

Orange County Sheriff's Office Non-Supervisory Performance Appraisal Form Courthouse Control Room

Name	Employe	ee #:	
Hire Date:			
Period Cover	ed: 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:

CONTROL ROOM OPERATIONS
Has knowledge of surveillance camera system. Schedules repairs and maintenance as
needed.
Aware of all courthouse movements.
Has demonstrated the ability to use the surveillance system to ensure the safety and security of the courthouse.
Is able to diagnose potential problems or threats and communicate them to the bailiffsKeeps time checks on inmates and maintains logs, notifies bailiffs off inmate needs.
Answers phones and takes messages.
Make calls to and from other facilities professionally.
Keeps court personnel aware of any unusual activity in the courthouse.
Coordinates pick-ups of inmates by jails.
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:

Name:______ Date:_____

Courthouse Control Room Evaluation

Courthouse Control Room Evaluation	Name:	Date:
INTERNAL COMMUNICATION	AND COOPERAT	<u>'ION</u>
Completes assignments in harmo	ony with others and i	s a good team worker.
Problems which occur in work re	elationships are pron	nptly resolved.
Readily assists and backs up other	ers.	
Trains and guides less experience	ed personnel.	
Comments:		
USE, CARE AND MAINTENANC	E OF FOLIDMEN	T
USE, CARE AND MAINTENANC	E OF EQUITIVEN	<u> </u>
Notifies supervisor of needed eq	uipment upgrades or	changes.
Equipment is not lost or damage	d due to carelessness	_
Specified operating and safety prequipment.	cocedures are followed	ed in the use and maintenance of
Equipment is kept clean, taken c	are of, and always in	working condition.
Work area is kept clean and orga	nized.	
Wears a bullet-proof vest at all a	ppropriate times.	
Comments:		
CONFORMANCE TO DIRECTIO	ON AND DIRECTI	<u>VES</u>
Instructions are followed and ass	ignments completed	on schedule.
Unassigned time is effectively ut	ilized.	
Special attention is directed to hi	gh accident or crime	areas.

Comments:____

Work does not have to be closely supervised.Organizational ability and ability to multitask.

Is	s well versed in applicable county policies, knows where to find the most updated policy
F	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: ____

	5 .
Name:	Date:

CALCULATION OF RATING

Α.	TOTAL	SCORES
<i>_</i>	IUIAL	BCOKES

B. NUMBER OF CATEGORIES

C. RATING DETERMINATION (A/B)	3)
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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: ____

Reviewed by: _____ Date: ____

Approved by Sheriff: _____ Date: ____