\_\_ Personal leave is used only as authorized and sick leave is not abused..
- \_\_\_ Violations of policies, procedures and work rules are discussed, documented and appropriate action is taken.
- \_\_\_ Prior to December 31st of the calendar year, all employees had less than the maximum allowed hours of accumulated annual leave.
- \_\_\_ Exceptions to policies, procedures and work rules are approved in advance with appropriate personnel.

**Comments:** \_\_\_\_\_

**RISK MANAGEMENT**

- \_\_\_ Safety regulations and procedures are communicated and frequently reviewed with personnel.
- \_\_\_ Accidents are quickly and correctly reported and related reports are completed in a prompt and correct manner.
- \_\_\_ Violations of safety regulations are discussed and corrected with appropriate action taken.
- \_\_\_ Safety hazards are promptly identified, corrected and reported.
- \_\_\_ Provides a leadership role by following all safety policies and procedures.

**Comments:** \_\_\_\_\_

**EQUIPMENT AND FACILITY MANAGEMENT**

- \_\_\_ Few and only minor losses due to faulty care and maintenance of facilities, equipment and supplies.
- \_\_\_ Prescribed maintenance is performed as scheduled and related recording is current.
- \_\_\_ Loss or damage of equipment due to carelessness is rare.
- \_\_\_ Equipment wear or malfunctions are reported or corrective action is taken.

**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 acknowledge 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: \_\_\_\_\_

Approved by Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_