



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

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.
- Investigator’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.
- Further action is rarely needed in minor cases.
- 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**

- Appropriate investigative steps are taken.
- Investigations are thorough and all leads are exhausted.
- 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.
- Conclusions concerning case disposition are factually based and well documented.

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

**APPREHENSION, ARREST AND PROCESSING OF CRIMINAL SUSPECTS**

- \_\_\_ All necessary information is included in arrest reports.
- \_\_\_ Proper warrant procedures are followed.
- \_\_\_ Proper interrogation methods are used.
- \_\_\_ No substantiated complaints are received concerning the arrest actions taken.
- \_\_\_ Adheres to department's policy on use of force.

**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.
- \_\_\_ No major errors are identified.
- \_\_\_ 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 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:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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