

**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
- 2. Applies standard Jail enforcement practices and procedures to each jail inmate
- 3. Demonstrates knowledge of and skill in administering CPR
- 4. Demonstrates knowledge of and skill in inmate restraint and control
- 5. Thoroughly and accurately follows procedures for inmate booking and release

Total \_\_\_\_\_

### 2. TACTICAL SKILLS

- 1. Uses proper techniques for moving inmates through facility
- 2. Safely and effectively escorts inmates to outside facilities
- 3. Safely and effectively moves self through facility, with proper attention to details
- 4. Properly interprets and applies court-mandated rules on prisoner's rights
- 5. Properly responds to inmates' needs and requests

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. Constantly monitors movement and activity of inmates and staff within the work area
- 4. Constantly and effectively communicates own location and situation
- 5. Makes security checks of inmate facilities with proper regard for rules and safety

Total \_\_\_\_\_

### 4. ATTITUDE and RELATIONSHIPS WITH PEOPLE

- 1. Works well with Team, shares suggestions, maintains proper personal relationships
- 2. Uses tact, good judgement, and common sense to resolve conflicts
- 3. Is professional, respectful, and courteous in dealing with staff, inmates and public
- 4. Is helpful, professional, honest, and effective in dealing with Detention Team
- 5. Demonstrates professional ethics and follows Code of Conduct

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. Follows supervisor's directions, and uses initiative to complete assignments
- 5. Follows Chain of Command, accepts direction and constructive criticism

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 \_\_\_\_\_