

**Section 16: Staffing**  
**Subject: Performance Evaluations**  
**Minimum Standard: 5120:1-8-17 (C)**  
**Revised:**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

The Erie County Jail shall have annual standardized performance reviews of jail employees.

**PROCEDURE**

A. Performance Review

1. Annual performance reviews of jail staff shall be conducted.
  - a. The Jail Administrator or designee will instruct the Shift Supervisor when a performance review of an employee is to be conducted.
  - b. The Shift Supervisor will use the Erie County Employee Performance Evaluation Form for this purpose.