

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

Name:	Employee #:
Hire Date:	
Period Covered: Fro	m 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 question sought after.
Supervisor is up to date on new laws, policies, procedure, and equipment.
Creates an 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:
Cumments.

Court Security Deputy Supervisor	Name:	Date:
COMMITMENT TO DEPARTME	ENTAL GOALS, PRO	OGRAMS 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:		
COURT SECURITY Searches and checks the courtroe Keeps constant surveillance on co	<u> </u>	
Always puts safety first.		
Handles irate or upset citizens res Conscientious with inmates, esce	• •	safely and securely.
Willing to work late in court as r	needed and with no con	nplaints.
Comments:		
<u>CIVIL PROCESS</u>		
 Knowledge of all types of paper Serves papers in a timely manner Organizes daily routing of paper Completes information on each paper 	eservices efficiently.	

Comments:____

____ Assists patrol units as needed.

Court Security Deputy Supervisor	Name:	Date:
TRANSPORTING OF INMATE	ES	
	_	
Always puts safety first.		
Treats inmates with respect.		
Proper restraints used at all time		
ECO and TDO procedures are	e followed at all times	S.
Extraditions are handled profe	essionally and timely	
Comments:		
USE OF MAGNATOMETER		
Proficient with screening equi	inment	
Projects a positive and friendl		
Thorough and cautious with se	•	
Assists citizens with informat		and out of the courthouse
Handles emergency situations		and out of the courthouse.
riancies emergency situations	, canny.	
Comments:		
CONTROL ROOM OPERATIO	<u>DNS</u>	
Knowledge of equipment. Sc	hedules repairs and n	naintenance as needed.
Aware of all courthouse move	-	
Keeps time checks on inmates	s and maintains logs.	
Answers phones and takes me	=	
Make calls to and from other	•	lly.
Keeps court personnel aware	-	-
Comments:		

ARREST AND PROCESSING OF CRIMINAL SUSPECTS IN COURTROOM SETTING
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 Arrests are made safely in court as needed Warrants and other civil paperwork are served in an orderly manner when court is in session.
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:

Court Security Deputy Supervisor Name:______ Date:_____

INTERNAL COMMUNICATION AND COOPERATION

Court Security Deputy Supervisor	Name:	Date:
Completes assignments in har	-	_
Problems which occur in wor		nptly resolved.
Readily assists and backs up of		
Trains and guides less experie	enced personnel.	
Comments:		
USE, CARE AND MAINTENAM	NCE OF EQUIPMEN	<u>T</u>
Vehicles are not abused throu	gh poor driving habits.	
Equipment is not lost or dama	aged due to carelessnes	S.
Specified operating and safety	procedures are followed	ed in the use and maintenance of
equipment.		
Cruisers are kept clean and ser		
Equipment is kept clean, taker	<u> </u>	working condition.
Work area is kept clean and or	=	
Wears a bullet-proof vest at al	l appropriate times.	
Comments:		
CONFORMANCE TO DIRECT	TION AND DIRECTI	<u>VES</u>
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 clos	ely supervised.	
Organizational ability and abil	ity to multitask.	
Comments:		

Court Security Deputy Supervisor	Name:	Date:
COMPLIANCE TO POLICIES,	PROCEDURES	AND REGULATIONS
	, .	ares, etc., are followed as prescribed or
exceptions are approved by sup	pervisor.	
Sick leave is not abused.		
Leave time is used only as auth	norized or specifie	ed.
Comments:		
comments		
PHYSICAL CONDITION AND	ADDEADANCE	
INTSICAL CONDITION AND	ATTEARANCE	
Uniform and equipment are we	ell kept and pride	is taken in appearance.
All physical standards prescrib		
· · ·	•	or other designated health representative
are followed in a timely manne	• - •	
C		
Comments:		
PROMOTION OF DEPARTME	NTAL GOALS,	PROGRAMS AND ACTIVITIES
Is an active participant in the g	goal setting, projec	et planning and needs assessment of the
department.	,	
Supports and responds to the d	lepartment's goals	, programs, and activities.
The department's needs, plans	, and goals are con	mmunicated to subordinates.
		od by subordinates, implemented as
scheduled and produce intended res		, 1
Creative and innovative ideas	are encouraged fro	om subordinates and advanced whenever
possible.		

Comments:____

TRAINING AND EVALUATION
New employees receive complete orientation, on-the-job training plus continuing feedback on performanceEvaluations 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
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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:
<u>CORE VALUES:</u> 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:

Court Security Deputy Supervisor Name:______ Date:_____

Court Security Deputy Supervisor	Name:	Date:
County Policy		
Follows all applicable county p	policies to the meaning o	ows where to find the most updated policy or directives included in county policy before documents in a timely matter.
Comments:		
CALCULATION OF RATING		
A. TOTAL SCORES B. NUMBER OF CATEGOR C. RATING DETERMINAT		
PERFORMANCE RATING		
4.5-5.00 and no ratings below satisf 3.5-4.49 and no ratings below satisf 2.5-3.49 and no unsatisfactory ratin 1.5-2.49 – Below Satisfactory 0.0 – 1.49 – Unsatisfactory	factory – Above S	Satisfactory
Development and growth potential Include comments on employee's neperiod and development achieved s	najor strengths, a	accomplishments made during this review formance evaluation.

<u>Completed goals and objectives:</u> Review the results of goals and objectives completed within this performance cycle.

Court Security Deputy Supervisor	Name:		Date:
New goals and objectives:			
List the objectives to be accomplishe priority.	ed within the ne	xt performance cyc	cle. Arrange in order of
Additional comments by rating off	ïcial:		
Comments by rated employee:			
By my signature, I acknowledge that that I may respond in writing if I disa		•	
Employee:			
Supervisor:	Date:		
Reviewed by:	Date:		

Approved by Sheriff: _____ Date: ____