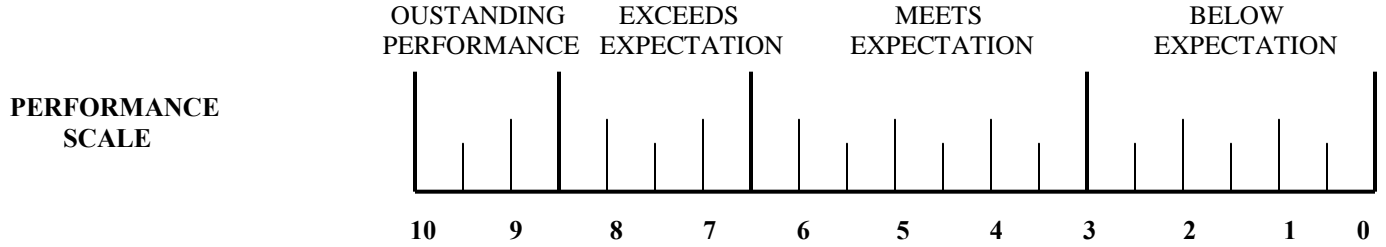


**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
LAW ENFORCEMENT/DETENTION**

EMPLOYEE _____ EMPLOYEE NUMBER _____ HIRE DATE _____
 DEPARTMENT _____ POSITION _____
 EVALUATION TYPE PROBATION ANNUAL SPECIAL PERIOD OF _____ TO _____



WT. X SC. = TOT.

<p>ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, compiles reports and testifies in court in appropriate manner.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 2 SUPPORT OF DEPARTMENT(S) OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed ;readily assists and backs other officers; complies with department policies, rules and regulations.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS EXPECTATION: Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 SITUATION ASSESSMENT AND JUDGEMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives ; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 QUALITY OF WORK/MOTIVATION EXPECTATION: Is resourceful and steady worker with satisfactory output ; makes proper decisions; displays reasonably aggressive work habits; initiates necessary activities; demonstrates willingness to help others; is able to work with minimum supervision.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 REPORT WRITING EXPECTATION: Is competent in writing reports and other documentation; such reports are neatly written with correct grammar and appropriate language; written work is accurate and complete.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 7 OPERATION AND CARE OF EQUIPMENT AND WEAPONS EXPECTATIONS: Operates assigned equipment in proper and safe manner; knows and obeys laws and operational rules and regulations; pays close attention to work; is always aware of location of other employees, inmates, citizens and properties during equipment operation; weapons are checked for cleanliness and serviceability; successfully completes all required firearms training; always follows department policy in the use of weapons.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 8 PERFORMANCE UNDER STRESSFUL, EMERGENCY OR UNUSUAL CONDITIONS EXPECTATION: No serious deviation from expected performance is demonstrated under difficult or under difficult or unusual situations; composure is maintained under stress; major errors are not found during review of incidents; responds promptly when emergencies arise</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 9 ATTENDANCE AND PUNCTUALITY EXPECTATION: Arrives at work assignment regularly and at appointed time; uses sick and other leave in accordance with established policy; does not leave work early without authorization; meal periods and breaks are not abused.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 10 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			

TOTAL SCORE

G

SUPERVISOR _____ DATE _____

REVIEWING AUTHORITY'S COMMENT:

REVIEWING AUTHORITY _____ DATE _____

EMPLOYEE'S COMMENT:

EMPLOYEE _____ DATE _____

Employee's signature does not necessarily indicate agreement with the performance evaluation. It indicates only that the employee has seen the evaluation and has had an interview with his/her supervisor concerning the evaluation and goals and objectives for the next year.

PERSONNEL ADMINISTRATOR _____ **DATE** _____

**COUNTY OF SPARTANBURG, SOUTH CAROLINA
PERFORMANCE EVALUATION SYSTEM
GUIDELINES
LEVELS OF PERFORMANCE DEFINITIONS**

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrates creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectations: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that is above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.