Print Form

Personnel Performance Appraisal System

ADULT DETENTION - DETENTION OFFICER 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 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 Jail Operations	_____
Use of firearms and deadly force	_____
Notification of Supervisory Personnel	_____
Critical Incident Control	_____
Sexual Harassment	_____
Civil Rights/Rights of Inmates	_____
Escorting procedures	_____
Court Security Procedures	_____
Video Operations	_____
Booking and Release	_____

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 Jail enforcement practices and procedures to each situation	Not Observed
2. Applies standard Jail enforcement practices and procedures to each jail inmate	Not Observed
3. Demonstrates knowledge of and skill in administering CPR	Not Observed
4. Demonstrates knowledge of and skill in inmate restraint and control	Not Observed
5. Thoroughly and accurately follows procedures for inmate booking and release	Not Observed
	Total _____

2. TACTICAL SKILLS

1. Uses proper techniques for moving inmates through facility	Not Observed
2. Safely and effectively escorts inmates to outside facilities	Not Observed
3. Safely and effectively moves self through facility, with proper attention to details	Not Observed
4. Properly interprets and applies court-mandated rules on prisoner's rights	Not Observed
5. Properly responds to inmates' needs and requests	Not Observed
	Total _____

3. SAFETY and SECURITY

1. Demonstrates ability to correctly interpret, apply and follow policies and procedures	Not Observed
2. Applies safety tactics and current training techniques to daily work activities	Not Observed
3 Constantly monitors movement and activity of inmates and staff within the work area	Not Observed
4. Constantly and effectively communicates own location and situation	Not Observed
5. Makes security checks of inmate facilities with proper regard for rules and safety	Not Observed
	Total _____

4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

1. Works well with Team, shares suggestions, maintains proper personal relationships	Not Observed
2. Uses tact, good judgement, and common sense to resolve conflicts	Not Observed
3. Is professional, respectful, and courteous in dealing with staff, inmates and public	Not Observed
4. Is helpful, professional, honest, and effective in dealing with Detention Team	Not Observed
5. Demonstrates professional ethics and follows Code of Conduct	Not Observed
	Total _____

5. WORK HABITS

1. Reports to and leaves work on time, and complies with all personnel policies	Not Observed
2. Written reports are legible, complete, accurate, and submitted on time	Not Observed
3. Uniform is clean and neat, and personal appearance is professional	Not Observed
4. Follows supervisor's directions, and uses initiative to complete assignments	Not Observed
5. Follows Chain of Command, accepts direction and constructive criticism	Not Observed
	Total _____

Total Score _____

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

2. TACTICAL SKILLS

3. SAFETY and SECURITY

4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

5. WORK HABITS

GOALS FOR NEXT APPRAISAL

EMPLOYEE'S CONTINUING EDUCATION, ACCOMPLISHMENTS, and GOALS

FORMAL TRAINING

Accomplishments and Goals

EMPLOYEE COMMENTS

SIGNED _____ Date _____