

Personnel Performance Appraisal System
ADULT DETENTION - DETENTION SUPERVISOR 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 BY _____ Date _____

APPROVED BY _____ Date _____

The following specific policies and procedures were reviewed with the employee, and the employee has demonstrated/verbalized an understanding of:

Pinal County Personnel Policies and Procedures	Training Date _____
All General Orders related to Jail Operations	Training Date _____
Use of firearms and deadly force	Training Date _____
Notification of Supervisory Personnel	Training Date _____
Critical Incident Control	Training Date _____
Sexual Harassment	Training Date _____
Civil Rights/Rights of Inmates	Training Date _____
Escorting procedures	Training Date _____
Court Security Procedures	Training Date _____
Video Operations	Training Date _____
Booking and Release	Training Date _____

I have been trained in and understand the policies and procedures noted above, 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 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 professional 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 _____

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 or 3.

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

Accomplishments

Goals

EMPLOYEE COMMENTS

SIGNED _____ Date _____