Print Form

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 — Not Observed
2. Applies standard law enforcement practices and procedures to each situation — Not Observed
3. Gathers evidence and prepares cases successfully for filing complaints — Not Observed
4. Prepares and presents cases professionally and effectively in courts — Not Observed
5. Demonstrates knowledge of and skill in traffic stops and enforcement procedures — Not Observed

Total _____

2. TACTICAL SKILLS

1. Uses proper techniques for high risk stops — Not Observed
2. Uses proper techniques for searching suspects — Not Observed
3. Uses proper procedures for search & seizure and processing evidence — Not Observed
4. Safely and effectively uses vehicle for patrol, pursuit and emergency operations — Not Observed
5. Properly and professionally coordinates work with other related agencies — Not Observed
6. Interviews and deals effectively with victims, witnesses, and suspects — 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. Knows County geography and uses road and off-road networks effectively — Not Observed
4. Follows proper procedures for firearms safety — Not Observed
5. Safely and properly secures and monitors prisoners — Not Observed

Total _____

4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

1. Works well with Team, shares suggestions, maintains proper professional 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 calls for service — Not Observed
4. Demonstrates professional ethics and follows Code of Conduct — Not Observed
5. Follows Chain of Command, and communicates effectively — 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. Keeps equipment and vehicle in proper condition — Not Observed
5. Follows supervisor's directions, and uses initiative to complete assignments — Not Observed

Total _____

6. MANAGEMENT SKILLS

1. Motivates, trains, coaches and develops Team to improve effectiveness & productivity — Not Observed
2. Demonstrates leadership and generates positive enthusiasm about PCSO — Not Observed
3. Manages schedules, training and overtime; assigns staff to meet situation and goals — Not Observed
4. Reviews written reports and assures their accuracy and timeliness — Not Observed
5. Properly uses PPAS to provide staff with realistic assessment of job performance — Not Observed

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

2. TACTICAL SKILLS

3. SAFETY and SECURITY

4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

5. WORK HABITS

6. MANAGEMENT SKILLS

GOALS FOR NEXT APPRAISAL

EMPLOYEE'S CONTINUING EDUCATION, ACCOMPLISHMENTS, and GOALS

FORMAL TRAINING DURING THIS REVIEW PERIOD

ACCOMPLISHMENTS AND GOALS

EMPLOYEE COMMENTS

SIGNED _____ Date _____