



Orange County Sheriff's Office
Supervisory Performance Appraisal Form
Deputy Sheriff- Chief Deputy

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 office and delegates where appropriate.
- ___ Acknowledges areas of weakness in the office 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.
- ___ Uses creativity and follows appropriate trends in suggesting new programs and methods.
- ___ Provides leadership in goal setting and needs assessment of the office.

Comments: _____

BUDGET RESPONSIBILITIES

- ___ Plans for the upcoming budget year.
- ___ Works with county officials in developing and submitting budget requests and CIP programs.
- ___ Reviews budget during fiscal year to monitor expenditures and budget balances.
- ___ Reviews and approves expenditure documents prepared by Sheriff's secretary.
- ___ Predicts trends in spending for future budget proposals.
- ___ Forecasts budget shortages and works with the county administration to cover shortages.
- ___ Utilizes appropriate county policies in the procurement of equipment etc.
- ___ Works to keep spending within budget parameters.
- ___ Takes corrective action as needed to work within the budget by reigning in spending if possible.

Comments: _____

HIRING

- ___ Oversees the hiring practices and processes of office personnel.
- ___ Able to fairly assign starting pay of new employees according to county policy and considering fairness to existing county employees.
- ___ Considers new ideas towards implementing better hiring practices.
- ___ Reviews hiring files and documents to insure they are maintained according to legal standards.
- ___ Works on developing new ways to recruit quality personnel.

Comments: _____

POLICY DEVELOPMENT AND IMPLEMENTATION

- ___ Is familiar with office policy and procedure.
- ___ Insures that office policy is reviewed and updated periodically.
- ___ Enforces policy standards.
- ___ Develops policy as needed for effective and fair standards.
- ___ All employees are provided an up to date manual of policies and general orders.
- ___ Exceptions to policies and procedures are discussed with the Sheriff.

Comments: _____

PROCUREMENT OF GOODS AND EQUIPMENT

- ___ Follows county procurement policies in the purchase of goods and equipment.
- ___ Pre-planning and evaluation of products is used to determine most cost effective purchases without sacrificing quality.
- ___ Procures equipment and goods in a timely manner.
- ___ Pre-plans equipment and goods needs of the office to have items on hand when needed.

Comments: _____

GRANT WRITING

- ___ Looks for grants that would be applicable to the Sheriff’s Office.
- ___ Complete applications for grants and submits in a timely fashion.
- ___ Delegates some grant responsibility as needed.
- ___ Coordinates grants awarded money for appropriation to the Sheriff’s Office budget.
- ___ Expends grant funds according to rules and regulations.

Comments: _____

EVIDENCE ROOM/OFFICE EQUIPMENT DATABASE MANAGEMENT

- ___ Oversees the entry of evidence and office equipment into the Sheriff’s database.
- ___ Trains new users to use the system as needed.
- ___ Spot checks the equipment database to insure accuracy.
- ___ Ensures that periodic audits are completed on the evidence database.

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.
- ___ Maintains a professional attitude when dealing with stressful employee issues.

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.
- ___ Works towards providing press releases to the news media as needed for community safety.
- ___ Provides interviews to news media as requested.
- ___ Coordinates activities with other agencies as needed.

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.
- ___ Effectively communicates office directives and needs to employees.
- ___ Effectively communicates employees needs and problems to the Sheriff.

Comments: _____

REPORT PREPARATION, SUBMISSION AND PRESENTATION

- ___ Reports are submitted on time.
- ___ Reports are legible, concise, grammatically correct and contain all required information.
- ___ Reports and information are rarely returned for correction.
- ___ 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.
- ___ Oversees the use, care and maintenance of all office equipment.
- ___ Plans include the utilization of maintenance contracts to effectively keep office equipment in a usable condition when cost effective.

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 the Sheriff.
- ___ Sick leave is not abused.
- ___ Leave time is used only as authorized or specified.
- ___ Insures that all leave is used for the benefit of the employee while maintaining effective manpower numbers.

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: _____

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.
- ___ Works closely with county officials in updating and improving county policy if necessary.

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** _____

Sheriff: _____ **Date** _____