

**Personnel Performance Appraisal System**  
**PATROL and LAW ENFORCEMENT SUPERVISORS ANNUAL APPRAISAL**

EMPLOYEE NAME \_\_\_\_\_ ID# \_\_\_\_\_

JOB CLASSIFICATION \_\_\_\_\_

HIRE DATE \_\_\_\_\_ Date in current classification \_\_\_\_\_

APPRAISAL DUE DATE \_\_\_\_\_

APPRAISAL CYCLE FROM \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_ ID# \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

REVIEWED AND APPROVED BY \_\_\_\_\_ Date \_\_\_\_\_

I understand the following policies and procedures, and understand their application to my specific duties. I also understand the consequences of my misinterpretation or failure to properly apply these policies and procedures.

Employee Initials

Pinal County Personnel Policies and Procedures	_____
All General Orders related to Law Enforcement	_____
Use of firearms and deadly force	_____
Use of the Chain of Command	_____
Sexual Harassment Prevention	_____
Civil Rights/Rights of Suspects	_____
Search & Seizure	_____
Rules of Evidence	_____
Title 13 and Title 28	_____

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

# Personnel Performance Appraisal System

Circle appropriate rating

## Performance definitions:

- 1 - Performance falls well below requirements.
- 2 - Performance is below that of most employees in the same classification.
- 3 - Performance meets most job requirements, and is within the range expected for this job class.
- 4 - Goes beyond principle objectives and demonstrates above average competence.
- 5 - Performance far exceeds what is expected of a well trained individual in this position.

N/O - Not observed

## 1. TECHNICAL SKILLS

1. Applies standard accident and criminal investigation techniques to each situation
2. Applies standard law enforcement practices and procedures to each situation
3. Gathers evidence and prepares cases successfully for filing complaints
4. Prepares and presents cases professionally and effectively in courts
5. Demonstrates knowledge of and skill in traffic stops and enforcement procedures

Total \_\_\_\_\_

## 2. TACTICAL SKILLS

1. Uses proper techniques for high risk stops
2. Uses proper techniques for searching suspects
3. Uses proper procedures for search & seizure and processing evidence
4. Safely and effectively uses vehicle for patrol, pursuit and emergency operations
5. Properly and professionally coordinates work with other related agencies
6. Interviews and deals effectively with victims, witnesses, and suspects

Total \_\_\_\_\_

## 3. SAFETY and SECURITY

1. Demonstrates ability to correctly interpret, apply and follow policies and procedures
2. Applies safety tactics and current training techniques to daily work activities
3. Knows County geography and uses road and off-road networks effectively
4. Follows proper procedures for firearms safety
5. Safely and properly secures and monitors prisoners

Total \_\_\_\_\_

## 4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

1. Works well with Team, shares suggestions, maintains proper professional relationships
2. Uses tact, good judgement, and common sense to resolve conflicts
3. Is professional, respectful, and courteous in dealing with calls for service
4. Demonstrates professional ethics and follows Code of Conduct
5. Follows Chain of Command, and communicates effectively

Total \_\_\_\_\_

## 5. WORK HABITS

1. Reports to and leaves work on time, and complies with all personnel policies
2. Written reports are legible, complete, accurate, and submitted on time
3. Uniform is clean and neat, and personal appearance is professional
4. Keeps equipment and vehicle in proper condition
5. Follows supervisor's directions, and uses initiative to complete assignments

Total \_\_\_\_\_

## 6. MANAGEMENT SKILLS

1. Motivates, trains, coaches and develops Team to improve effectiveness & productivity
2. Demonstrates leadership and generates positive enthusiasm about PCSO
3. Manages schedules, training and overtime; assigns staff to meet situation and goals
4. Reviews written reports and assures their accuracy and timeliness
5. Properly uses PPAS to provide staff with realistic assessment of job performance

Total \_\_\_\_\_

## OVERALL EVALUATION

**APPRAISER'S NOTE: Please comment on performance in each category. Written comments are required for all individual scores of 1, 2, 4, or 5.**

**1. TECHNICAL SKILLS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**2. TACTICAL SKILLS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**3. SAFETY and SECURITY**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**4. ATTITUDE and RELATIONSHIPS WITH PEOPLE**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**5. WORK HABITS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**6. MANAGEMENT SKILLS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**GOALS FOR NEXT APPRAISAL**

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**EMPLOYEE'S CONTINUING EDUCATION, ACCOMPLISHMENTS, and GOALS**

**FORMAL TRAINING DURING THIS REVIEW PERIOD**

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**ACCOMPLISHMENTS AND GOALS**

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**EMPLOYEE COMMENTS**

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SIGNED \_\_\_\_\_ Date \_\_\_\_\_