



Orange County Sheriff's Office
Non-Supervisory Performance Appraisal Form
Crime Analyst/Records Clerk

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

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: _____

RECORDS MANAGEMENT

- ___ Has knowledge of effective filing system and uses such.
- ___ Records are kept in a neat and orderly fashion.
- ___ Files are signed out when officers take them.
- ___ Files are not missing, when someone wants to pull one.
- ___ Has in depth knowledge of records management system.
- ___ Approves crash reports that are approved by patrol supervisors in the TREDs system.
- ___ Notifies appropriate supervisors when reports are incomplete or not found.
- ___ Enters summons', warrants and civil papers as needed.

Comments: _____

CRIME ANALYSIS

- ___ Able to make connections between cases.
- ___ Able to spot trends happening in certain areas.
- ___ Reports information obtained to the assigned unit to the case.
- ___ Has the ability to create spread sheets, posters, etc. for related cases.
- ___ Has a recorded database of Crime Analysts and works with them to obtain needed information.
- ___ Has a recorded database of pawn shops and L.E. connections.
- ___ Has in intricate knowledge of data share programs and has proven the ability to derive useful information from them.

Comments: _____

FOIA REQUESTS

- ___ Knows the steps to be taken for FOIA requests.
- ___ Pulls the information requested and compiles it in a neat and orderly fashion.
- ___ Gets permission for releases from County Attorney before any information goes out to the public.

Comments: _____

DEPENDABILITY

- ___ Completes work according to procedures, guidelines and goals.
- ___ Reports to work when scheduled without being tardy.
- ___ Takes responsibility for completing work in a timely fashion.
- ___ Work is finished by deadlines given.

Comments: _____

INFORMATION DISSEMINATION

- ___ Knows what information may and may not be disseminated.
- ___ Effectively disseminates information to appropriate personnel.
- ___ Knows and utilizes different ways to disseminate information. (emails, message board, bulletins).

Comments: _____

VCIN USAGE

- ___ Keeps up VCIN Certification .
- ___ Knows and adheres to VCIN policies and procedures.
- ___ Keeps logs of information that is run on the VCIN terminal

Comments: _____

RELATIONSHIPS WITH OTHERS

- ___ Shares information and keeps supervisor informed of work status.
- ___ Gets along with others in the office.
- ___ Provides fast and friendly service to the public.
- ___ Trains and guides other personnel who need it.

Comments: _____

COORDINATION OF WORK

- ___ Realistically and accurately estimates the time a job will take and schedules work accordingly.
- ___ Avoids having to redo work in order to get task accomplished.
- ___ Uses supplies, materials, equipment and time efficiently.

Comments: _____

COMPUTER SKILLS

- ___ Has knowledge of basic computer skills.
- ___ Has knowledge of Dapro computer system and is efficient with it.
- ___ Has knowledge of VCIN terminal and is efficient with it.
- ___ Able to type at a relatively fast rate without mistakes.

Comments: _____

PHYSICAL CONDITION AND APPEARANCE

- ___ Reports to work wearing appropriate attire.
- ___ 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: _____

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: _____

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:

Crime Analyst/Records Clerk

Name: _____ Date: _____

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:** _____

Reviewed by: _____ **Date:** _____

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