

Name **Empl** **Computer #** **Date of Hire** **Transferred/Rehired**

03/12/2016				0	Cost of Living
12/30/2017			\$1,525.30	0	Salary with 84 hours and 1.5% cola.
02/24/2018			\$1,625.59	0	2018 Cluster Increase
06/06/2018	DEPUTY	5041	\$1,819.77	15	NEW PCN AND PAY GRADE
01/22/2019			\$1,819.77	0	CLUSTER INCREASE PART II
06/27/2020			\$1,854.14	0	COLA INCREASE
10/03/2020	DEPUTY	5096	\$48,930.80	15	TRANSFER
12/25/2021			\$46,592.00	0	2022 SALARY INCREASE
			\$48,193.60		

Employment Record

Transferred/Rehired

Name: **Martinez, Jerry W.** Empl # **07719** Computer # **A783** Date of Hire **1/12/97**

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012				\$1,441.54	0	salary increase
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
03/12/2016			\$1,525.30	0 Cost of Living
12/30/2017			\$1,625.59	0 Salary with 84 hours and 1.5% cola.
02/24/2018			\$1,819.77	0 2018 Cluster Increase
06/06/2018	DEPUTY	5041	\$1,819.77	15 NEW PCN AND PAY GRADE
01/22/2019			\$1,854.14	0 CLUSTER INCREASE PART II
06/27/2020			\$48,930.80	0 COLA INCREASE
10/03/2020	DEPUTY	5096	\$46,592.00	15 TRANSFER

Employment Record

Name Martinez, Jerry W. Empl # 07719 Computer # A783 Date of Hire 1/12/97 Transferred/Rehired

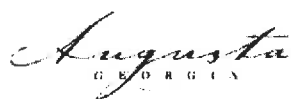
Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
03/12/2016		\$1,525.30	0	Cost of Living
12/30/2017		\$1,625.59	0	Salary with 84 hours and 1.5% cola.
02/24/2018		\$1,819.77	0	2018 Cluster Increase
06/06/2018	5041	\$1,819.77	15	NEW PCN AND PAY GRADE
01/22/2019		\$1,854.14	0	CLUSTER INCREASE PART II
10/03/2020	5096	\$46,592.00	15	TRANSFER

Employment Record

Name Martinez, Jerry W. Empl # 07719 Computer # A783 Date of Hire 1/12/97 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Public safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Jerry W. Martinez EMP I.D.: 7719 DEPT #: 5041 Proposed Effective Date: 10/3/2020

PART 1: TYPE OF REQUEST

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change:
Address:
Employee Signature (required for personal information changes):
Home Phone #:
Cell Phone #:
Office Phone #:
Date:

B. POSITION INFORMATION

Table with columns: Dept. #, Job Title, FLSA Status (E or NE), Pay Class, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive (Y or N), GL Account number. Rows show change from and change to values.

C. SEPARATION INFORMATION

SEPARATION FROM SERVICE REASON:
VQ 01 Resignation
VQ 02 Failure to Report to Work/AWOL
VQ 03 Lay-Off/RIF
VQ 04 Death
VQ 05 Loss of Job Requirements
VQ 06 Termination
VQ 07 Retirement
Date Hired:
Last Day Worked:
Separation Date:
Terminated 3 days ADM Given:
Proper Notice Given:
Eligible for Re-Hire?
If Not Eligible for Re-Hire - Complete Part 3 and Review Eligibility Guidelines
VAC BAL:
COMP BAL:

Employee Replaced (Name & I.D.): P JOHNSON/7861

PART 3: EXPLANATION FOR REQUEST See Attached Documentation? YES NO (if no, must give explanation for request)

EMPLOYEE IS TRANSFERING. JOB DESCRIPTIONS ATTACHED. THE SHERIFF'S OFFICE HAS THE FUNDING.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes
Contact Phone #: 706-821-1095
Date Of Request: 9/11/2020
Department Director Signature:
Department Director Signature (2):
Administrator Signature (only required for ineligibility for rehire):
General Counsel Signature (only required for ineligibility for rehire):

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS
Verified: Employee Information Position Information Separation Information

Received on (date):
Effective on the PP begin/end date of:
Processed By/Date:

EMP MGR/Date:
HR MGR/Date:
HR Comp/Date:
EMP RELATIONS/Date:
HR DIR/Date:
City ADM/Date:

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
03/12/2016		\$1,525.30	0	Cost of Living
12/30/2017		\$1,625.59	0	Salary with 84 hours and 1.5% cola.
02/24/2018		\$1,819.77	0	2018 Cluster Increase
06/06/2018	SDR81NQ086	\$1,819.77	15	NEW PCN AND PAY GRADE
	5041			
	DEPUTY			

Employment Record

Name Martinez, Jerry W. **Empl** 07719 **Computer #** A783 **Date of Hire** 1/12/97 **Transferred/Rehired**

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
03/12/2016		\$1,525.30	0	Cost of Living
12/30/2017		\$1,625.59	0	Salary with 84 hours and 1.5% cola.
02/24/2018		\$1,819.77	0	2018 Cluster Increase

Employment Record

Name Martinez, Jerry W. Empl # 07719 Computer # A783 Date of Hire 1/12/97 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SD10526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Public safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
03/12/2016		\$1,525.30	0	Cost of Living
12/30/2017		\$1,625.59	0	Salary with 84 hours and 1.5% cola.

Employment Record

Name Martinez, Jerry W. **Empl** 07719 **Computer #** A783 **Date of Hire** 1/12/97 **Transferred/Rehired**

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Name 03/12/2016 Empl Computer # \$1,525.30 Date of Hire 0 Cost of Living Transferred/Rehired

Employment Record

Name Martinez, Jerry W. Empl # 07719 Computer # A783 Date of Hire 1/12/97 Reason for Change Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Employment Record

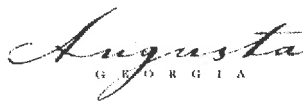
Name Martinez, Jerry W. **Empl #** 07719 **Computer #** A783 **Date of Hire** 1/12/97 **Transferred/Rehired**

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10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
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01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol
01/21/2012				\$1,441.54	0	salary increase
01/03/2015	Deputy A			\$1,495.39	0	Tier Level Salary Increase

Employment Record

Name Martinez, Jerry W. Empl 07719 Computer # A783 Date of Hire 1/12/97 Transferred/Retired

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09/16/2000	"			\$1,068.07		Performance increase and COLA
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03/02/2002	Jailer 12.5 hr	SD10526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Pubic safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing
01/21/2012				\$1,441.54	0	salary increase
01/21/2012	Deputy A	SDR0313090	5041	\$1,441.54	43	Transferred to Road Patrol



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Jerry Martinez EMP I.D.: 7719 DEPT #: 5041 Proposed Effective Date: 8/31/2013

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 --> #13: must fill out Part 2-C & Part 3 --> #14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: Address: Home Phone #: Cell Phone #: Office Phone #: Employee Signature (required for personal information changes): Date:

B. POSITION INFORMATION

Table with columns: CHANGE FROM, CHANGE TO. Rows include Dept #, Job Title, FLSA Status, Pay Class, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive, GL Account number, Employee Replaced.

C. SEPARATION INFORMATION

Table with columns: SEPARATION FROM SERVICE REASON: (VQ 01-07), Date Hired, Last Day Worked, Separation Date, Terminated 3 days ADM Given, Proper Notice Given, Eligible for Re-Hire, VAC BAL, COMP BAL.

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

Work hours changed from 8 per day to 10 per day with a 30 minute auto-deduct lunch

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Sally Patton Contact Phone #: (706) 821-1433 Date Of Request: 8/22/2013
Department Director Signature: [Signature] Concurrence Date: 8/23/13
Department Director Signature (2): Concurrence Date:

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): Effective on the PP begin/end date of: Processed By/Date:

Table with columns: EMP MGR/Date, HR MGR/Date, HR Comp/Date, EMP RELATIONS/Date, HR DIR/Date, City ADM/Date.



The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

Employee Name: **Jerry W. Martinez**

EMP I.D.: **7719**

DEPT #: **5093**

Proposed Effective Date: **1/21/2012**

PART 1: TYPE OF REQUEST ---▶#1: must fill out Part 2-A ONLY ---▶#2-12: must fill out Part 2-B & Part 3 ---▶#13: must fill out Part 2-C & Part 3 ---▶#14: fill out Part 2 & 3

1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

Home Phone #: () -

Cell Phone #: () -

Office Phone #: () -

Employee Signature (required for personal information changes): _____

Date: _____

B. POSITION INFORMATION

C. SEPARATION INFORMATION

	CHANGE FROM	CHANGE TO
Dept #	5093	5041
Job Title	Deputy	Deputy
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	43	43
PCN	HGR0313004	SDR0313090
Daily Hours	8	8
Hourly Rate		
Bi-Weekly Salary	\$1,422.31	\$1,422.31
Annual Salary	\$36,980.06	\$36,980.06
Supplemental Pay		
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273032606	273031310

SEPARATION FROM SERVICE REASON:	
<input type="checkbox"/>	VQ 01 Resignation
<input type="checkbox"/>	VQ 02 Failure to Report to Work/AWOL
<input type="checkbox"/>	VQ 03 Lay-Off/RIF
<input type="checkbox"/>	VQ 04 Death
<input type="checkbox"/>	VQ 05 Loss of Job Requirements
<input type="checkbox"/>	VQ 06 Termination
<input type="checkbox"/>	VQ 07 Retirement

Date Hired:
Last Day Worked:
Separation Date:
Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO

Employee Replaced (Name & I.D.): **Erik Norman Emp. #10727**

VAC BAL: _____ COMP BAL: _____

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Susan A. Epps	Contact Phone #: (706) 821 - 1095	Date Of Request: 1/20/2012
Department Director Signature: <i>[Signature]</i>		Concurrence Date: 1/20/12
Department Director Signature (2): _____		Concurrence Date: _____

If a transfer between departments, both director signatures required***

■■■■■■■■■■ **BELOW IS FOR HUMAN RESOURCES ONLY** ■■■■■■■■■■

Distributed necessary copies to:	<input type="checkbox"/> PAYROLL <input type="checkbox"/> BENEFITS	Verified: <input type="checkbox"/> Employee Information <input type="checkbox"/> Position Information <input type="checkbox"/> Separation Information
----------------------------------	--	---

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date:	HR MGR/Date:	HR Comp/Date:
EMP RELATIONS/Date:	HR DIR/Date:	City ADM/Date:

Employment Record

Name Martinez, Jerry W. **Empl** 07719 **Computer #** A783 **Date of Hire** 1/12/97 **Transferred/Rehired**

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer I			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004	"			\$1,183.97		COLA 3%
11/05/2005	"			\$1,231.33	0	Public Safety increase
12/31/2005	"			\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007	"			\$1,306.19	0	COLA 2%
01/12/2008	"			\$1,345.38	0	COLA 3%
04/19/2008	"			\$1,422.31	0	Public safety increase
02/07/2009	Deputy	HGR0313004	5093	\$1,422.31	43	Transferred to Housing

**CITY OF AUGUSTA
PERSONNEL ACTION REQUEST FORM**

All spaces must be completed. If a category is not applicable, please write N/A in the space. Failure to complete the form in its entirety will result in this form not being processed and returned to you for completion.

Completed forms should be submitted to the attention of the Human Resources Payroll Coordinator for processing.

EMPLOYEE NAME Jerry W. Martinez DEPT # 5041
 SOCIAL SECURITY # [REDACTED] EMP # 07719
 Effective Date: 02/07/09
 Reason for Change: Transfer

<u>CLASSIFICATION</u>	<u>CHANGE FROM:</u>	<u>CHANGE TO:</u>
Dept Number	<u>5041</u>	<u>5093</u>
Job Title	<u>Deputy</u>	<u>Same</u>
Class Code / SG	<u>100/43</u>	<u>Same</u>
PCN	<u>SDR0313147</u>	<u>HGR0313004</u>
Daily Hours	<u>8</u>	<u>Same</u>
Annual Rate of Pay	<u>\$36,980.06</u>	<u>Same</u>
Biweekly Rate of Pay	<u>\$1,422.31</u>	<u>Same</u>
Clothing Allowance	<u></u>	<u></u>
Supplemental Pay	<u></u>	<u></u>

Employee Replaced: Michael Hodge
 Employee ID# 12800

FROM: *[Signature]* 2/4/09
 Department Director Date

Inter-departmental Transfers requires the signature of both Department Directors.

TO: _____ Date _____
 Department Director

BELOW IS FOR HR USE ONLY:

PAYROLL _____ IFAS _____

Employment Record

Name Martinez, Jerry W. Empl # 07719 Computer # A783 Date of Hire 1/12/97 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
01/12/1997	Deputy		Jail	\$713.15	11	Date of hire
08/10/1997	Jailer II			\$763.08	41	Buck study
01/11/1998	Jailer II B			\$890.65		Anniversary promotion
02/22/1998	"		5041	\$890.65		Transfer
05/31/1998	"		5034	\$890.65		Transfer
09/06/1998	"		5041	\$890.65		Transfer
09/20/1998	"		5034	\$890.65		Transfer
10/04/1998	Jailer I			\$904.01	42	Performance increase and COLA
01/10/1999	Jailer I A			\$973.51		Anniversary promotion
10/02/1999	"			\$1,002.88		Performance increase and COLA
02/19/2000	"		5032	\$1,002.88		Transfer
09/16/2000	"			\$1,068.07		Performance increase and COLA
09/15/2001	"			\$1,100.11		COLA
03/02/2002	Jailer 12.5 hr	SDJ0526043	5032	\$1,149.49	41	Public Safety Increase
01/18/2003	Deputy non-cert 8 hr	SDR0319010	5041	\$1,149.49	41	Transferred to attend academy.
03/29/2003	Deputy 8 hr	SDR0313147	5041	\$1,149.49	43	Graduated from Basic Mandate
04/24/2004				\$1,183.97		COLA 3%
11/05/2005				\$1,231.33	0	Public Safety increase
12/31/2005				\$1,280.58	0	COUNTY EMPLOYEE 4%
06/16/2007				\$1,306.19	0	COLA 2%
01/12/2008				\$1,345.38	0	COLA 3%
04/19/2008				\$1,422.31	0	Public safety increase

**AUGUSTA-RICHMOND COUNTY
PERSONNEL ACTION REQUEST**

EMPLOYEE NAME Martinez, Jerry W. DEPT # 5032
 SOCIAL SECURITY # [REDACTED] EMP # 07719

PERSONAL INFORMATION FROM TO

NAME CHANGE _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

DIRECT DEPOSIT (ATTACH VOIDED CHECK)

MISCELLANEOUS:

 (DATE) (EMPLOYEE SIGNATURE)

CLASSIFICATION	FROM	TO
Dept Number	<u>5032</u>	<u>5041</u>
Job Title	<u>Jailer 12.5 hr</u>	<u>Deputy non-cert 8 hr</u>
Class Code/SG	<u>0526-41</u>	<u>0319-41</u>
PCN	<u>SDJ0526043</u>	<u>SDR0319010</u>
Daily Hours	<u>81.25</u>	<u>80</u>
Rate of Pay	<u>\$1149.49</u>	<u>same</u>
Auto Allowance	<u>n/a</u>	<u>n/a</u>
Car Usage	<u>n/a</u>	<u>n/a</u>
Effective Date:	<u>01/18/03</u>	Repl: <u>Gregg Stroud</u>

01/08/03
 (DATE)


 (DEPARTMENT DIRECTOR/SUPERVISOR SIGNATURE)

AUGUSTA, GEORGIA
PERSONNEL ACTION REQUEST

PE
PO
PA
DD
PN

Employee Name Martinez, Jerry W. Dept No 5034
Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO
Name Change _____
Address _____
City, St, Zip _____
Telephone _____
Direct Deposit () (attach voided check)
Miscellaneous _____

(date) (employee signature)

CLASSIFICATION FROM TO
Dept Transfer 5034 5041
Job Title failev I (12.5 hr) same
Class Code/SG 517-42
Position/Seq _____
Daily Hours 12.5
Rate of Pay 890.65
Auto Allowance _____
CAR Usage _____
n/a
Effective Date 09-06-98 Repl: Scott A Herring
Edward J. [Signature]
(date) (authorized signature)

AUGUSTA, GEORGIA
PEF PERSONNEL ACTION REQUEST

PE
PO
PA
DD
PN

Employee Name Martinez, Jerry W. Dept No 5041
Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO
Name Change _____
Address _____
City, St, Zip _____
Telephone _____
Direct Deposit () (attach voided check)
Miscellaneous _____

(date) (employee signature)

CLASSIFICATION FROM TO
Dept Transfer 5041 5034
Job Title _____
Class Code/SG _____
Position/Seq _____
Daily Hours _____
Rate of Pay _____
Auto Allowance _____
CAR Usage _____

Effective Date 05-31-98 Repl: Bryan D Hutto
05-22-98 Edward J. Michel
(date) (authorized signature)

AUGUSTA, GEORGIA
PE () NNEL ACTION REQUEST

PE
PO
PA
DD
PN

Employee Name Martinez, Jerry W Dept No 5032
Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO
Name Change _____
Address _____
City, St, Zip _____
Telephone _____
Direct Deposit () (attach voided check)
Miscellaneous _____

(date) (employee signature)

CLASSIFICATION FROM TO
Dept Transfer 5032 5041
Job Title failew II (12.5 hr)
Class Code/SG 526-41
Position/Seq _____
Daily Hours 12.5
Rate of Pay 890.65
Auto Allowance _____
CAR Usage _____

Effective Date 02-22-98 Repl: Elizabeth Brown

2-18-98
(date) [Signature]
(authorized signature)

DOE: 1-12-97

AUGUSTA-RICHMOND COUNTY
EMPLOYEE CHANGE FORM

Employee Name JERRY WILLIAM MARTINEZ Dept No 5032

Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO

Name Change _____

Address _____

City, St, Zip _____

Telephone _____

Direct Deposit () (attach voided check)

Miscellaneous _____

(date) (employee signature)

CLASSIFICATION FROM TO

Dept Transfer _____

Job Title "C" "B" "B" "A"

Class Code/SG _____

Position/Seq _____

Daily Hours _____

Rate of Pay 763.08 ~~913.15~~ 890.65 890.65 959.12

Auto Allowance _____

CAR Usage _____

Effective Date 1-11-98 Repl: _____

12-15-97
(date) Edward J. White
(authorized signature)

NAME Martinez Gerry William EMPLOYEE NO. A783

First Middle Last

EMPLOYMENT RECORD

DATES	POSITION	DEPARTMENT	RATE OF PAY		GRADE OF WORK	REASON FOR CHANGE OR TERMINATION
			AMOUNT	PER		
01-12-97	Deputy	5041	713 15		11	Date of Hire
8-10-97	Deputy II	5034	713 08		41	Such Study
1-11-98	Deputy II - B	5041	890 65		41	ann. promo.
2-22-99	"	5041	"		"	transfer
053198		5034				transfer
090698		5041				dept. transfer
092098		5034				dept. transfer
10498	Deputy I	5034	904 01		42	Performance Evaluation And COLA
1-10-99	" A	"	973 51		"	ann promo.
102-99	"	"	1002 88		"	pay eval and COLA
2-19-00	"	5032	"		"	dept transfer
9-16-00	"	"	1008 07		"	COLA i pay
9-15-01	"	"	1100 11		"	COLA

STATE OF GEORGIA
COUNTY OF RICHMOND

2021 Law Enforcement and First Responder Grant Supplement
Employee Affidavit

Personally appeared before the undersigned officer, duly authorized to administer oaths, Jerry Martinez, and who, after first being duly sworn, stated that the following information is true and correct and that all terms specified herein are expressly acknowledged:

I am an employee of the Augusta Richmond County Board of Commissioners in the Richmond County Sheriff's Office (Department/Office).

I hereby affirm and acknowledge that I am an eligible recipient for the Georgia law enforcement and first responder grant supplement, and I will receive and accept only one (1) grant payment. I further agree and affirm that if I work and/or volunteer for more than one entity, that Augusta Richmond County is my primary agency, and I will receive this supplement from Augusta Richmond County ONLY.

If I should receive more than one payment under the Law Enforcement and First Responder Grant Supplement, I must return any overpayment and, where applicable, the County may withhold funding from my wages until all funds have been returned. I further acknowledge that my failure to return any overpayment may result in prosecution and/or termination for fraud.

Jerry Martinez
Signature

Jerry Martinez
Printed Name

[REDACTED]
Social Security Number

12/9/21
Date

Sheriff's Office
Department

7719
Employee ID Number

Sworn to and subscribed before me,
This 9th day of Dec, 2021

Vickie W. Moon
Notary Public

My commission expires: _____



**ACKNOWLEDGEMENT OF RECEIPT OF THE RICHMOND COUNTY SHERIFF'S
OFFICE UNIFORMED SERVICES AND REEMPLOYMENT RIGHTS ACT OF 1994
("USERRA") POLICY**

1. The Undersigned Acknowledges that she/he is an Employee of the Richmond County Sheriff's Office
2. The Undersigned Employee Acknowledges that she/he has received a copy of the Richmond County Sheriff's Office Uniformed Services and Reemployment Rights Act of 1994 ("USERRA") Policy.
3. The Undersigned Employee Acknowledges that she/he has read the Richmond County Sheriff's Office USERRA Policy.
4. The Undersigned Employee Acknowledges that she/he has read the Richmond County Sheriff's Office USERRA Policy and understands the information in the Policy or that they have the right to speak with a Representative of the Richmond County Sheriff's Office should they have questions about the policy.
5. The Undersigned Employee Acknowledges that by signing this document they Acknowledge that they have received the Richmond County Sheriff's Office "USERRA" Policy and that a copy of this Acknowledgment will be placed in their personnel file with the Richmond County Sheriff's Office.

I have this 4th of March 2021, received a copy of the Richmond County Sheriff's Office "USERRA" Policy.


Signature
Richmond County Sheriff's Office Employee

Jerry Martinez 604
Printed Name

Augusta, Georgia

Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 81NQ
Pay Grade: 15
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018

Does the Position Have Direct Reports? Yes No
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: No experience required. Selected candidate will be trained to successfully perform the duties and responsibilities of this position. POST Certification required.

Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name) Jerry W. Martinez

Date 9/15/2020

[Signature]

Line or Staff Management

Date 9/15/2020

Department Director

Date 9/15/2020

Compensation Administration Staff

Date _____

HR Director

Date _____

Augusta, Georgia

Job Description

Approved Title: Deputy
Working Job Title: Court Security Deputy
Department: Sheriff (5096)
Reports To: Captain/Court Security Division
Does the Position Have Direct Reports? Yes No
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes No

Job Code: 81NQ
Pay Grade: 15
Original Date Prepared: January 1, 2011

FLSA Classification: Non-exempt
Date Revised: June 26, 2018

GENERAL SUMMARY: Provide security within the Richmond County Judicial System while enforcing federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Captain or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide judicial operational support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
80 %	Maintaining security within the courtrooms during civil and criminal trials and hearings.
10 %	Responds to questions/concerns from citizens, jury members, attorneys, court personnel, and other law enforcement officials.
5 %	Assists other court security personnel when necessary.
5 %	Perform miscellaneous duties at the request of presiding judges.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Escorting Judges to and from courtrooms.
- Ensuring the safety of all court personnel, defendants, witnesses and visitors, and the safe handling of prisoners.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: No experience required. Selected candidate will be trained to successfully perform the duties and responsibilities of this position. POST Certification required.

Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Experience:

Knowledge/Skills/Abilities:

- Considerable knowledge of judicial processes and proceedings.
- Familiarity with federal and state laws, penal codes, constitutional guidelines, County ordinances, and departmental policies and procedures.
- Possess current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Skills:

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of firearm use, and self defense techniques.
- Good Communication skills, both written and oral.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Certification in the use and deployment of the TASER stun device.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in a courtroom setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name) Jerry W. Martinez

Date 9/15/2020

Line or Staff Management [Signature]

Date 9/15/2020

Department Director _____

Date 9/15/2020

Compensation Administration Staff _____

Date _____

HR Director _____

Date _____



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center
400 Walton Way
Augusta, GA 30901
Phone: 706.821.1000 Fax: 706.821.1064
www.RCSOGA.org

June 19, 2018

Deputy Jerry Martinez
Richmond County Sheriff's Office
Augusta, Georgia 30901

Deputy Martinez:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter of Acknowledgement to Deputy Alphonso Forrest based on his part in the apprehension of a burglary suspect.

Dated this day, the Nineteenth day of June, Two Thousand and eighteen.

On June 05, 2018, Crime Suppression Deputies along with Zone 4 Deputies responded to a Burglary/Home Invasion call. The suspect also set the garage of the residence a blaze with gasoline. Deputy Robert Flanders began a K9 track of the suspect. CST Deputies Jerry Martinez, John Sharkey, Robert Flanders, and Alphonso Forrest continued to search the area and discovered through video at a business that the subject had left the area in a white Ford Pick-up truck. After exhausting all resources available, the Deputies left the area to continue proactive patrol in another area out South. While patrolling the area, Deputy Jerry Martinez observed a black male matching the description of the suspect being sought at 3352 Deans Bridge rd. (Family Dollar). CST Units blocked the avenues of escape and approached the suspect. The suspect attempted to flee again, but surrendered without incident instead.

Deputy Jerry Martinez is a credit to the Richmond County Sheriff's Office and the citizens of Augusta Richmond County.

A handwritten signature in cursive script that reads "Richard Roundtree".

Richard Roundtree
Sheriff



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

www.RCSOGA.org

December 8, 2015

Deputy Jerry Martinez

Richmond County Sheriff's Office

Augusta, Georgia 30901

Deputy Martinez:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this certificate of appreciation to Deputy Jerry Martinez based on his part in the apprehension of two Arm Robbery suspects.

Dated this day, the Eight day of December, Two Thousand and Fifteen.

On November 7, 2015, at approximately 0032 hours, Deputies Jerry Martinez and Deputy Tywann Brantley were conducting surveillance on the Circle K (1998 Gordon Highway) due to a rash of Armed Robberies in the area. While on surveillance, Deputy Brantley observed a heavy set black male come from behind the business and survey the parking lot. Deputy Brantley then contacted Deputy Martinez and advised him of the suspicious activity. Deputy Martinez arrived and observed another individual approach from the other side of the business wearing all black and a (Halloween Style) mask duck below the front window and entered the business. Deputy Martinez approached the business and was able to view that the suspect was holding the clerk at gun point and demanding money.

Deputy Martinez waited for an appropriate time to gain an advantage on the suspect and not place the clerk in harm's way. Deputy Martinez then observed the suspect put the handgun down to his side and leaned over the counter to view the cash drawer. Deputy Martinez then entered the business and held the suspect at gun point demanding him to drop his gun and get on the ground. Deputy Martinez held his ground placing him in harm's way, even after the suspect hesitated to put the gun down. The suspect then placed his gun on the counter and got on the ground where Deputy Martinez was able to place him into custody. Deputy Tywann Brantley and Deputy Michael Sizemore were able to take the second suspect into custody. Both suspects were later interviewed by CID and confessed to four additional robberies that they had committed in the past two weeks. Their actions are appreciated by this agency and the citizens of Richmond County for their quick response to our agency and community in the apprehending of these violent felons.

Recognition issued by,

A handwritten signature in cursive script that reads "Richard Roundtree".

Richard Roundtree
Sheriff



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center
400 Walton Way
Augusta, GA 30901
Phone: 706.821.1000 Fax: 706.821.1064
www.RCSOGA.org

January 6, 2015

Deputy Jerry Martinez
Richmond County Sheriff's Office
Augusta, Georgia 30901

Deputy Martinez:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter of acknowledgement to Deputy Jerry Martinez based on his part in the apprehension of two burglary suspects.

Dated this day, the Sixth day of January, Two Thousand and Fifteen.

On Tuesday, December 9, 2014, Deputies Billy Jones, Jerry Martinez and Jeremiah Welch responded to a call at 1998 Scott Road in reference to suspicious persons. Upon arrival Deputies Jones, Martinez and Welch made contact with Mr. Harold Hitchcock, the property owner, about two suspicious persons on his property. The responding deputies took the investigation to the next level by detaining the two subjects and trying to ascertain why they were on the property. This investigation resulted in the finding of tools used in the crime on their person and also property (copper tubing) that was stolen from the building in which the two subjects had forced entry. The two subjects were arrested and charged with Burglary.

The efforts of these deputies are to be commended for their quick response to the scene, teamwork, and their "never give up" spirit. Because of their actions two burglary suspects were taken off the streets. Their actions are appreciated by this office and all of Richmond County.

Recognition issued by,

A handwritten signature in cursive script that reads "Richard Roundtree".

Richard Roundtree
Sheriff



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

www.RCSOGA.org

July 15, 2014

Deputy Jerry Martinez
Richmond County Sheriff's Office
Augusta, Georgia 30901

Deputy Martinez:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter of acknowledgement to Deputy Jerry Martinez based on his part in the apprehension of a convicted felon in possession of a firearm.

Dated this day, the Fifteenth day of July, Two Thousand and Fourteen.

On 070114 Deputy William Hultman was conducting a traffic stop on a blue Kia Armanti at the intersection of Piquet Avenue and Parks Avenue when Tyrone Teen, who was a passenger in the vehicle, fled as soon as the vehicle stopped. Teen exited the vehicle with a blue gym bag under his arm and ran East on Parks Avenue while being pursued by Deputy Hultman and Deputy Leslie Gaiter. Deputy Hultman went back to his vehicle in an attempt to cut Teen off. Deputy Gaiter, who was partnered with Deputy Brad Eagler, continued to pursue him on foot. Deputy Hultman and Deputy Gaiter quickly put out a description of the subject and Deputy Gaiter kept Teen in sight long enough for the deputies who came to assist to set up a perimeter and search for him. Teen was taken into custody behind a vacant residence on Old Savannah Road. Once Teen was in custody, a search began for the bag he was carrying when he fled. There was a fairly large area to search, but Deputy Hultman and the rest of the deputies on the scene searched diligently until the bag was located in an open field on the 900 block of Parks Avenue. The bag contained an Interdynamic 9mm semi-automatic handgun. During the course of his investigation Deputy Hultman learned that Teen was a convicted felon. The following deputies assisted in this search: Deputy Lucas Heise, Deputy Patrick Retort, Deputy Ronald Blanson, Deputy Tywann Brantley, Deputy Ty Dailey, Corporal Michael Humphreys, Deputy Billy Jones, Deputy Richard Palocsik, Deputy Jerry Martinez, Deputy Vonshay Felton, Deputy Rachel Hardin, Deputy Patricia Johnson and Deputy Gabriel Garner. Their actions are appreciated by this office and all of Richmond County.

Recognition issued by,

A handwritten signature in cursive script that reads "Richard Roundtree".

Richard Roundtree
Sheriff



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

July 1, 2014

Deputy Hultman,

This letter is to commend you and every other deputy who participated in the apprehension of a convicted felon who was in possession of a firearm after he fled from a traffic stop you were conducting today (070114). Your diligence and excellent teamwork is exactly what Sheriff Roundtree praises the men and women of this department for whenever he speaks to the citizens of Richmond County.

The felon was a passenger in a blue Kia Amanti being driven by Marvin Hikeem Griffin. When Griffin stopped his vehicle at the intersection of Picquet Ave / Parks Ave, Tyrone Teen fled east on Parks Ave carrying a blue bag which was later found to contain an Interdynamic 9mm semi-automatic machine pistol.

You did an excellent job of getting the description of the subject out to the deputies who were coming to your aid as well as those who were already in the area. Deputy Leslie Gaiter, who was partnered with Deputy Brad Eagler, gave chase to the suspect and was able to keep him in sight long enough for additional deputies to reach the area and eventually find and apprehend this subject.

The additional deputies listed flooded the area quickly and safely to make sure this person had no avenue of escape.

You, along with all the other deputies involved, worked together flawlessly to apprehend both the driver and this passenger without anyone being injured and no property being damaged.

As a group, you all did an outstanding job in searching a rather large area for the weapon this subject discarded as he fled. This weapon could easily have not been found by you all and eventually fell into the hands some other criminal or even worse found by a child who could have been injured or injured some other child with it.

I am proud of you and I am sure that anyone who reads or hears about this situation will be equally proud.

Thank you and every deputy listed below for the excellent teamwork each of you displayed today.

Respectfully,

Robert G. Watson

Sgt. Robert G. Watson

Housing Squad B

Special Operations



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

Deputy Eagler

Deputy Heise

Deputy Retort

Deputy Blanson

Deputy Brantley

Deputy Dailey

Deputy Watkins

Deputy Hultman

Cpl. Humphries

Deputy Jones

Deputy Swint

Deputy Palocsik

Deputy Martinez

Deputy Saal

Deputy Felton

Deputy Hardin

Deputy Johnson

Deputy Garner

CC: Major Strickland

Lt. Prickett

Lt. Wylds

Lt. Blanchard

Sgt. Hitchcock

Sgt. Gray



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

www.RCSOGA.org

June 17, 2014

Deputy Jerry Martinez
Richmond County Sheriff's Office
Augusta, Georgia 30901

Deputy Martinez:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter & certificate of appreciation to Deputy Jerry Martinez on his apprehension and identification of three burglary suspects.

Dated this day, the Seventeenth day of June, Two Thousand and Fourteen.

On 050114, Corporal Michael Humphreys conducted a business check at the Midway Self Storage at 1735 Barton Chapel Road in reference to a string of burglaries that had been occurring at storage unit businesses. Corporal Humphreys entered the property and discovered that several units had been broken into. Corporal Humphreys observed a suspect exit one of the storage units and flee on foot. Corporal Humphreys immediately notified units in the area about the situation and gave a description of the suspect and direction of travel. Deputy Jerry Martinez responded to the area and set up on the perimeter. Deputy Martinez heard a noise in a wooded area and while investigating discovered that there was a second suspect. The suspect fled on foot and was caught by Deputy Martinez after a brief foot pursuit. The suspect uttered that he "just followed another guy in." Deputy Martinez advised other deputies in the area that there were two suspects involved and to continue to look for the first suspect. As Deputy Tyler Marzofka and Deputy Ryan Jones responded to the area, they observed a suspect riding a bicycle away from the area matching the description of the first suspect given by Corporal Humphreys. As they approached the suspect, he attempted to flee from deputies. The suspect wrecked his bicycle and then fled on foot. Deputies Marzofka and Jones caught the suspect after a brief foot pursuit.

Because of the quick response by all deputies involved, two burglary suspects were apprehended and a third suspect was identified. All three suspects were implicated in several storage building burglaries.

Recognition issued by,

A handwritten signature in black ink, appearing to read "Richard Roundtree".

Richard Roundtree
Sheriff



Employee / Civilian Recognition Submission

Employee/Civilian Name: Deputy Jerry Martinez

Division/Shift: Special Operations / CST

Submitted By: Sgt Harold Hitchcock

Division/Shift: Special Operations / CST

Request for: **Certificate of Appreciation**

Date of incident if applicable: 050114

Case Number if applicable:

Please describe in detail as to why the above named individual is being submitted for specific recognition within the Richmond County Sheriff's Office:

On Thursday, 050114, Cpl Humphreys conducted a business check at the Midway Self Storage at 1735 Barton Chapel Rd in reference to a string of burglaries that had been occurring at storage unit businesses. Cpl Humphreys entered the property and discovered that several units had been broken into. Cpl Humphreys observed a suspect exit one of the units and flee on foot. Cpl Humphreys immediately notified units in the area about the situation and gave a description of the suspect and direction of travel. Deputy Jerry Martinez responded to the area and setup on the perimeter. Deputy Martinez heard a noise in a wooded area and while investigating discovered that there was a second suspect. The suspect fled on foot and was caught by Deputy Martinez after a short foot pursuit. The suspect uttered that he "just followed another guy in." Deputy Martinez advised other deputies in the area that there were two suspects involved and to continue to look for the first suspect. As Deputy Tyler Mazofka and Deputy Ryan Jones responded to the area, they observed a suspect riding a bicycle away from the area matching the description of the first suspect given by Cpl Humphreys.

Continued on Page 2

Augusta, Georgia

Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 0313
Pay Grade: 43
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: September 25, 2011

Does the Position Have Direct Reports? Yes No
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes No

COPY

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: 0 - 2 years of experience in a similar position, or sufficient experience to perform the principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No
 Is travel from office to other locations required of this position? Yes No
 If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

COPY

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No
 If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None
 One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Jerry W. Martinez
 Employee (Print Name)

1-21-12
 Date

[Signature]
 Line or Staff Management

1/21/12
 Date

 Department Director

 Date

 Compensation Administration Staff

 Date

 HR Director

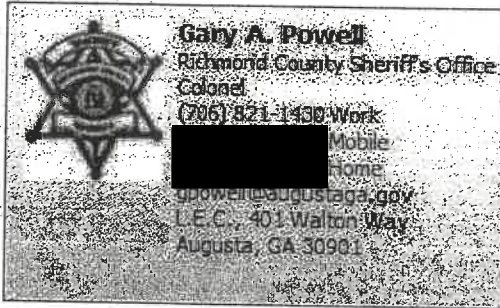
 Date

Susan Epps

From: Gary Powell
Sent: Wednesday, January 18, 2012 1:40 PM
To: Susan Epps
Attachments: Gary A Powell.vcf

COPY

The change Scott Gay sent today will also be a department change. Sean Street to housing and Jerry Martinez to BST.



COPY

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.
AED:104.1



David Persaud, MPA, CGFM, CPE
Director

Sandra M. Wright, CWCP
Risk Management Manager

March 16, 2004

Deputy Jerry Martinez
Sheriff's Office
Augusta-Richmond County

Dear Deputy Martinez:

The Safety Review Committee has reviewed your accident of February 4, 2004. It has been determined that you were at-fault in this accident/incident. A damage assessment of \$ 75.00 has been assessed with 2 points for Class 2 (in accordance with the Penalty Matrix, Employee Handbook page 55.

For payment of this assessment, please choose one of the following payment options. If you elect payment by payroll deduction, please sign and return the attached Payroll Deduction Form to the Risk Management Division within (7) seven working days from receipt of letter.

OPTION 1: Automatic payment. Damage assessment will be automatically deducted in one (1) payment 30 days from the date of this letter **unless** Option 2 or 3 are selected.

OPTION 2: Lump Sum payment. If you choose this option please make your check payable to Augusta-Richmond County and your payment should be delivered or mailed to: Risk Management Division, Municipal Building 530 Greene Street, Room 217, Augusta, Georgia 30901 within 10 working days.

OPTION 3: Payment by payroll deduction. Payments can be made on a bi-weekly basis for \$25.00 per pay period until the full assessment has been satisfied. If you choose this option, a payroll deduction form is enclosed indicating the total amount due, the number deductions to be made, the bi-weekly payment amount and the payroll deduction starting date.

Any employee dissatisfied with the decision of the Review Committee may within (10) ten days following the receipt of the findings of the Review Committee, enter a written request for appeal to the Risk Management Manager, Risk Management Division. The written request for an appeal may be faxed to 706-821-2502.

The Committee requests that you please exercise more caution when operating vehicles/equipment.

Sincerely,


Sandra M. Wright, Chairperson
Safety Review Committee

SMW/mm

cc: Ronnie Strength, Sheriff
Personnel File
Accident File

APPENDIX 2

SUBSTANCE ABUSE COVERAGE FORM

I, Jerry Martinez, have read and understand the Augusta Substance Abuse Policy (the "Policy").

I further understand that the manufacture, use, possession, sale or distribution or presence in body of alcohol, drugs or illegal substances in the work place is strictly prohibited and will lead to my immediate discharge from employment.

For purposes of this Policy, "drugs" or "illegal substances" or "controlled substances" is defined to include illegal street drugs, legal drugs either taken for non-medical reasons or without a valid prescription and alcohol, but not to include prescription medication taken in accordance with a physician's prescription and instructions. I also understand that the presence of such substances in my system during work hours places unacceptable risk and burden on the safe and efficient operation of my job, and, consequently, is strictly forbidden.

I understand that if I am a Transit employee or an employee required to have a CDL I will be tested in accordance with testing requirements established by Federal regulations. I understand that if I work in a safety-sensitive position (as that is defined in the Policy), I may be tested for illegal substances on a random basis. I also understand that Augusta has a zero tolerance policy for safety - sensitive employees, such that I will be terminated for any violation of the Substance Abuse Policy.

I understand that based on reasonable suspicion, I may be tested for illegal substances (a "for-cause test").

I understand that if I successfully complete a rehabilitation program and return to work for the Augusta Commission, I may be tested for illegal substances on a random basis up to twelve times per year for three years and that it is my responsibility to pay for these tests as a condition of my employment.

I understand that if I am involved in an accident, which results in property damage or injury to another person; or in my requiring and/or receiving medical attention for injuries, I may be tested for illegal substances (a "post-accident test"). I understand that Federal testing requirements, for Transit employees and holders of CDL licenses, may require drug and/or alcohol testing in cases of vehicle accidents, even though there may be no injuries.

I also understand that my arrest and/or conviction for off-the-job drug and/or alcohol activities, including driving under the influence, may constitute grounds for reasonable suspicion and a for-cause illegal substances screening, and may cause me to have action taken against me, taking into consideration (among other things), the nature of the charges, my job assignment and my record with the Augusta Commission.

I understand that it is my responsibility to read the Augusta Substance Abuse Policy entirely, and that my cooperation with, and adherence to, policies and procedures regarding substance abuse are conditions of my employment and that if I violate or am insubordinate by refusing to cooperate with any of these policies and procedures, I am subject to discipline up to and including discharge.

Employee Signature:
FORM SA-2



A-783

Date:

05-01-03

ACKNOWLEDGEMENT OF RECEIPT

AUGUSTA POLICY AND PROCEDURES ON SUBSTANCE ABUSE
Administrative Regulation No. 3-1

I hereby acknowledge receipt of a copy of the Augusta Policy and Procedures on Substance Abuse on the date written below.

I further acknowledge and understand that it is my responsibility to read and understand the policies and procedures included in this administrative regulation.

By way of this acknowledgement, I acknowledge that I have been informed that the Augusta-Richmond County Commission may add to, revoke, and/or modify the policies and procedures from time to time.

05-01-03
Date

Jerry Martinez A-783
Employee Signature

Print Name: **Jerry Martinez**

Employee Number: **07719**

NOTE: Enforcement date for revisions in this policy approved on March 24, 2003 will be August 1, 2003.

Commitment to Safety

The Augusta-Richmond County Commission considers the safety of its employees and citizens of paramount importance.

To this end, it is the desire of the Mayor and Administrator to do everything within its authority/power to sensitize employees to safe work practices and make every effort to provide the safest work environment and conditions. All employees are charged with the responsibility of integrating safety practices into every aspect of their job. Safety is not a separate job; it is an integral part of everything that is done. All levels of management are directly responsible for the safe, efficient and legal operation of their employees while on the job.

I have read and understand the Commitment to Safety statement. I further understand that, as an employee, I am expected to perform my job efficiently and safely. This acknowledgement will become a part of my personnel file with Human Resources.

Department

RC50

Employee Name: (print please) Jerry Martinez

Employee Signature

 A-783

Date:

05-01-03

**AUGUSTA-RICHMOND COUNTY
PERSONNEL ACTION REQUEST**

EMPLOYEE NAME Martinez, Jerry DEPT # 5041
 SOCIAL SECURITY # [REDACTED] EMP # 07719

PERSONAL INFORMATION FROM TO

NAME CHANGE _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

DIRECT DEPOSIT (ATTACH VOIDED CHECK)

MISCELLANEOUS:

 (DATE) (EMPLOYEE SIGNATURE)

CLASSIFICATION	FROM	TO
Dept Number	<u>5041</u>	<u>same</u>
Job Title	<u>Deputy non-cert 8 hr</u>	<u>Deputy 8 hr</u>
Class Code/SG	<u>0319-41</u>	<u>0313-43</u>
PCN	<u>SDR0319010</u>	<u>SDR0313147</u>
Daily Hours	<u>80</u>	<u>same</u>
Rate of Pay	<u>\$1149.49</u>	<u>\$1149.49</u>
Auto Allowance	<u>n/a</u>	<u>n/a</u>
Car Usage	<u>n/a</u>	<u>n/a</u>
Effective Date:	<u>03/29/03</u>	Repl: <u>Jose Colon</u>

03/20/03
 (DATE) 
 (DEPARTMENT DIRECTOR/SUPERVISOR SIGNATURE)

Georgia Public Safety Training Center

This is to Certify that

Jerry W. Martinez

Has successfully completed a 20 hour course of study entitled

Marijuana Certified Examiners Course

(AXN02G)

In witness thereof, the seal of the State of Georgia and the signatures of duly authorized officers affixed
Given on the 7th day of November, 2013.



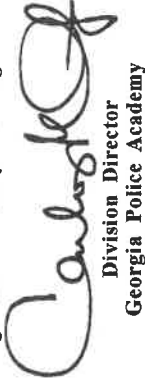
Executive Director
Peace Officer Standards and Training Council



Course Coordinator



Director
Georgia Public Safety Training Center



Division Director
Georgia Police Academy

Richmond County Sheriff's Office

Certificate Of Appreciation

Awarded to:

Jerry Martinez

In recognition for your invaluable service to the Richmond County Sheriff's Office and to the community you serve. It is with great pleasure and pride that we recognize you with this Certificate of Appreciation. You have demonstrated those attributes that place you a cut above the rest in Law Enforcement. You are an exceptional asset to

the Richmond County Sheriff's Office.

Presented this 14th day of May, 2009



Ronald Strength, Sheriff

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


JERRY W. MARTINEZ

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200

**ICS for Single Resources and
Initial Action Incidents**

Issued this 30th Day of July, 2006


Richard Callis
Acting Superintendent
Emergency Management Institute

0.3 CEU

FEMA Form 16-51, October 05

State of Georgia

Peace Officer Standards and Training Council

Hereby recognizes the accomplishments of

JERRY W MARTINEZ
Basic Peace Officer

For completing the requirements established in the Peace Officer Standards and Training Act. Therefore, in recognition of this achievement, the following basic certification number is hereby awarded as proof of this attainment: **PBLE030541S**

Acknowledged this 3rd Day of April 2003.

Mike Barton

Mike Barton
Executive Director





U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NATIONAL WEATHER SERVICE



Certificate of Achievement

to

Jerry Martinez

for successfully completing the

Basic
SKYWARN Training Course

January 14, 2005

Date

Steven J. Naglic


Steven J. Naglic
Warning Coordination Meteorologist

State of Georgia
Peace Officer Standards and Training Council
Hereby registers

JERRY W MARTINEZ
Basic Jailor

PRJA990688S

Having fulfilled the requirements of registration
pursuant to
The Official Code of Georgia Annotated 35-8-24
Acknowledged this 29th day of November, 1999.


Richard Darby
Executive Director



**RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM**

4. Employee Name: Jerry Martinez A782/3926	5. Employee Classification/Title: Deputy
6. Division Civil	

1. Type of Review
X _____ Annual _____ Other

2. Review Period
From: _____ Dec-21 To: _____ Dec-22

3. Next Review Date
_____ Dec-23

Specific Values

Respect

X Y N

Deputy Martinez works very well with others. He has a great attitude that is of a positive nature. This trait is well respected by his co-workers.

Integrity

X Y N

Deputy Martinez personality is highly respected and he shows a great example to the other peers.

Teamwork

X Y N

Teamwork is a vital role when it come to Deputy Martinez. Always willing to give advise to his peers to help them problem solve.

Excellence

X Y N

Deputy Martinez work ethics are superior. Will go above and beyond to tackle a task.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress X Y N

Deputy Martinez decision making skills are at a high level and stress does not play a role.

2. Has initiative / accepts responsibility / volume of acceptable work X Y N

Martinez will take the initiative to fullfill an assignment so its complete and accurate. Volume of work is good.

3. Work knowledge and job skill level / problem solving X Y N

Deputy Martinez knowledge of the everyday operation of the division makes problem solving easier.

4. Accepts directions / constructive criticism X Y N

When giving Dep. Martinez an assignment you can feel confident that it was carried out correctly.

5. Accuracy, neatness, and thoroughness of work X Y N

Jerry works is thorough always, neat and accurate.

6. Observance of rules and safety practices X Y N

Deputy Martinez follows all safety and policy rules governed by the agency.

7. Attendance / uniform and grooming / equipment maintenance X Y N

Martinez has no attendance problems and maintains his issued equipment. Appearance is always at a professio

OVERALL PERFORMANCE SUMMARY

Date: 11/4/22 Immediate Supervisor's Signature: [Signature]
Date: 11/4/22 Evaluation Meeting Conducted By: Robert Riddle
By: _____
By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Dep. Martinez is a hard worker that requires very little supervision.

Date: 11/1/2022 Signature: Tracy Carter
Title: Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 11/04/22 Signature: [Signature] 604 Jerry Martinez 604

Employee Comments:

**RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM**

4. Employee Name: Jerry Martinez A783/3926	5. Employee Classification/Title: Deputy
6. Division Civil	

1. Type of Review
X Annual Other

2. Review Period
From: 20-Dec To: 21-Dec

3. Next Review Date
21-Dec

Specific Values

Respect Y N

Dep. Martinez has shown his ability to work well with other and his Supervisor and has become well respected by both. His attitude is up front and positive and can ask him to preform any duty without a complaint.

Integrity Y N

Deputy Martinez unique personality shows he is highly respected by his co-workers and is a great example of an employee.

Teamwork Y N

Deputy Martinez has show the past year that team work plays heavy in his duty to help out other coworkers.

Excellence Y N

Deputy Martinez hard work ethics shows his willingness to become superior in his duties.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress

Y N

Deputy Martinez shows no issues with sound decisions and stress does not play a role in those decisions.

2. Has initiative / accepts responsibility / volume of acceptable work

Y N

Deputy Martinez has always went above to complete his assignments and needs very little supervision.

3. Work knowledge and job skill level / problem solving

Y N

Deputy Martinez has knowledge development of this division has helped him solve issues easier.

4. Accepts directions / constructive criticism

Y N

Deputy Martinez follows direction with no problem and uses criticism to build better decision making.

5. Accuracy, neatness, and thoroughness of work

Y N

Deputy Martinez is well organized , paper work is timely, accurate and neat.

6. Observance of rules and safety practices

Y N

Deputy Martinez observes all rules and safety guidelines that are issued.

7. Attendance / uniform and grooming / equipment maintenance

Y N

Attendance is no issue. Deputy Martinez well represents professionalism in his appearance.

OVERALL PERFORMANCE SUMMARY

Date: 10/18/21 Immediate Supervisor's Signature: _____ R.Riddle

Date: _____ Evaluation Meeting Conducted By: _____

By: _____

By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Dep. Matinez is a hard worker and always completes his assignments.

Date: 10/19/21 Signature: _____ Tracy Carter

Title: _____ Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 10/19/21 Signature: _____

Employee Comments:

RICHMOND COUNTY SHERIFF'S OFFICE PERFORMANCE APPRAISAL REPORT FORM

4. Employee Name: Jerry Martinez A783/ 3926	5. Employee Classification/Title: Deputy
6. Division Civil	

1. Type of Review
X _____ Annual _____ Other

2. Review Period
From: _____ Dec-19 To: _____ Dec-20

3. Next Review Date
Dec-21

Specific Values

Respect Y N

Deputy Martinez has been in this division for a short period of time., however he seems well respected by his peers.

Integrity Y N

Deputy Martinez seems to be a very honest individual with good moral standards.

Teamwork Y N

Deputy Martinez back ground from other divisions shows he has good team works motivation. He already shows he will lend helping hand.

Excellence Y N

Deputy Martinez excellence is how he a hard worker and wants to learn his job duties to the fullest.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress X Y N

Deputy Martinez has been here for a short time but shows he learns fast and is stress free.

2. Has initiative / accepts responsibility / volume of acceptable work X Y N

Deputy Martinez seems to be very eager to learn this new assignment and his work performance shows it.

3. Work knowledge and job skill level / problem solving X Y N

Deputy Martinez is still in the learning faze of his new assignment but picks up information quickly.

4. Accepts directions / constructive criticism X Y N

Martinez accepts directions very well and is always taking information you give him to do his job.

5. Accuracy, neatness, and thoroughness of work X Y N

Deputy Martinez work is very well organized and completed correctly and accurate.

6. Observance of rules and safety practices X Y N

Martinez observes all rules and safety guidelines that are issued.

7. Attendance / uniform and grooming / equipment maintenance Y N

Deputy Martinez attendance is good , he's always early reporting to work. Well groomed and takes take of his issued equipment.

OVERALL PERFORMANCE SUMMARY

Date: 11/12/20

Immediate Supervisor's Signature: Sgt. Robert Riddle

Date: 11/17/20

Evaluation Meeting Conducted By: A. B. Riddle

By: _____

By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Dep. Martinez is a seasoned officer and will do a fine job in his new assignment.

Date: _____ Signature: Tracy Carter

Title: Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 11/17/20

Signature: _____

Jerry Martinez

Employee Comments:

RCSO

PERFORMANCE

APPRAISAL



Jerry Martinez

2019

In 2017, the Richmond County Sheriff's Office declared in our Strategic Plan that our core values were Respect, Integrity, Teamwork and Excellence. Our overall mission is the reduction of gun violence in our community, to build trust and relationships in the community, invest in our human capital, to integrate, expand, and harness the use of technology for maximum effectiveness and efficiency, and to use SMART policing with Educational and Cyber Communities to maximize effectiveness and efficiency.

Although every division of the Sheriff's Office may have individual plans for accomplishing the strategic goals, every member of this agency is charged to embody our values to reach our goals.

Page 1: Specific Values. This page is to be completed for every employee.

Respect; is defined as a relation or reference to a particular thing or situation; an act of giving particular attention; high or special regard; the quality or state of being esteemed. Other words for respect are admiration, appreciation, esteem, estimation, favor, or regard. Respect is a noun or a verb so an individual can show respect or be respected.

Integrity; is a firm adherence to a code of especially moral or artistic values. Incorruptibility; soundness; completeness. It is also known as honesty, honor, and probity. Honor is a refusal to lie, steal or deceive in any way. Honor entails an active or anxious regard for the standards of one's profession, calling, or position. Integrity implies trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge. Probity implies tried and proven honesty.

Teamwork; is work done by several associates with each doing a part, but all subordinating personal prominence to the efficiency of the whole. It is also known as collaboration, cooperation, and coordination.

Excellence; is the quality of being excellent, having an excellent or valuable quality, or showing virtue. Other terms for excellence are distinction, grace, merit, value, and virtue. The purpose of this employee evaluation is to insure that each member of the agency, regardless of the mission of their perspective units, embodies the values of this agency. The four main points of the evaluation require a simple yes or no answer on the behalf of the rater. Either answer will require an evaluation of what part the employee embodies, or lacks for a given value. Any rating that includes a "no" response requires the rater to identify steps to aid the employee in obtaining the values of the agency and to re-evaluate the employee on a quarterly basis until the employee succeeds at these goals. Any employee receiving a "no" rating in any one of these four categories is held from eligibility for advancement until the performance improves.

**RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM**

4. Employee Name: Jerry Martinez	5. Employee Classification/Title: Deputy
-------------------------------------	---

6. Division: Field Operation/Special Operations CST
--

1. Type of Review
x _____ Annual _____ Other

2. Review Period
From: 1/1/19 To: 12/31/19

3. Next Review Date
12/31/20

Specific Values

Respect

Y N

Deputy Martinez is respected by his co workers.

Integrity

Y N

Deputy Martinez holds his integrity to a high standard which is viewed by his co workers.

Teamwork

Y N

Deputy Martinez backs up his co workers when possible and will assist them with their calls.

Excellence

Y N

Deputy Martinez displays professionalism and excellence while performing his duties.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress

Y N

Deputy Martinez appears to be able to make good decisions under stressful situations.

2. Has initiative/accepts responsibility/volume of acceptable work

Y N

Deputy Martinez makes productive field interviews. He also accepts responsibility.

3. Work knowledge and job skill level / problem solving

Y N

Deputy Martinez has a vast of knowledge when it comes to completing required job tasks,

4. Accepts directions / constructive criticism

Y N

Deputy Martinez accepts instructions with no problems and deals with constructive criticism well. He also learns from his mistakes.

5. Accuracy, neatness, and thoroughness of work

Y N

Deputy Martinez completes his paperwork in a neatly and timely manner. He also investigates his cases thoroughly.

6. Observance of rules and safety practices

Y N

Deputy Martinez displays good officer safety.

7. Attendance / uniform and grooming / equipment maintenance

Y N

Deputy Martinez is a dependable employee. He comes to work ready and very professional looking. He also keeps his equipment in good working order.

Supervisory Factors

This page is for supervisors with at least one direct report. The subjects are designed to identify supervisory skills and develop our supervisors. There is no need to complete the general factors page for supervisors.

1. Leadership

Y N

2. Decision Making

Y N

3. Credibility With Subordinates

Y N

4. Ability to Plan and Schedule

Y N

5. Resource Allocation

Y N

6. Develops / Trains subordinates

Y N

7. Evaluating Subordinates

Y N

8. Delegation

Y N

9. Job Knowledge/Skill

Y N

OVERALL PERFORMANCE SUMMARY

Date: 122919 Immediate Supervisor's Signature: 

Date: 122719 Evaluation Meeting Conducted By: _____

By: _____

By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

I concur with this PERFORMANCE APPRAISAL.

Date: 12/11/19 Signature: Sgt. Michael "Dee" Humphreys Digitally signed by Sgt. Michael "Dee" Humphreys
Date: 2019.12.11 16:19:37 -05'00'

Title: Sergeant

I understand the contents of this appraisal and it has been discussed with me.

Date: 122719 Signature: 

Employee Comments:

RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

XX _____ Annual
_____ Other

2. Review Period

From: 1/1/2017 To: 12/31/2017

3. Next Review Date

12/31/2018

4. Employee Name: Jerry Martinez	5. Employee Classification/Title: Deputy
6. Division Special Operations Division- Crime Suppression Team	

DEFINITION OF RATINGS

Superior:

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.

Exceeds Expectations:

Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.

Meets Expectations:

Performance consistently meets job requirements. Achieves performance objectives as stated.

Needs Improvement:

Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory:

Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

RICHMOND COUNTY SHERIFF'S OFFICE ANNUAL EMPLOYEE PERFORMANCE EVALUATION

General Factors

U= Unsatisfactory NI=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- | | | | | | | | | | | |
|--|---|----------------------------|--|-----------------------------|--|--|--|--|--|---------------------------------------|
| 1. Professionalism | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 2. Attendance | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 3. Observance of Rules and Safety Practices | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 4. Economy of Time and Materials | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 5. Initiative | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 6. Ability to Make Sound Decisions | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 7. Accepts Responsibility | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 8. Accepts Directions/Constructive Criticism | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 9. Interpersonal Skills/Attitude | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 10. Volume of Acceptable Work | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 11. Effectiveness Under Stress | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 12. Uniform and Grooming | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input checked="" type="checkbox"/> S |
| 13. Cooperation with Fellow Employees | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 14. Proactive Contacts | <input type="checkbox"/> Does Not Apply | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 15. Performance in New Situations | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 16. Work Knowledge and Job Skill Level | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 17. Problem-solving | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 18. Accuracy, Neatness, and Thoroughness of Work | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 19. Written/Oral Expression | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 20. Equipment Maintenance | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |

TOTAL: 20

		12	7	1
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

Supervisory Factors

U= unsatisfactory NI=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- | | | | | | |
|----------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|
| 1. Leadership | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 2. Decision Making | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 3. Credibility With Subordinates | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 4. Ability to Plan and Schedule | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 5. Resource Allocation | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 6. Professional Development | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 7. Evaluating Subordinates | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 8. Delegation | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 9. Job Knowledge/Skill | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |

TOTAL: _____

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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

Dep. Martinez is an excellent asset to CST. He has very good knowledge of his job duties and performs well throughout his shift. He needs little to no supervision and volunteers for special assignments when called upon.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

Dep. Martinez should continue to build on his job skills and further his ambitions to advance higher in the Sheriff's Office structure.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Dep. Martinez should apply to Supervision classes and advance Training classes to obtain advancement in the future. The classes will also help him to understand the administrative aspect of the Sheriff's Office.

How to Accomplish

Dep. Martinez should enroll in Supervision Classes and advanced training to prepare for promotional testing for advancement.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

 Superior Exceeds Expectations XX Meets Expectations Needs Improvement Unsatisfactory

Comments:

Dep. Martinez has the potential to be a team leader and I would like to see him pursue the opportunity.

Actions for Improvement/Development:

Dep. Martinez needs to apply to Supervision classes and take promotional testing when offered.

Date: 12/04/17
Date: 12/04/17

Immediate Supervisor's Signature:

Sgt. Michael Humphreys
Sgt. Michael Humphreys

Evaluation Meeting Conducted By:

By:

By:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 12/5/17

Signature:

U. Silas

U. Silas

Title:

(a number of 50)

I understand the contents of this appraisal and it has been discussed with me.

Date: 12/04/17

Signature:

[Signature]

COPY

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name MARTINEZ, Jerry	EMP# 7719	Date: 11/08/2012
Classification: Deputy (Crime Suppression)	Dept. Sheriff - 5041	Div: Patrol

Annual	XX	Special	Probation	Explain:
Anniversary		Evaluation Period	Date of Last Evaluation:	

I. General Skills & Traits	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(2)				Actual	Poss.
1. Dependability	2			3	6	6
2. Teamwork / Interpersonal Relations	2			3	6	6
3. Quantity of Work	2		2		4	6
4. Quality of Work	2		2		4	6
5. Customer Service	2		2		4	6
TOTALS					24	30

SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3 **2.4**

Dependability: Reliability and responsibility on the job. Ability to perform with a minimum of supervision. Use of judgment. Initiative and flexibility to meet job requirements.

Team Work and Interpersonal Relations: Cooperation, tact, and overall effectiveness in handling interpersonal relations. Includes relationships with management, subordinates, peers, and outside business contacts. Includes one-to-one and group interactions. Ability to function as a team member.

Quantity of Work: Ability to complete required work within normal time limits. Volume of work produced under normal conditions. Effective use of resources.

Quality of Work: Degree to which work is accurate, neat, and thorough.

II. SPECIFIC JOB RESPONSIBILITIES	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(1-3)	1	2	3	Actual	Poss.
1. Patrols assigned zone to detect and deter crime	2		2	3	6	6
2. Conducts preliminary inquiries, field interviews	2		2		4	6
3. Works undercover assignments, and assists	1.5		2		3	4.5
4. Apprehends, arrests, and processes offenders	1.5		2		3	4.5
5. Provides assistance and backup support to officers	1			3	3	3
6. Testifies in judicial proceedings.	1		2		2	3
7. Attends training classes to keep certification current	0.5		2		1	1.5
8. Inspects and maintains patrol car/motorcycle	0.5		2		1	1.5
TOTALS					23	30

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3 **2.3**

GUIDE TO INDIVIDUAL RATINGS

Does not meet expectations (1) Mandatory management plan. Recommended Performance Improvement Probation.	Meets Expectations (2) Meets job and County standards of a good employee	Exceeds Expectations (3) Consistently excels; far exceeds standards; role model.
--	--	--

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3 **2.4**

EMPLOYEE PERFORMANCE EVALUATION REPORT

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	XX		
2. Safety	XX		
3. Follows Rules/Policies	XX		
4. Attendance Lateness	XX		Times Late: 0
			Hours Unexcused: 0
			Total S/L and lost Time: 0
5. Employee has neither an attendance nor a tardy problem	XX		

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

Deputy Martinez transferred to CST #2 January 2012. The team's primary duty is to aggressively patrol an assigned area to suppress burglaries. Deputy Martínez is a dependable employee, and he is always willing to work assignments that come up on or off duty.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Deputy Martinez should attend advanced training in narcotics investigation.

3. ANNUAL PERFORMANCE GOALS:

Deputy Martinez should set goals and strive to obtain these goals.

COPY

EMPLOYEE PERFORMANCE EVALUATION REPORT

4. CAREER DEVELOPMENT GOALS/STRATEGY:

Deputy Martinez should set goals and strive to obtain these goals.

5. GENERAL COMMENTS:

Deputy Martinez is a dependable employee. He has a lot of street experience, and he is an asset to the team.

MANAGEMENT SIGNATURES DATES:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Manager Initiating Report:

[Handwritten Signature]
 Signature

11/4/12
 Date

Reviewing:

[Handwritten Signature]
 Signature

11/4/12
 Date

Reviewing:

 Signature

 Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report:
5. Employee comments:

[Handwritten Signature]
 Signature

YES	NO
<i>Jim</i>	
<i>Jim</i>	
<i>Jim</i>	

11/4/12
 Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

SPECIFIC JOB RESPONSIBILITIES ENUMERATED:

1. Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
2. Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
3. Works undercover assignments, and assists in securing large events/emergencies, both inside and outside of the department's jurisdiction.
4. Apprehends, arrests, and processes offenders.
5. Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
6. Testifies in judicial proceedings.
7. Attends training classes to keep certifications up to date.
8. Inspects and maintains patrol car/motorcycle.

EMPLOYEE PERFORMANCE EVALUATION REPORT COPY

Name Martinez, Jerry W	EMP# 7719	Date: 11/11/2011
Classification: Deputy (Housing)	Dept. Sheriff - 5093	Div: Housing

Annual <input checked="" type="checkbox"/> Special	Probation	Explain:	
Anniversary	Evaluation Period	Date of Last Evaluation:	8/31/2010

I. General Skills & Traits	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(2)				Actual	Poss.
1. Dependability	2		2		4	6
2. Teamwork / Interpersonal Relations	2		2		4	6
3. Quantity of Work	2		2		4	6
4. Quality of Work	2		2		4	6
5. Customer Service	2		2		4	6
TOTALS					20	30

SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3 **2.0**

Dependability: Reliability and responsibility on the job. Ability to perform with a minimum of supervision. Use of judgement. Initiative and flexibility to meet job requirements.

Team Work and Interpersonal Relations: Cooperation, tact, and overall effectiveness in handling interpersonal relations. Includes relationships with management, subordinates, peers, and outside business contacts. Includes one-to-one and group interactions. Ability to function as a team member.

Quantity of Work: Ability to complete required work within normal time limits. Volume of work produced under normal conditions. Effective use of resources.

Quality of Work: Degree to which work is accurate, neat, and thorough.

II. SPECIFIC JOB RESPONSIBILITIES	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(1-3)				Actual	Poss.
1. Patrols assigned zone to detect and deter crime	2		2		4	6
2. Conducts preliminary inquiries, field interviews	2		2		4	6
3. Maintains a high visibility within the Federal	2		2		4	6
4. Provides assistance and backup support to officers	1.5			3	4.5	4.5
5. Testifies in judicial proceedings.	1		2		2	3
6. Apprehends, arrests, and processes offenders	1		2		2	3
7. Inspects and maintains patrol car.	0.5		2		1	1.5
TOTALS					21.5	30

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3 **2.2**

GUIDE TO INDIVIDUAL RATINGS

Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)
Mandatory management plan. Recommended Performance Improvement Probation.	Meets job and County standards of a good employee	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3 **2.1**

EMPLOYEE PERFORMANCE EVALUATION REPORT

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies		XX	Suspended during this rating period for disobeying an order
4. Attendance Lateness	X		Times Late: Hours Unexcused: Total S/L and lost Time: 65
5. Employee has neither an attendance nor a tardy problem	X		

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

Deputy Martinez has a knack for finding the hiding spots used by drug dealers in the housing developments. He also is able to gain the confidence of many of the residents in the housing developments. They often seek him out to provide information about the illegal activities in the developments. Deputy Martinez speaks Spanish and willingly acts as a translator when needed.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Continue to gain knowledge about the job. I would like to see Deputy Martinez attend some narcotics related training classes. Though he has never expressed any interest in becoming a narcotics investigator, that training would help him immensely in his current assignment.

3. ANNUAL PERFORMANCE GOALS:

Deputy Martinez should strive maintain the high level of work effort he has shown during the latter part of this rating period. He should also work very hard at maintaining the good attitude he has shown during the latter part of this rating period. Lastly, he should continue to be a leader amongst his peers on this squad and work at gaining more knowledge about the job.

EMPLOYEE PERFORMANCE EVALUATION REPORT

4. CAREER DEVELOPMENT GOALS/STRATEGY:

Deputy Martinez should sign up for some advanced training.

5. GENERAL COMMENTS:

Deputy Martinez is an integral part of this squad. He has the respect of his fellow officers. He is a good deputy who had some low moments during this rating period but he has changed his attitude and is back on point as being one of the best deputies working in the housing developments of Richmond County.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:	<u>Sgt. Robert G. Watson</u> Signature	<u>11/13/2011</u> Date
Reviewing:	<u>[Signature]</u> Signature	<u>11/13/2011</u> Date
Reviewing:	_____ Signature	<u>11/22/11</u> Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report:
5. Employee comments: None

	YES	NO
1.	✓	
2.	✓	
3.	✓	

11/22/11
 Date

[Signature]
 Signature

EMPLC EE PERFORMANCE EVALUATION REPORT

Name: Martinez, Jerry W.	EMP#: 07719	Date: 08/31/10
Classification: Deputy / Road Patrol	Dept: Sheriff-5041	Div: Special Ops.

Annual: XX	Special	Probation	Explain:
Anniversary	Evaluation Period:	Date of Last Evaluation: 11/10/09	

I. GENERAL SKILLS & TRAITS	Weight	U	NI	SAT	EX	OS	TOTAL	
	(2)	4	5	6-8	9	10	Actual	Poss.
1. Dependability	2			6			12	20
2. Teamwork/Interpersonal Relations	2			7			14	20
3. Quantity of Work	2			7			14	20
4. Quality of Work	2			7			14	20
5. Customer Service	2			8			16	20
TOTALS							70	100
SCORE A (Weighted Average) = Total Actual divided Total Possible X 10							7.00	

II. SPECIFIC JOB RESPONSIBILITIES	Weight	U	NI	SAT	EX	OS	TOTAL	
	(1-3)	4	5	6-8	9	10	Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2			8			16	20
2. Conducts preliminary investigation/secures crime scene.	2			7			14	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1				9		9	10
7. Cleans / maintains patrol vehicle.	1				9		9	10
8.								
TOTALS							81	100
SCORE B (Weighted Average) = Total Actual divided Total Possible X 10							8.10	

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended performance Improvement Probation.	Mandatory management plan. Optional probation for specific unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role- model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING [(A+B) Actual / (A+B) Possible] x 10	7.55
--	-------------

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Required if "NO" Use Attachments if Needed
1. Appearance	XX		
2. Safety	XX		
3. Follows Rules/Policies	XX		
4. Attendance Lateness	XX		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 65hrs.
5. Employee has neither an attendance nor a tardy problem.	XX		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS / SPECIAL ACHIEVEMENTS:

Deputy Martinez has the knowledge and ability to to work well in public housing.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Though Deputy Martinez has improved his handwriting over this past rating period, he he needs to continue working on taking his time to make sure the information is correct the first time because there are still an unacceptable amount of scratch thru on some of his paperwork.

3. ANNUAL PERFORMANCE GOALS:

Deputy Martinez should continue becoming more familiar with the laws and ordinances of this state and county.

4. CAREER DEVELOPMENT GOAL / STRATEGY:

Deputy Martinez has voiced an interest in working in the civil division of this department. He should work on acquiring the necessary skills and or schooling to achieve that goal.

EMPLOYEE PERFORMANCE EVALUATION REPORT

5. GENERAL COMMENTS:

Deputy Martinez has the knowledge and ability to be an asset to this squad when he wants to be. Deputy Martinez's effort level is not consistent from day to day. Deputy Martinez doesn't seem to grasp the Community Policing aspect of his assignment. Deputy Martinez sympathizes (at times) too much with people he considers to be "poor" as opposed to policing everyone consistently no matter the economic status of those involved. Deputy Martinez has voiced concerns about being pulled into an apartment and about being too far away from his patrol vehicle which contains his AR-15 while on foot patrol. Deputy Martinez has a knack for locating controlled substances hidden by drug dealers. In the last few weeks of this rating period Deputy Martinez has shown a change in attitude and has raised his work ethic to a very acceptable level. He is becoming the deputy he was expected to be from the beginning.

MANAGEMENT SIGNATURES DATE:

Manager Initiating Report:

Sgt. Robert G. Watson

8/31/2010

Signature

Date

Reviewing:

[Handwritten Signature]

Signature

9/28/10

Date

Reviewing:

Signature

Date


EMPLOYEE PERFORMANCE EVALUATION REPORT

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties.
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employee pre-evaluation worksheet.

YES	NO
X	
X	
X	

4. Signature acknowledges receipt of this report:



Signature

11/3/10

Date

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name Martinez, Jerry W	EMP# A783	Date: 11/10/2009
Classification Deputy/Road Patrol	Dept. 5093	Div: Special Ops

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation: September-08	

I. General Skills & Traits	Weight	UNSAT	NI	SAT	EX	OS	TOTAL	
	(2)	4	5	6-8	9	10	Actual	Poss.
1. Dependability	2			7			14	20
2. Teamwork / Interpersonal Relations	2			7			14	20
3. Quantity of Work	2			6			12	20
4. Quality of Work	2			6			12	20
5. Customer Service	2			8			16	20
TOTALS							68	100
SCORE A (Weighted Average) = Total Actual divided by Total Possible X 10							6.8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight	UNSAT	NI	SAT	EX	OS	TOTAL	
	(1-3)	4	5	6-8	9	10	Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2			8			16	20
2. Conducts preliminary investigation/secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			7			14	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to other officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1			8			8	10
7. Cleans/maintains patrol vehicle.	1			7			7	10
8.							0	0
TOTALS							78	100
SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10							7.8	

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 10	7.3
--	------------

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance Lateness	X		Times Late: 0 Hours Unexcused: 0 Total S/L and lost Time: hrs.
5. Employee has neither an attendance nor a tardy problem	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

Deputy Martinez speaks Spanish well and is often called upon to help translate for victims as well as suspects / violators. Deputy Martinez has good instincts when it comes to searching for contraband.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Deputy Martinez needs to improve his handwriting and also take his time when issuing citations to make sure the information is correct. His citations often have strike throughs or things scratched out on them.

3. ANNUAL PERFORMANCE GOALS:

Deputy Martinez should improve his knowledge and abilities through advanced training courses.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

Deputy Martinez should decide on a specific area of law enforcement he wishes to specialize in and then take advanced training courses for that specific area.

5. GENERAL COMMENTS:

Deputy Martinez has the the skills needed to be a good deputy and an asset to this squad and department. He needs to raise his work effort to a higher level and then maintain that level from one day to the next.

I requested Deputy Martinez for my squad because I knew he possessed the skills which would make him an asset to this housing squad. He just needs to showcase those skills on a daily basis.

Deputy Martinez needs to raise his effort level back to where it was at the time of his transfer to Housing. When he was first assigned to Special Operations he was a very proactive deputy. Since that time, his work effort has declined.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:

Sgt. Robert G. Watson

 Signature

10-Nov-09

 Date

Reviewing:

[Handwritten Signature]

 Signature

11/18/09

 Date

Reviewing:

Captain J. M. Parkers

 Signature

11-10-09

 Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties

YES	NO

[Handwritten Signature]

 Signature

11/14/09

 Date

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

COPY

Name: MARTINEZ, Jerry	EMP# 07719	Date: 090108
Classification: Deputy / Road Patrol	Dept: 5041/5092	Div: B Shift South

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	071807

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			8			16	20
TOTALS							80	100
							8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2				9		18	20
2. Conducts preliminary investigation/secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to other officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1				9		9	10
7. Cleans / maintains patrol vehicle.	1				9		9	10
8.							0	0
							85	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 **8.5**

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10 **8.3**

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

He is dependable and reports to work on time. He has learned a lot and has been assigned to a permanent beat which he handles well. He is fluent in Spanish and is called on often to translate for other road deputies in both precincts as well as investigators.

Dep. Martinez has been noimated for Deputy of the Year 2007.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

To continue to learn and attend specialized courses.

3. ANNUAL PERFORMANCE GOALS:

To improve his ability through training and schooling and to be a valued member of the department and the shift.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: To become proficient at his current assignment.


LONG:


5. GENERAL COMMENTS:

Dep. Martinez is a great asset to the shift and to the department. To the shift he is proficient in Spanish and is called upon when Spanish is needed for victims or suspects and this is a great help. He is courteous and always projects a positive image towards supervisors and the general public. He also works well with others on the detail and is willing to do what ever is needed of him.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:  090108
Signature Date

Reviewing:  9-19-08
Signature Date

Reviewing: _____
Signature Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
XXX	
XXX	
XXX	

4. Signature acknowledges receipt of this report **X**  090208
Signature Date

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: MARTINEZ, Jerry	EMP# 07719	Date: 071807
Classification: Deputy / Road Patrol	Dept: 5041/5092	Div: B Shift South

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	091006

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			8			16	20
TOTALS							80	100
							8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2				9		18	20
2. Conducts preliminary investigation/secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to other officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1				9		9	10
7. Cleans / maintains patrol vehicle.	1				9		9	10
8.							0	0
							85	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 **8.5**

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10 **8.3**

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

He is dependable and reports to work on time. He has learned a lot and has been assigned to a permanent beat which he handles well. He is fluent in Spanish and is called on often to translate for other road deputies in both precincts as well as investigators.

Dep. Martinez has been noimated for Deputy of the Year 2007.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

To continue to learn and attend specialized courses.

3. ANNUAL PERFORMANCE GOALS:

To improve his ability through training and schooling and to be a valued member of the department and the shift.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: To become proficient at his current assignment.

LONG:

5. GENERAL COMMENTS:

Dep. Martinez is a great asset to the shift and to the department. To the shift he is proficient in Spanish and is called upon when Spanish is needed for victims or suspects and this is a great help. He is courteous and always projects a positive image towards supervisors and the general public. He also works well with others on the detail and is willing to do what ever is needed of him.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:

Lt. Dak McCall A-19 *DK*

Signature

071807

Date

Reviewing:

Capt J A Griffin

Signature

8-12-07

Date

Reviewing:

Signature

Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Signature acknowledges receipt of this report:

[Signature]
Signature

072407
Date

5. Employee comments:
-
-

EMPLOYEE PERFORMANCE EVALUATION REPORT

COPY

Name: MARTINEZ, Jerry	EMP# 07719	Date: 091006
Classification: Deputy / Road Patrol	Dept: 5041/5092	Div: B Shift South

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			7			14	20
TOTALS							78	100
							7.8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2				9		18	20
2. Conducts preliminary investigation/secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to other officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1				9		9	10
7. Cleans / maintains patrol vehicle.	1				9		9	10
8.							0	0
							85	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 **8.5**

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10 **8.2**

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

He is dependable and reports to work on time. He has learned a lot and has been assigned to a permanent beat which he handles well. He is fluent in Spanish and is called on often to translate for other road deputies in both precincts as well as investigators.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

To continue to learn and attend specialized courses.

3. ANNUAL PERFORMANCE GOALS:

To improve his ability through training and schooling and to be a valued member of the department and the shift.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: To become proficient at his current assignment.

LONG:

5. GENERAL COMMENTS:

Dep. Martinez is a great asset to the shift and to the department. To the shift he is proficient in Spanish and is called upon when Spanish is needed for victims or suspects and this is a great help. He is courteous and always projects a positive image towards supervisors and the general public. He also works well with others on the detail and is willing to do what ever is needed of him.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:
Sgt. Glenn Sammons B-23



Signature

091006

Date

Reviewing:



Signature

9-18-06

Date

Reviewing:



Signature

9-22-06

Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
✓	
✓	
✓	

4. Signature acknowledges receipt of this report:



Signature

091806

Date

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: MARTINEZ, Jerry	EMP# 07719	Date: 110705
Classification: Deputy / Road Patrol	Dept: 5041/5092	Div: B Shift South

COPY

Annual XX	Special	Probation Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			7			14	20
TOTALS							78	100
							7.8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2				9		18	20
2. Conducts preliminary investigation/secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			8			8	10
5. Provides backup to other officers.	1			8			8	10
6. Responds to calls from dispatch in a timely manner.	1			8			8	10
7. Cleans / maintains patrol vehicle.	1				9		9	10
8.							0	0
							83	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10	8.3
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GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10	8.1
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IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

He is dependable and reports to work on time. He has learned a lot and has been assigned to a permanent beat which he handles well. He is fluent in Spanish and is called on often to translate for other road deputies as well as investigators.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

To continue to learn and attend specialized courses.

3. ANNUAL PERFORMANCE GOALS:

To improve his ability through training and schooling and to be a valued member of the department and the shift.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: To become proficient at his current assignment.

LONG: To become the best deputy he can be.

5. GENERAL COMMENTS:

Dep. Martinez is a great asset to the shift and to the department. To the shift he is proficient in Spanish and is called upon when Spanish is needed for victims or suspects and this is a great help. He is courteous and always projects a positive image towards supervisors and the general public. He also works well with others on the detail and is willing to do what ever is needed of him.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:
Sgt. Glenn Sammons B-23

Glenn Sammons
Signature

110705
Date

Reviewing:

Capt A Griffin
Signature

Nov. 15, 2005
Date

Reviewing:

Major Richard Weaver
Signature

Nov. 15, 2005
Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
✓	
✓	
✓	

4. Signature acknowledges receipt of this report:

Jimmy Martin
Signature

111505
Date

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: MARTINEZ, Jerry	EMP# 7719	Date: 090804
Classification: Deputy / Road Patrol	Dept: Sheriff	Div: Patrol

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			7			14	20
3. Quantity of Work	2			7			14	20
4. Quality of Work	2			7			14	20
5. Customer Service	2			8			16	20
TOTALS							74	100
							7.4	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2			8			16	20
2. Conducts preliminary investigation/secures crime scene.	2			7			14	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			7			7	10
5. Provides backup to other officers.	1			7			7	10
6. Responds to calls from dispatch in a timely manner.	1			8			8	10
7. Cleans / maintains patrol vehicle.	1			8			8	10
8.							0	0
							76	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 **7.6**

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10 **7.5**

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

COPY

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

He is dependable and reports to work on time. He has learned a lot and has been assigned to a permanent beat which he handles well.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

To continue to learn and attend specialized courses.

3. ANNUAL PERFORMANCE GOALS:

To improve his ability through training and schooling and to be a valued member of the department and the shift.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: To become proficient at his current assignment.


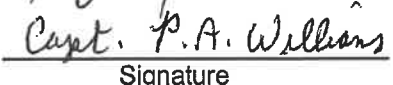

LONG: To become the best deputy he can be.

5. GENERAL COMMENTS:

Dep. Martinez is a great asset to the shift and to the department. To the shift he is proficient in spanish and is called upon when spanish is needed for victims or suspects and this is a great help. He is courteous and always projects a positive image towards supervisors and the general public. He also works well with others on the detail and is willing to do what ever is needed of him.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report: Sgt. Glenn Sammons B-23	 _____ Signature	<u>090804</u> Date
Reviewing:	 _____ Signature	<u>091004</u> Date
Reviewing:	 _____ Signature	<u>9/13/04</u> Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
X	
X	
X	

4. Signature acknowledges receipt of this report:  _____
 Signature Date 091504

5. Employee comments: *NONE*

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: MARTINEZ, Jerry	EMP# 07719	Date: 080303
Classification: Deputy / Road Patrol	Dept: 5041/ 5092	Div: B South

Annual XX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			6			12	20
2. Teamwork / Interpersonal Relations	2			6			12	20
3. Quantity of Work	2		5				10	20
4. Quality of Work	2		5				10	20
5. Customer Service	2			6			12	20
TOTALS							56	100
							5.6	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Patrol assigned beat to detect and deter criminal activity.	2			6			12	20
2. Conducts preliminary investigation/secures crime scene.	2			6			12	20
3. Provides assistance to victims.	2			6			12	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1		5				5	10
5. Provides backup to other officers.	1			6			6	10
6. Responds to calls from dispatch in a timely manner.	1			6			6	10
7. Cleans / maintains patrol vehicle.	1			6			6	10
8.							0	0
							59	100
SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10							5.9	

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10	5.8
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IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance / Lateness	X		Times Late: 0
			Hours Unexcused: 0
			Total S/L and Lost Time: 0
5. Employee has neither an attendance nor a tardy problem.	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

Deputy Martinez successfully completed his FTO Program on June 30, 2003 with an 89% overall score.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Continue to learn his job.

3. ANNUAL PERFORMANCE GOALS:

To become a good police officer, to improve his training.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

SHORT: Continue to be a dependable employee and become more proficient in his current assignment.


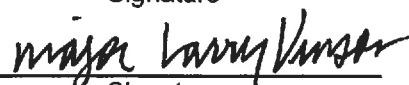
LONG: Continue to do a good job.

5. GENERAL COMMENTS:

Deputy Martinez is a great help to this detail, he speaks Spanish and is willing to help with translations whenever he is needed.

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:


Manager Initiating Report:	 Lt. Dak McCall A-19 Signature	080303 Date
Reviewing:	 Signature	8/15/03 Date
Reviewing:	 Signature	15 Aug 03 Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Signature acknowledges receipt of this report:

 Signature	A-783 080703 Date
---	-------------------------

5. Employee comments:

EMPLOYEE PERFORMANCE EVALUATION REPORT

COPY

Name JERRY MARTINEZ	EMP# 7719	Date: 08/04/02
Classification JAILER	Dept. Sheriff-5032/5034	Div.: Jail

Annual Anniversary	Special Evaluation Period	Probation	Explain:
Date of Last Evaluation:			

I. General Skills & Traits	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL Actual	Poss.
1. Dependability	2					10	20	20
2. Teamwork / Interpersonal Relations	2				9		18	20
3. Quantity of Work	2				9		18	20
4. Quality of Work	2				9		18	20
5. Customer Service	2				9		18	20
TOTALS							92	100

SCORE A (Weighted Average) = Total Actual divided by Total Possible X 10 **9.2**

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL Actual	Poss.
1. Security of Inmates	2				9		18	20
2. Proficiency in Inmate Control	2				9		18	20
3. Operate Security Controls, CCTV, Intercom, Computer, Telephone	1				9		18	10
4. Supervise Inmate Trustee Activity	1				9		18	10
5. Knowledge of Law, Rules, Regulations, Operational Orders	1				9		18	10
6. Distribute and Collect Inmate Property	1				9		18	10
7. Identification Process of Inmates (Computer, Photo, Fingerprints)	1				9		18	10
8. Complete Reports, Forms, Legal Documents, Log Book Entries	1				9		18	10
TOTALS							90	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 **9.0**

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 10 **9.1**

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance Lateness			Times Late:
			Hours Unexcused:
			Total S/L and lost Time:
5. Employee has neither an attendance nor a tardy problem	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

DEPUTY MARTINEZ FEELS HIS GREATEST ACHIEVEMENTS IS BEING A DEPENDABLE EMPLOYEE AND LEARNING AS MUCH AS HE CAN TO BE AN ASSET TO THE SHIFT.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

DEPUTY MARTINEZ'S STRATEGY FOR PERFORMANCE IS TO BECOME MORE FAMILIAR WITH PREPARING BONDS FOR INMATES RELEASE.

3. ANNUAL PERFORMANCE GOALS:

DEPUTY MARTINEZ ANNUAL PERFORMAN GOALS WERE TO BE ABLE TO PERFORM COMPUTER TASKS WHICH HE HAS ACCOMPLISHED TH

4. CAREER DEVELOPMENT GOALS/STRATEGY:

DEPUTY MARTINEZ WOULD LIKE TO COMPLETE HIS TRAINING AT THE MANDATE SCHOOL IN HOPES TO ADVANCE TO THE ROAD PATROL.

5. GENERAL COMMENTS:

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:

[Handwritten Signature]
Signature

8-27-02
Date

Reviewing:

Signature

Date

Reviewing:

Signature

Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report:
5. Employee comments:

 A-283
Signature

YES	NO
X	
X	
X	

08-04-08
Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

COPY

Name JERRY MARTINEZ	EMP# 7719	Date: 08/04/01
Classification JAILER	Dept. Sheriff-5032/5034	Div.: Jail

Annual <input checked="" type="checkbox"/> Anniversary	Special Evaluation Period	Probation	Explain: _____
		Date of Last Evaluation: _____	

I. General Skills & Traits	Weight	UNSAT	NI	SAT	EX	OS	TOTAL	
	(2)	4	5	6-8	9	10	Actual	Poss.
1. Dependability	2					10	20	20
2. Teamwork / Interpersonal Relations	2				9		18	20
3. Quantity of Work	2				9		18	20
4. Quality of Work	2				9		18	20
5. Customer Service	2				9		18	20
TOTALS							92	100

SCORE A (Weighted Average) = Total Actual divided by Total Possible X 10 9.2

II. SPECIFIC JOB RESPONSIBILITIES	Weight	UNSAT	NI	SAT	EX	OS	TOTAL	
	(1-3)	4	5	6-8	9	10	Actual	Poss.
1. Security of Inmates	2				9		18	20
2. Proficiency in Inmate Control	2				9		18	20
3. Operate Security Controls, CCTV, Intercom, Computer, Telephone	1				9		18	10
4. Supervise Inmate Trustee Activity	1				9		18	10
5. Knowledge of Law, rules, Regulations, Operational Orders	1				9		18	10
6. Distribute and Collect Inmate Property	1				9		18	10
7. Identification Process of Inmates (Computer, Photo, Fingerprints)	1				9		18	10
8. Complete Reports, Forms, Legal Documents, Log Book Entries	1				9		18	10
TOTALS							90	100

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10 9.0

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 10 9.1

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	X		
2. Safety	X		
3. Follows Rules/Policies	X		
4. Attendance Lateness			Times Late:
			Hours Unexcused:
			Total S/L and lost Time:
5. Employee has neither an attendance nor a tardy problem	X		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

DEPUTY MARTINEZ FEELS HIS ACHIEVEMENTS WAS LEARNING TO BE A DESK OFFICER.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

DEPUTY MARTINEZ WANTS TO EXPLORE MORE OF THE COMPUTER ASPECT OF BOOKING, WHICH CONSISTS OF THE DATA ENTRY OF THE BOOKING PROCESS.

3. ANNUAL PERFORMANCE GOALS:

PERFORMING THE BEST JOB HE CAN.

4. CAREER DEVELOPMENT GOALS/STRATEGY:

TO CONTINUE TO WORK FOR THE DEPARTMENT UNTIL RETIREMENT.

5. GENERAL COMMENTS:

EMPLOYEE PERFORMANCE EVALUATION REPORT

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:


Signature

8.13.01
Date

Reviewing:


Signature

8/13/01
Date

Reviewing:

Signature

Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report:
5. Employee comments:


Signature

YES	NO
X	
X	
X	

08-05-01
Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: <u>JERRY MARTINEZ</u>	EMP# <u>7719</u>	Date: <u>07/1988</u>
Classification: <u>Jailer</u>	Dept.: <u>Sheriff - 5032/5034</u>	Div.: <u>Jail</u>

Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>	Probation <input type="checkbox"/>	Explain:
Anniversary	Evaluation Period:	Date of Last Evaluation:	

I. GENERAL SKILLS & TRAITS	Weight (2)	U 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2					10	20	20
2. Teamwork/Interpersonal Relations	2				9		18	20
3. Quantity of Work	2				9		18	20
4. Quality of Work	2				9		18	20
5. Customer Service	2				9		18	20
TOTALS							92	100
SCORE A (Weighted Average) = Total Actual divided by Total Possible x 10								9.2

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	U 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Security of Inmates	2					10	20	20
2. Proficiency in Inmate Control	2					10	20	20
3. Operate Security Controls, CCTV, Intercom, Computer, Telephone	1				9		9	10
4. Supervise Inmate Trustee Activity	1					10	10	10
5. Knowledge of Law, Rules, Regulations, Operational Orders	1				9		9	10
6. Distribute and Collect Inmate Property	1				9		9	10
7. Identification Process of Inmates (Computer, Photo, Fingerprints, etc.)	1				9		9	10
8. Complete Reports, Forms, Legal Documents, Log Book Entries	1				9		9	10
TOTALS							95	100
SCORE B (Weighted Average) = Total Actual divided by Total Possible x 10								9.5

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role-model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING $[(A+B) \text{ Actual} / (A+B) \text{ Possible}] \times 10$	9.4
--	-----

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Required if "NO" Use Attachments if Needed
1. Appearance	<input checked="" type="checkbox"/>		
2. Safety	<input checked="" type="checkbox"/>		
3. Follows Rules/Policies	<input checked="" type="checkbox"/>		
4. Attendance Lateness			Times Late:
			Hours Unexcused:
			Total S/L and Lost Time:
5. Employee has neither an attendance nor a tardy problem	<input checked="" type="checkbox"/>		

EMPLOYEE PERFORMANCE EVALUATION REPORT

5. GENERAL COMMENTS:

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:

[Signature]
Signature

07/17/00
Date

Reviewing:

[Signature]
Signature

7/19/00
Date

Reviewing:

Austin C. McLane
Signature

7/19/00
Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: <u>JERRY MARTINEZ</u>	EMP# <u>7719</u>	Date: <u>072899</u>
Classification: <u>Jailer</u>	Dept.: <u>Sheriff - 5032/5034</u>	Div.: <u>Jail</u>

Annual	Special	Probation	Explain:
Anniversary	Evaluation Period:	Date of Last Evaluation:	

I. GENERAL SKILLS & TRAITS	Weight (2)	U 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Dependability	2			8			16	20
2. Teamwork/Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			8			16	20
TOTALS							80	100
SCORE A (Weighted Average) = Total Actual divided by Total Possible x 10								8.0

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	U 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss.
1. Security of Inmates	2			8			16	20
2. Proficiency in Inmate Control	2			8			16	20
3. Operate Security Controls, CCTV, Intercom, Computer, Telephone	1			8			8	10
4. Supervise Inmate Trustee Activity	1			7			7	10
5. Knowledge of Law, Rules, Regulations, Operational Orders	1			8			8	10
6. Distribute and Collect Inmate Property	1			7			7	10
7. Identification Process of Inmates (Computer, Photo, Fingerprints, etc.)	1			8			8	10
8. Complete Reports, Forms, Legal Documents, Log Book Entries	1			8			8	10
TOTALS							70	100
SCORE B (Weighted Average) = Total Actual divided by Total Possible x 10								7.0

GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6 to 8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role-model.

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING $[(A+B) \text{ Actual} / (A+B) \text{ Possible}] \times 10$	7.9
--	------------

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Required if "NO" Use Attachments if Needed
1. Appearance	✓		
2. Safety	✓		
3. Follows Rules/Policies	✓		
4. Attendance Lateness			Times Late:
			Hours Unexcused:
			Total S/L and Lost Time:
5. Employee has neither an attendance nor a tardy problem	✓		

EMPLOYEE PERFORMANCE EVALUATION REPORT

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

3. ANNUAL PERFORMANCE GOALS:

4. CAREER DEVELOPMENT GOALS/STRATEGY:

EMPLOYEE PERFORMANCE EVALUATION REPORT

5. GENERAL COMMENTS:

MANAGEMENT SIGNATURES DATES:

Manager Initiating Report:

[Handwritten Signature]

Signature

672899

Date

Reviewing:

Signature

Date

Reviewing:

[Handwritten Signature]

Signature

[Handwritten Date]

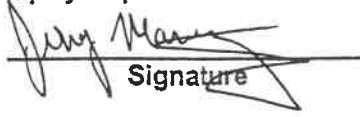
Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report:
5. Employee comments:

YES	NO
✓	
✓	
✓	


Signature

7-29-99
Date

RICHMOND COUNTY

SHERIFF'S DEPARTMENT

EMPLOYEE EVALUATION FORM

NAME: _____ MARTINEZ, JERRY W
7719
JOB TITLE: 01-12-97

DATE: 1998
SALARY: _____

INSTRUCTIONS: RATER (EMPLOYEE'S IMMEDIATE SUPERVISOR)

LISTED BELOW ARE A NUMBER OF TRAITS, ABILITIES AND CHARACTERISTICS THAT ARE IMPORTANT FOR SUCCESS AS A LAW ENFORCEMENT OFFICER. CAREFULLY EVALUATE EACH OF THE QUALITIES SEPARATELY. USING THE APPRAISAL SCALE (BELOW), SCORE EACH QUALITY WITH A SCORE OF 1 TO 5 WHICH MOST NEARLY DESCRIBES THE PERSON BEING RATED. ADD TOTAL NUMERICAL VALUE AND ENTER IN APPROPRIATE BLOCK UNDER OVERALL EVALUATION.

APPRAISAL SCALE

- 5 PERFORMANCE CONSISTENTLY EXCEEDS REQUIREMENTS FOR AN EMPLOYEE IN THIS POSITION
- 4 PERFORMANCE FREQUENTLY EXCEEDS REQUIREMENTS FOR AN EMPLOYEE IN THIS POSITION
- 3 PERFORMANCE MEETS THE REQUIREMENTS FOR AN EMPLOYEE IN THIS POSITION
- 2 PERFORMANCE FREQUENTLY FALLS BELOW REQUIREMENTS FOR AN EMPLOYEE IN THIS POSITION
- 1 PERFORMANCE CONSISTENTLY FALLS BELOW THE REQUIREMENTS FOR AN EMPLOYEE IN THE POSITION. DEFINITE IMPROVEMENT IN ONE OR MORE CRITICAL AREAS ARE NEEDED FOR CONTINUED EMPLOYMENT.

ENDORSER: (SHERIFF, RICHMOND COUNTY)

SHERIFF SHOULD REVIEW THE RATING AND ENTER HIS OR HER COMMENTS IN THE APPROPRIATE SPACE.

RICHMOND COUNTY
EMPLOYEE EVALUATION FORM

ANNUAL

NAME _____ DATE _____

DEPARTMENT _____ JOB TITLE _____

SALARY _____

INSTRUCTION: Rater (Employee Immediate Supervisor)

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrases, which most nearly describes the person being rated. Carefully evaluate each of the qualities separately. Each rating carries a numerical value. Add total numerical value and enter in appropriate block under overall evaluation.

Endorser (Department Head)

Department head should review the rating and enter his or her comments in the appropriate space.

NOTE: PLEASE COMPLETE JOB TITLE ABOVE.

ACCURACY is the correctness of work duties performed.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Makes frequent errors.	Careless; makes recurrent errors.	Usually accurate; makes only average number of mistakes.	Requires little supervision; is exact and precise most of the time.	Requires absolute minimum of supervision; is almost always accurate.

ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Slow to "catch on."	Requires more than average instructions and explanations.	Grasps instructions with average ability.	Usually quick to understand and learn.	Exceptionally keen and alert.

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.

DEPENDABILITY is the ability to do required jobs well with minimum of supervision.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Requires close supervision; is unreliable.	Sometimes requires prompting.	Usually takes care of necessary tasks and completes with reasonable promptness	Requires little supervision; is reliable.	Requires absolute minimum of supervision.

DRIVE is the desire to attain goals, to achieve.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Has poorly defined goals and acts without purpose; puts forth practically no effort.	Sets goals too low; puts forth little effort to achieve.	Has average goals and usually puts forth effort to reach these.	Strives hard; has high desire to achieve.	Sets high goals and strives incessantly to reach these.

JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.

<u>2</u>	<u>4</u>	<u>6</u> X	<u>8</u>	<u>10</u>
Poorly informed about work duties.	Lacks knowledge of some phases of work.	Moderately informed; can answer most common questions.	Understands all phases of work.	Has complete mastery of all phases of job.

QUANTITY OF WORK is the amount of work an individual does in a work day.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Does not meet minimum requirements.	Does just enough to get by.	Volume of work is satisfactory.	Very industrious; does more than is required.	Superior work production record.

STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Goes "to pieces" under pressure; is "jumpy" and nervous.	Occasionally "blows up" under pressure; is easily irritated.	Has average tolerance for crises; usually remains calm.	Tolerates most pressure; likes crises more than the average person.	Thrives under pressure; really enjoys solving crises.

COURTESY is the polite attention an individual gives other people.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Blunt; discourteous; antagonistic.	Sometimes tactless.	Agreeable and pleasant.	Always very polite and willing to help.	Inspiring to others in being courteous and very pleasant.

FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may observe.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Very distant and aloof.	Approachable; friendly once known by others.	Warm; friendly; sociable.	Very sociable and out-going.	Extremely sociable; excellent at establishing good will.

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Personality unsatisfactory for this job.	Personality questionable for this job.	Personality satisfactory for this job.	Very desirable personality for this job.	Outstanding personality for this job.

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Very untidy; poor taste in dress.	Sometimes untidy and careless about personal appearance.	Generally neat and clean; satisfactory personal appearance.	Careful about personal appearance; good taste in dress.	Unusually well groomed; very neat; excellent taste in dress.

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Tires easily; is weak and frail.	Frequently tires and is slow.	Meets physical and energy job requirements.	Energetic; seldom tires.	Excellent health; no fatigue.

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Often absent without good excuse and/or frequently reports for work late.	Lax in attendance and/or reporting for work on time.	Usually present and on time.	Very prompt; regular in attendance.	Always regular and prompt; volunteers for overtime when needed.

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u> X	<u>10</u>
Disorderly or untidy.	Some tendency to be careless and untidy.	Ordinarily keeps work area fairly neat.	Quite conscientious about neatness and cleanliness.	Unusually neat, clean and orderly.

OVERALL EVALUATION

118

Definitely
unsatisfactory
0-69

Substandard but
making progress
70-89

Doing an
average job
90-109

Definitely
above average
110-129

Outstanding
130-150

COMMENTS - Rater

Major weak points are:

Major strong points are:

Rated by *[Signature]*

- I have discussed the contents of this employee evaluation form with my supervisor, but I do not agree that I was rated fairly.
- I have discussed the contents of this employee evaluation form with my supervisor and I agree that I was rated fairly.

[Signature]
Employee's Signature

8-18-98
Date

Endorser

- I concur with the rating.
- I do not concur with the rating.

Any additional comments:

Note: If more space is needed for comments, attach an annex.

Chief Deputy Weston C. McNamee
Endorsed by

RICHMOND COUNTY EMPLOYEE EVALUATION FORM

BUCK CONSULTANT STUDY REQUIRED
EMPLOYEE EVALUATION

ANNUAL

SEP 30 1996

OCT 01 1997

MARTINEZ, JERRY W

NAME 7719
01-12-97

DATE _____

DEPARTMENT _____

JOB TITLE _____

SOCIAL SECURITY NUMBER _____

SALARY _____

INSTRUCTION: Rater (Employee Immediate Supervisor)

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrases, which most nearly describes the person being rated. Carefully evaluate each of the qualities separately. Each rating carries a numerical value. Add total numerical value and enter in appropriate block under overall evaluation.

Endorser (Department Head)

Department head should review the rating and enter his or her comments in the appropriate space.

NOTE: PLEASE COMPLETE JOB TITLE ABOVE.

ACCURACY is the correctness of work duties performed.

2
Makes frequent errors.

4
Careless; makes recurrent errors.

6 X
Usually accurate; makes only average number of mistakes.

8
Requires little supervision; is exact and precise most of the time.

10
Requires absolute minimum of supervision; is almost always accurate.

ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.

2
Slow to "catch on."

4
Requires more than average instructions and explanations.

6
Grasps instructions with average ability.

8 X
Usually quick to understand and learn.

10
Exceptionally keen and alert.

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

2
Rarely has a new idea; is unimaginative.

4
Occasionally comes up with a new idea.

6
Has average imagination; has reasonable number of new ideas.

8 X
Frequently suggests new ways of doing things; is very imaginative.

10
Continually seeks new and better ways of doing things; is extremely imaginative.

FRIENDLINESS is sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

2

Very distant and aloof.

4

Approachable; friendly once known by others.

6

Warm; friendly; sociable.

8

Very sociable and out-going.

10

Extremely sociable; excellent at establishing good will.

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

2

Personality unsatisfactory for this job.

4

Personality questionable for this job.

6

Personality satisfactory for this job.

8

Very desirable personality for this job.

10

Outstanding personality for this job.

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

2

Very untidy; poor taste in dress.

4

Sometimes untidy and careless about personal appearance.

6

Generally neat and clean; satisfactory personal appearance.

8

Careful about personal appearance; good taste in dress.

10

Unusually well groomed; very neat; excellent taste in dress.

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

2

Tires easily; is weak and frail.

4

Frequently tires and is slow.

6

Meets physical and energy job requirements.

8

Energetic; seldom tires.

10

Excellent health; no fatigue.

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

2

Often absent without good excuse and/or frequently reports for work late.

4

Lax in attendance and/or reporting for work on time.

6

Usually present and on time.

8

Very prompt; regular in attendance.

10

Always regular and prompt; volunteers for overtime when needed.

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

2

Disorderly or untidy.

4

Some tendency to be careless and untidy.

6

Ordinarily keeps work area fairly neat.

8

Quite conscientious about neatness and cleanliness.

10

Unusually neat, clean and orderly.

OVERALL EVALUATION

112

Definitely
unsatisfactory
0-69

Substandard but
making progress
70-89

Doing an
average job
90-109

Definitely
above average
110-129

Outstanding
130-150

COMMENTS - Rater

Major weak points are:

Major strong points are:

Rated by Christina T. Johnson

- I have discussed the contents of this employee evaluation form with my supervisor, but I do not agree that I was rated fairly.
- I have discussed the contents of this employee evaluation form with my supervisor and I agree that I was rated fairly.

Jerry Martinez 9-10-97
Employee's Signature Date

Endorser

- I concur with the rating.
- I do not concur with the rating.

Any additional comments:

Note: If more space is needed for comments, attach an annex.

Constantine C. Meyane
Endorsed by

ON

RICHMOND COUNTY
EMPLOYEE EVALUATION FORM

DWE
JUL 09 1997

SEMI-ANNUAL

06/29 - 07/12/97 5032 7719

NA SHERIFF

DE MARTINEZ, JERRY W. DEPUTY SHER/JAIL

RCCI

DATE _____

JOB TITLE _____

SALARY _____

INSTRUCTION: Rater (Employee Immediate Supervisor)

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrases, which most nearly describes the person being rated. Carefully evaluate each of the qualities separately. Each rating carries a numerical value. Add total numerical value and enter in appropriate block under overall evaluation.

Endorser (Department Head)

Department head should review the rating and enter his or her comments in the appropriate space.

NOTE: PLEASE COMPLETE JOB TITLE ABOVE.

ACCURACY is the correctness of work duties performed.

2 _____	4 _____	6 _____	8 <input checked="" type="checkbox"/> _____	10 _____
Makes frequent errors.	Careless; makes recurrent errors.	Usually accurate; makes only average number of mistakes.	Requires little supervision; is exact and precise most of the time.	Requires absolute minimum of supervision; is almost always accurate.

ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.

2 _____	4 _____	6 _____	8 <input checked="" type="checkbox"/> _____	10 _____
Slow to "catch on."	Requires more than average instructions and explanations.	Grasps instructions with average ability.	Usually quick to understand and learn.	Exceptionally keen and alert.

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

2 _____	4 _____	6 _____	8 <input checked="" type="checkbox"/> _____	10 _____
Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

2

Requires close supervision; is unreliable.

4

Sometimes requires prompting.

6

Usually takes care of necessary tasks and completes with reasonable promptness

8

Requires little supervision; is reliable.

10

Requires absolute minimum of supervision.

DRIVE is the desire to attain goals, to achieve.

2

Has poorly defined goals and acts without purpose; puts forth practically no effort.

4

Sets goals too low; puts forth little effort to achieve.

6

Has average goals and usually puts forth effort to reach these.

8

Strives hard; has high desire to achieve.

10

Sets high goals and strives incessantly to reach these.

JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.

2

Poorly informed about work duties.

4

Lacks knowledge of some phases of work.

6

Moderately informed; can answer most common questions.

8

Understands all phases of work.

10

Has complete mastery of all phases of job.

QUANTITY OF WORK is the amount of work an individual does in a work day.

2

Does not meet minimum requirements.

4

Does just enough to get by.

6

Volume of work is satisfactory.

8

Very industrious; does more than is required.

10

Superior work production record.

STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

2

Goes "to pieces" under pressure; is "jumpy" and nervous.

4

Occasionally "blows up" under pressure; is easily irritated.

6

Has average tolerance for crises; usually remains calm.

8

Tolerates most pressure; likes crises more than the average person.

10

Thrives under pressure; really enjoys solving crises.

COURTESY is the polite attention an individual gives other people.

2

Blunt; discourteous; antagonistic.

4

Sometimes tactless.

6

Agreeable and pleasant.

8

Always very polite and willing to help.

10

Inspiring to others in being courteous and very pleasant.

FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

<u>2</u> Very distant and aloof.	<u>4</u> Approachable; friendly once known by others.	<u>6</u> Warm; friendly; sociable.	<u>8</u> ✓ Very sociable and out-going.	<u>10</u> Extremely sociable; excellent at establishing good will.
-------------------------------------	--	---------------------------------------	--	---

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

<u>2</u> Personality unsatisfactory for this job.	<u>4</u> Personality questionable for this job.	<u>6</u> Personality satisfactory for this job.	<u>8</u> ✓ Very desirable personality for this job.	<u>10</u> Outstanding personality for this job.
--	--	--	--	--

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

<u>2</u> Very untidy; poor taste in dress.	<u>4</u> Sometimes untidy and careless about personal appearance.	<u>6</u> Generally neat and clean; satisfactory personal appearance.	<u>8</u> ✓ Careful about personal appearance; good taste in dress.	<u>10</u> Unusually well groomed; very neat; excellent taste in dress.
---	--	---	---	---

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

<u>2</u> Tires easily; is weak and frail.	<u>4</u> Frequently tires and is slow.	<u>6</u> Meets physical and energy job requirements.	<u>8</u> ✓ Energetic; seldom tires.	<u>10</u> Excellent health; no fatigue.
--	---	---	--	--

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

<u>2</u> Often absent without good excuse and/or frequently reports for work late.	<u>4</u> Lax in attendance and/or reporting for work on time.	<u>6</u> Usually present and on time.	<u>8</u> ✓ Very prompt; regular in attendance.	<u>10</u> Always regular and prompt; volunteers for overtime when needed.
---	--	--	---	--

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

<u>2</u> Disorderly or untidy,	<u>4</u> Some tendency to be careless and untidy.	<u>6</u> Ordinarily keeps work area fairly neat.	<u>8</u> ✓ Quite conscientious about neatness and cleanliness.	<u>10</u> Unusually neat, clean and orderly.
-----------------------------------	--	---	---	---

OVERALL EVALUATION

Definitely
unsatisfactory
0-69

Substandard but
making progress
70-89

Doing an
average job
90-109

120
Definitely
above average
110-129

Outstanding
130-150

COMMENTS - Rater

Major weak points are:

Major strong points are:

Rated by Charles A. Sade Sr. ^(BR)

- I have discussed the contents of this employee evaluation form with my supervisor, but I do not agree that I was rated fairly.
- I have discussed the contents of this employee evaluation form with my supervisor and I agree that I was rated fairly.

Jerry Martinez 6-24-97
Employee's Signature Date

Endorser

- I concur with the rating.
- I do not concur with the rating.

Any additional comments:

Note: If more space is needed for comments, attach an annex.

Austin C. McNamee
Endorsed by

RICHMOND COUNTY SHERIFF'S OFFICE

DISCIPLINARY REPORT

EMPLOYEE'S NAME: Martinez, Jerry *A783* DATE: 04/02/11

DIVISION: Special Operations / Housing Squad RANK: Deputy

IMMEDIATE SUPERVISOR: Sgt. R.G. Watson

VIOLATION TITLE AND CODE: 4.8 Obeying Lawful Order of Supervisors

DESCRIPTION OF VIOLATION (TO INCLUDE DATE, TIME, LOCATION, WITNESS (ES), FACTS)

On Fri, April 1, 2011 I received a complaint against Dep. Martinez via telephone concerning his actions at the Five Star Express store (Laney-Walker Blvd @ Sand Bar Ferry Rd). After I finished speaking with the complainant, I drove to that location. (approx 1940hrs) Dep. Martinez was not there.

A short time later I spoke with Dep. Martinez and he told me he had been at that location earlier this day.

In the latter part of 2010 I gave my squad an order not to go to that store due to it being at the far end of Laney-Walker Blvd and so far away from their areas of responsibility.

PREVIOUS VIOLATION(S), TITLE, CODE AND DATE: Manner of Conduct 4.4 (B) [102005] approx date
Reporting For Duty 3.5 [01/24/07] verbal counseling
Unsatisfactory Performance 4.26 (c) 01/21/11

DISCIPLINARY ACTION: XX SENT TO DISCIPLINARY REVIEW BOARD | 041411
X DISMISSAL
 SUSPENDED FOR 2 DAY(S) | 041411
 WRITTEN WARNING/COUNSELING (ATTACH COPY)
 ORAL REPRIMAND 6 mos. PROB. 101811

NAME AND RANK OF SUPERVISOR IMPOSING DISCIPLINARY ACTION:

R.G. Watson
(SUPERVISOR'S SIGNATURE)

Sgt.
(RANK)

[Signature]
(EMPLOYEE'S SIGNATURE)

DISTRIBUTION:
SHERIFF
INTERNAL AFFAIRS
IMMEDIATE SUPERVISOR
EMPLOYEE

Richmond County Sheriff's Office Disciplinary Report

Name of Deputy: MARTINEZ, Jerry

Sept. 28, 2005 Date:

Division: Road Patrol

Rank: Deputy

Immediate Supervisor: Lt. Dak McCall

Violation Title and Code: Manner of Conduct 4.4 (B)

Description of Violation to Include Date, Time, Location, Witnesses & Facts: On September 23rd, 2005 at approximately 0605 Dep. Martinez arrived at 3244 Amanda Circle to relieve night shift cars on a domestic dispute that escalated and the husband (Ronny Hornsby) climbed onto the roof of the residence and threatened to jump. Dep. Epps and Dep. Shaheed were in the process of talking with the husband when Dep. Martinez arrived and yelled to Hornsby, "GET THE FUCK OFF OF THE ROOF". At this point Hornsby jumped from the roof and sustained two (2) broken legs and is presently hospitalized at MCG.

Disciplinary Action: XXX Sent to Disciplinary Review Board / 102005

- Dismissal
- Suspended for 5 Day(s) \ 102605
- Written Warning\Letter of Counsel
- Unfounded

Name and Rank of Supervisor Imposing Disciplinary Action:

Det. Jo Ann Nutter
(Supervisor's Signature)

9/28/2005
(Date)

Review Board
(Employee's Signature)

Distribution: Employee's File
Employee
Immediate Supervisor
Internal Affairs

RICHMOND COUNTY SHERIFF'S DEPARTMENT

DISCIPLINARY REPORT

EMPLOYEE'S NAME: Jerry Martinez DATE: 061101
DIVISION: Jail RANK: Private
IMMEDIATE SUPERVISOR: Capt. Huffman
VIOLATION TITLE AND CODE: Manner of Conduct 4.4 (b)

DESCRIPTION OF VIOLATION (TO INCLUDE DATE, TIME, LOCATION, WITNESS (ES), FACTS)

On the morning of June 11, 2001 Deputy Martinez became involved in a physical altercation with special duty deputies at Adams Night Club when he attempted to break up a physical altercation between Deputy Brent Walker. Both Deputy Walker and Deputy Martinez were off-duty in civilian attire. Deputy Martinez fought with deputies at the scene until Deputy Walker advised deputies at the scene that Martinez was also a deputy. Deputy Martinez advised me at the scene that he was attempting to stop a fight when deputies mistook him for being an aggressor in the incident. Deputy Bruce Williams advised me that after Deputies Walker and Martinez were taken outside the club Deputy Martinez made several negative remarks to him. It is my contention that Deputy Martinez was out of line when he struggled with deputies at the scene and with his statements to Deputy Williams. Deputy Martinez was in violation of the Manner of Conduct code (cont. page 2)

PREVIOUS VIOLATION(S), TITLE, CODE AND DATE: Unknown

DISCIPLINARY ACTION: XXX
X

SENT TO DISCIPLINARY REVIEW BOARD 1062101
DISMISSAL
SUSPENDED FOR 2 DAY(S) 1062101
WRITTEN WARNING/COUNSELING (ATTACH COPY)
ORAL REPRIMAND

NAME AND RANK OF SUPERVISOR IMPOSING DISCIPLINARY ACTION:

[Signature]
(SUPERVISOR'S SIGNATURE) 9/11/01
SK

Sergeant
(RANK)

[Signature] A-783
(EMPLOYEE'S SIGNATURE)

DISTRIBUTION:
SHERIFF
INTERNAL AFFAIRS
IMMEDIATE SUPERVISOR
EMPLOYEE
EMPLOYEE'S FILE

with his actions during the listed incident.

Marchner, Jerry

BASIC MANDATE TRAINING
AGREEMENT



35-8-22 Reimbursement of training expenses by subsequent employer of peace officer; collection procedure.

(a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 15 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses or incurred in mandated or formalized training by individual departments.

(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325 2.)

I have read the above Georgia Law pertaining to Basic Mandate Training and do understand my obligation thereof.

	<u>12-06-02</u>
(employee)	(date)
	<u>120602</u>
(witness)	(date)

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL

BASIC LAW ENFORCEMENT

BASIC COURSE AUTHORIZATION

TO: ACADEMY/SCHOOL DIRECTOR

FROM: Executive Director, P.O.S.T.

CANDIDATE: MARTINEZ, JERRY W

SS#: [REDACTED]

AGENCY: RICHMOND CO S O

NON-REIMBURSABLE

RESERVE PART-TIME

REPEAT STUDENT

NON-REIMBURSABLE AGENCY

6 MONTHS WITHOUT TRAINING

SPONSORED

The above named applicant has met the pre-employment requirements of O.C.G.A. 35-8-8, and satisfied the requirements of Rule 464-3-.01 of the Georgia Peace Officer Standards and Training Council. The above named individual may be employed as a peace officer pursuant to O.C.G.A. 35-8-10(a) and is hereby authorized admission to the P.O.S.T. Basic Course.

Candidate must not perform duties of a peace officer until successfully completing mandate

Authorization issued by: **L. M.**
Certification Division
December 31, 2002

(Not valid without original POST Seal here)

(Valid 18 months from Issue Date)

STUDENT RECORD

TO: GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL

FROM: ACADEMY/SCHOOL DIRECTOR

The above named candidate () HAS () HAS NOT satisfactorily completed the P.O.S.T. basic LAW ENFORCEMENT course at:

_____ on _____
Name of Academy/School Date

_____ Signature Academy/School Director
Date

() Check here if dismissed for any reason other than academic. Please attach full explanation.

INSTRUCTIONS: In the event that the candidate fails to successfully complete the POST basic course, a POSTFORM 2A must be completed and attached. Indicate for each item whether it was PASSED, FAILED or NOT TAKEN.

Martinez, Jerry

BASIC MANDATE TRAINING
AGREEMENT

35-8-22 Reimbursement of training expenses by subsequent employer
of peace officer; collection procedure.

(a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 15 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses or incurred in mandated or formalized training by individual departments.

(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325 2.)

I have read the above Georgia Law pertaining to Basic Mandate Training and do understand my obligation thereof.

Jerry Martinez

(employee)

12-11-02

(date)

Debra A. Reid

(witness)

12/11/02

(date)

BASIC MANDATE TRAINING
AGREEMENT

35-8-22 Reimbursement of training expenses by subsequent employer of peace officer; collection procedure.

(a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 15 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof for such training. If said officer is hired by another agency during a period of 15 to 24 months after completing formalized training requirements and the expense of training is one-half of the total expense of training, the expense of training during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses or incurred in mandated or formalized training by individual departments.

*EE Test
Aug 27
Hold for Jan
Class per Cal
Powell*

(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325 2.)

I have read the above Georgia Law pertaining to Basic Mandate Training and do understand my obligation thereof.

Jerry W. Martinez
(Employee)

08-16-02
(Date)

Debra A. Reed
(Witness)

081602
(Date)

GEORGIA
PEACE OFFICER STANDARDS
AND
TRAINING COUNCIL

Martinez, Jerry
Basic Mandate



APPLICATION FOR CERTIFICATION

This application complies with the requirements of O.C.G.A. § 35-8-7.1, 35-8-8, and 35-8-10. *Failure to complete all portions of the application will result in a delay in processing and could result in denial of certification.*

O.C.G.A. § 35-8-15 requires each law enforcement unit to prepare duplicate records on any candidate, forward one copy to the Council and maintain the second copy on file at the headquarters of the law enforcement unit.

Applications for certification must be received by the Council 10 days prior to the commencement of a Basic Training Course. Failure to do so may result in delays which would prohibit the applicant from attending the Basic Training Course on that date.

Return to:
GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL
2175 Northlake Parkway, Suite 144
Tucker, Georgia 30084

Mailed 11/20/02

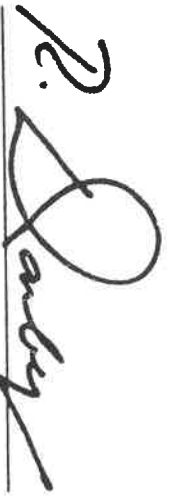
State of Georgia
Peace Officer Standards and Training Council
Hereby registers

JERRY W MARTINEZ
Basic Jailer

PRJA990688S

Having fulfilled the requirements of registration
pursuant to

The Official Code of Georgia Annotated 35-8-24
Acknowledged this 29th day of November, 1999.


Richard Darby
Executive Director



THE FOLLOWING MUST BE COMPLETED BY APPLICANT
Applicable Code Sections O.C.G.A. § 35-8-7.1 and 35-8-8

PERSONAL INFORMATION

1. [Redacted] 2. Martinez Jerry William
Social Security # Last Name, First Middle

3. Address: [Redacted] [Redacted] [Redacted]
Street # Street City, State Zip Code

4. U.S. Citizen: Yes No 5. 508 178 Blk 6. Brs 7. D.O.B. [Redacted]
Height Weight Hair Color Eye Color

8. Sex: Male 9. Race: Hispanic *** Note: Race is used for statistical purposes only and is not required for certification as a peace officer. Providing this information is voluntary.

EDUCATION

10. High School Graduate: Yes No 11. GED: Yes No

11. Harlem High Harlem Ga. 06-04-92
Name of High School City State Graduation Date

12. NA
College Attended City State Graduation Date

13. N/A
Additional Colleges City State Type of Degree

PREVIOUS LAW ENFORCEMENT EMPLOYMENT

14. Have you ever been employed in Law Enforcement? Yes No If no, go to next section.

15. Have you ever been certified as a Peace Officer? Yes No If yes, N/A
Certification # State

16. Department Name Location From To Reason for Leaving
N/A

(Use additional paper if necessary)

MILITARY

17. If none, check here and go to the next section.

18. Branch: USMC Dates of enlistment: [Redacted] 19. Type of Discharge: [Redacted]
If Discharge is anything other than Honorable, attach an explanation.

AFFIDAVIT

20. O.C.G.A. § 16-10-20-A person who knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact; makes a false, fictitious or fraudulent statement or representation, or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years or both.

I attest and affirm that I have reviewed this application and the information supplied is true to the best of my knowledge.

[Signature]
Signature- Agency Head/Authorized Signature

[Signature]
Notary Public/ Seal
Notary Public, Richmond County, Georgia
My Commission Expires Nov. 1, 2004

[Signature]
Applicant Signature

CRIMINAL AND TRAFFIC HISTORY

Please read the following information before completing this page!!

O.C.G.A. § 35-8-8, (a), (4) prevents anyone convicted of a felony from being appointed or certified as a peace officer, however applicants who received "First Offender" sentences may be certified.

O.C.G.A. § 35-8-7.1, (a), (8) authorizes the Council to refuse certification to any applicant who commits any act of omission which is indicative of bad moral character or untrustworthiness. If you have no criminal convictions or traffic citations, you must write "NONE" in the appropriate section below, or list all convictions. Convictions include finding or verdict of guilty, pleas of guilty, pleas of nolo contendere, and bond forfeitures.

CRIMINAL HISTORY (Misdemeanors and Felonies)

NOTE: It is recommended that all arrests be listed, even if the charge was dismissed or you were found not guilty. This is due to the fact that many times these arrests will appear on a criminal records check. Failure to list all arrests may delay the application process while the matter is being investigated.

Charge	Date	Location	Disposition
N/A			

TRAFFIC HISTORY

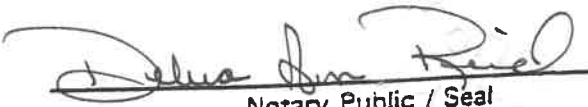
Violation	Date	Location	Disposition

(Use additional paper if necessary)

ATTESTATION

I have never been convicted of a felony in the courts of this state or any other state, territory, country, or of the United States. The term "conviction" includes a finding or a verdict of guilt, a plea of guilty, or a plea of nolo contendere regardless of whether the adjudication of guilty or sentence is withheld or not entered thereon (First Offender). I further understand that any act of omission may be grounds for denial of this application for certification as a peace officer (O.C.G.A. § 35-8-7.1) and could result in criminal prosecution (O.C.G.A. § 16-10-20).


Applicant Signature


Notary Public / Seal

Notary Public, Richmond County, Georgia
My Commission Expires Nov. 1, 2004

I, (Full Name of Applicant) Jerry William Martinez, when approved for Basic Law Enforcement Academy Training, agree to obey all rules and regulations, and understand that I am subject to dismissal from the Training Academy for any infractions or failure to achieve the scholastic standard set by the Georgia POST Council. I further certify that I am in good health, physically fit, and of good moral character and release the Georgia Peace Officer Standards and Training Council, the Department of Public Safety, the Georgia Public Safety Training Center, the State of Georgia, and any other official associated or connected with the training academy for liability in case of illness or accident.

I understand that I must satisfactorily complete a basic training course prior to performing the duties of a peace officer, according to O.C.G.A. § 35-8-9.

This application will be valid for 18 months only. If not certified by that time, this application will be returned to my employing agency and a new application submitted according to POST Council rule 464-3-.01.

Jerry Martinez 08-16-02
Applicant Signature Date

Ray Powell
Agency Head or Authorized Representative



PERSONAL HISTORY RELEASE

I do hereby authorize the review of and full disclosure of all records concerning myself to the duly authorized agent of the Georgia Peace Officer Standards and Training Council.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial statements and records wherever filed; medical and psychiatric treatment and/or consultation including hospitals; clinics, private practitioners, and the U.S. Veterans' Administration; employment and preemployment records, including background reports, polygraph examinations or reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in compiling any report for the Georgia Peace Officer Standards and Training Council. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photo copy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Serry William Martinez
Signature (Including maiden name)

08-16-02
Date

[Redacted]
Address

[Redacted]
Phone Number

[Redacted]
City State Zip

[Redacted]
Social Security Number

[Redacted]
Date of Birth

[Signature]
Notary Public
Notary Public, Richmond County, Georgia
My Commission Expires Nov. 1, 2004

August 16, 2002
Date

I understand that this information may be obtained through the use of this waiver at any time during which my registration or certification is maintained through the Georgia Peace Officer Standards and Training Council.

CANDIDATE TRAINING AND CERTIFICATION

Agency Making Application: RICHMOND COUNTY SHERIFF'S DEPARTMENT

Address: 401 Walton Way Augusta, GA 30901

Agency Phone Number: (706) 821-1000

Candidate Name: Jerry W. Martinez

Candidate is employed full-time as a peace officer with this agency working a minimum of 30 hours per week or 120 hours per 28 day period.

Yes No Reserve

Date Interviewed: 08/16/02 (POST rule 464-14.02(h))

Date of Employment: 03/21/03 (in position that you are applying for)

Position: (check one) Patrol Jailor Ranger Other (explain)

A background investigation was completed by L. P. A. Williams
(Investigator)
on 12/16/96. Candidate was found to satisfy requirements of O.C.G.A. § 35-8-8.

The Candidate named on this application is recommended by me for attendance to a Basic Law Enforcement Training Course and for certification upon successfully completing this training. I understand that POST reimbursement guidelines prevent subsistence reimbursement for trainees who live within 45 miles of the training academy or who fail to satisfactorily complete the training. Also, no training costs (tuition or subsistence) will be paid for a trainee receiving a reduced salary during training.

NOTE: If Candidate is approved for training a POSTFORM #2 authorizing the academy school attendance will be sent to the agency head. No person shall perform the duties of a peace officer until successful completion of the Basic Law Enforcement Training Course.

"(a) No person required to comply with the certification provisions of this chapter shall be employed or appointed by any law enforcement unit without certification from the Council that the applicant has met the preemployment requirements established in this chapter."

Date: 11/20/03 Signature: [Signature]
Agency Head

PHYSICIAN'S AFFIDAVIT
(Must use this form)

Note to Physician:

This applicant, if certified, will have the prerequisites necessary to gain employment at any Law Enforcement agency in the State of Georgia, including but not limited to the current place of employment.

Peace Officers are charged with the responsibility of enforcing criminal laws and are subject to deal with violent individuals and situations. Officers are often required to defend themselves and others from physical attacks, subdue resisting individuals, and make decisions under stress concerning the use of deadly force.

I understand _____ is being considered for employment as a peace officer and as a result of employment could be subjected to severe mental stress. I have examined _____ and to the best of my knowledge this person is free from any physical, emotional or mental conditions which might adversely affect this person's ability to perform the duties of a peace officer or take part in training programs relative to law enforcement.

Physicians Name (Please Print)

Address

Physician's Signature

Date

Attach Birth Certificate Here

In lieu of a birth certificate, attach a valid Georgia Drivers' License PLUS one or more of the following documents:

- a. Baptismal record
- b. Draft card
- c. Court records
- d. Passport
- e. Citizenship papers
- f. Armed Forces discharge paper (DD214)
- g. Certified copy of school records

ADDITIONALLY, this identification must show the full name and date of birth of the applicant. In order to establish the place of birth, an applicant must also submit a signed, notarized statement indicating that he is a United States citizen if documents other than a birth certificate are furnished. Included in this statement must be the place, date and county of birth. If the applicant is a naturalized citizen, a certified copy of the naturalization papers are to be sent with the statement.

Attach High School Diploma or State Issued GED Here

O.C.G.A. § 35-8, (a), (3) requires any person appointed or certified as a peace officer to have a high school diploma or its recognized equivalent. This requirement may be satisfied by providing a high school diploma, or transcript showing graduation or an approved college degree or college transcript showing high school graduation. Transcripts must be certified by school. A recognized equivalent means a diploma awarded by any state on the basis of a General Education Development (GED) test.

GED must be awarded by a state. United States Armed Forces Institute (USAFI) must be converted to a state awarded certificate. In order to convert the USAFI to a state awarded certificate the candidate must correspond with:

Georgia Department of Technical & Adult Education
Office of Adult Literacy
1 CNN Center, Suite 650 South
Atlanta, Georgia 30303

**Attach Military Discharge or DD 14 Showing
Type of Discharge Here**

A copy of discharge, or DD form 214 must be furnished. If type of discharge or character of service is other than "honorable", attach an explanation. More information or documentation may be required.

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL
5000 Austell-Powder Springs Road, Suite 261
Austell, Georgia 30106



MIKE BARTON
Executive Director

Telephone: (770) 732-5974
Fax: (770) 732-5952

08/29/2002

AGENCY: RICHMOND CO. SHERIFFS OFFICE
401 WALTON WAY, ROOM 2275
AUGUSTA, GA 30911-

APPLICANT: MARTINEZ , JERRY W

DOB: [REDACTED] **SSN:** [REDACTED]

ENTRANCE EXAMINATION STATUS: **ACCEPTABLE**

This applicant has met the pre-employment entrance examination requirement of O.C.G.A. 35-8-8(a)(9). This examination is only a measure of the applicant's ability to read and understand what he/she has read. This examination is used by P.O.S.T. solely as a predictor of the applicant's ability to pass the academic portion of the Basic Law Enforcement or Corrections Training Course. Any other use of this examination may be a violation of the Equal Employment Opportunity Commission (E.E.O.C.) guidelines.

This original must be attached to page 9 of the application for certification when submitting to P.O.S.T.

P.O.S.T. Form E.E.
(Entrance Exam Acceptable Letter)
Attach Here

**Certified Driver Histo. /
Attach Here**

**Must be original from Department of Public Safety
(Copies will not be accepted)**

**Georgia Crime Information Cent and
National Crime Information Center Printout**

Attach Printout Here (Original Only)

file

Agency Code 1614
Agency Name Richmond County Sheriff's Office

Entrance Examination Access Form

APPLICANT

NAME:

Martinez
LAST

Jerry
FIRST

W.
MIDDLE

HOME ADDRESS:

[REDACTED]
STREET ADDRESS

[REDACTED]
APT.#

[REDACTED]
CITY

[REDACTED]
STATE

[REDACTED]
ZIP

RACE: W **SEX:** MALE **SS#:** [REDACTED]

I understand the Entrance Exam score may be used for employment purposes and authorize P.O.S.T. to supply the results (Pass/Fail) to other law enforcement agencies that may consider me for employment.

Jerry W. Martinez
(Applicant's Signature)

08-16-02
(Date)

ATTESTATION

I, as the above named organization's chief executive, personnel officer or designee, verify that the above named individual is an applicant for a peace officer position with our organization. I understand this individual must successfully complete the P.O.S.T. Academy Entrance Exam as one qualification for employment as a peace officer.

Gary A. Powell
(Signature)

Colonel Gary A. Powell 08/16/02
(Title) (Date)

*******NOTICE*******

Each applicant should:

1. Be on time (once testing begins no one will be allowed entrance into testing area);
2. Bring a valid driver's license with picture or other picture I.D. to test site;
3. Bring two (2) sharpened #2 pencils; and
4. Allot two (2) hours for test taking and administration time.

AUGUSTA-RICHMOND COUNTY
PERSONNEL ACTION REQUEST

EMPLOYEE NAME Martinez, Geny DEPT NO 5034
SOCIAL SECURITY NO [REDACTED] EMP NO 07719

PERSONAL INFORMATION FROM TO
NAME CHANGE _____
ADDRESS _____
CITY,ST,ZIP _____
TELEPHONE _____
DIRECT DEPOSIT () (attach voided check)

MISCELLANEOUS:

(date)

(employee signature)

CLASSIFICATION FROM TO
Dept Number 5034 5032
Job Title _____
Class Code/SG _____
PCN _____
Daily Hours _____
Rate of Pay _____
Auto Allowance _____
Car Usage _____

Effective Date:

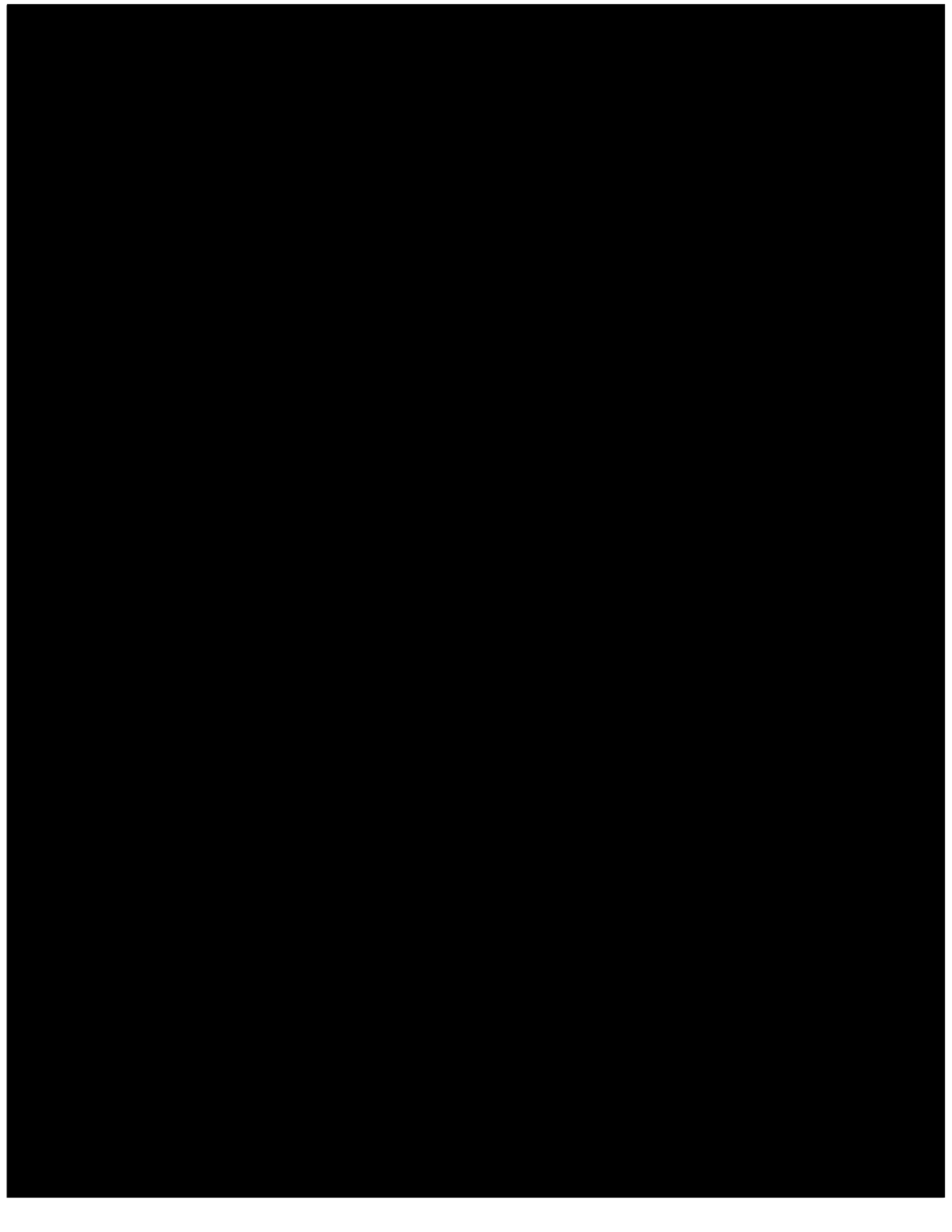
02-19-00

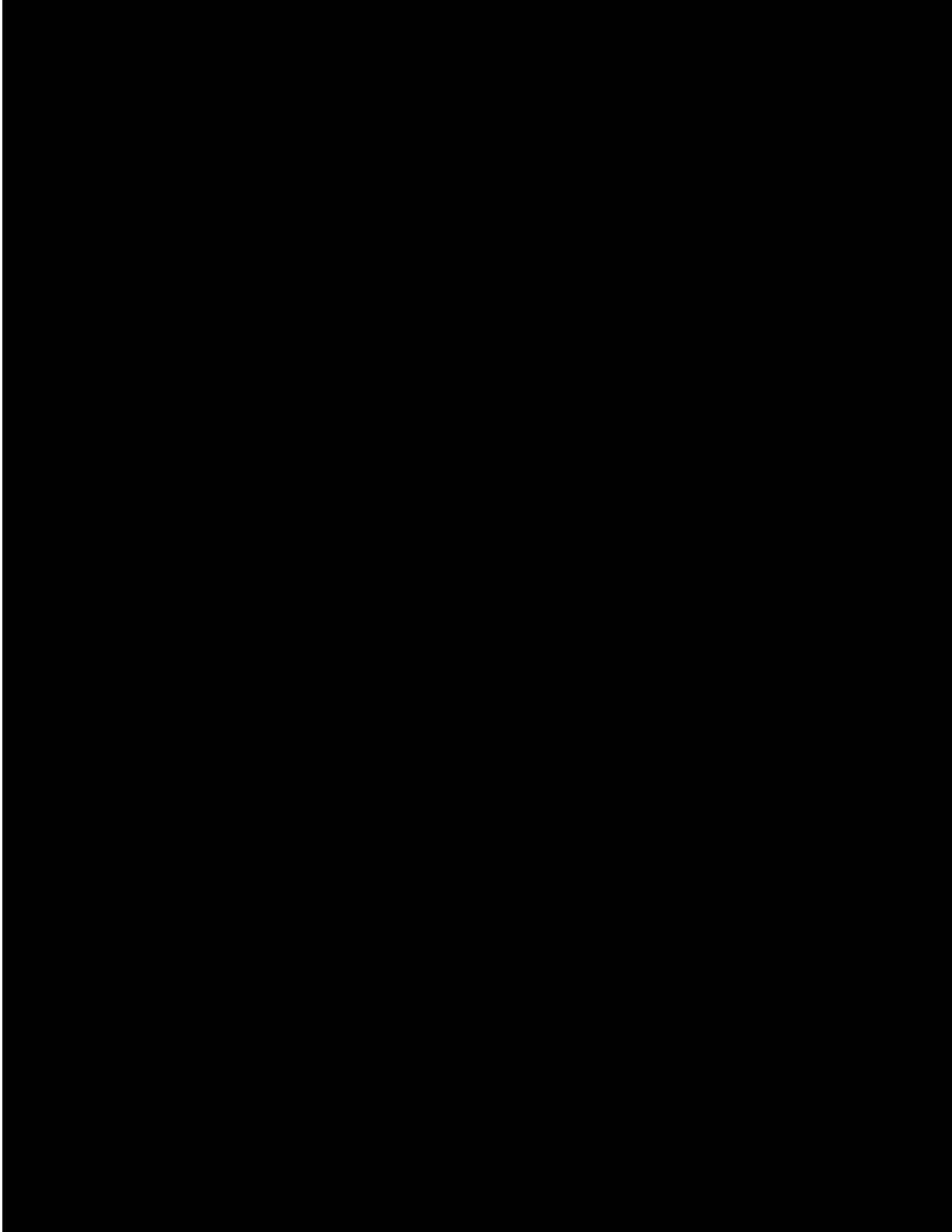
02-16-00

(date)

[Signature]
Dept: [Signature]

(department director/supervisor signature)

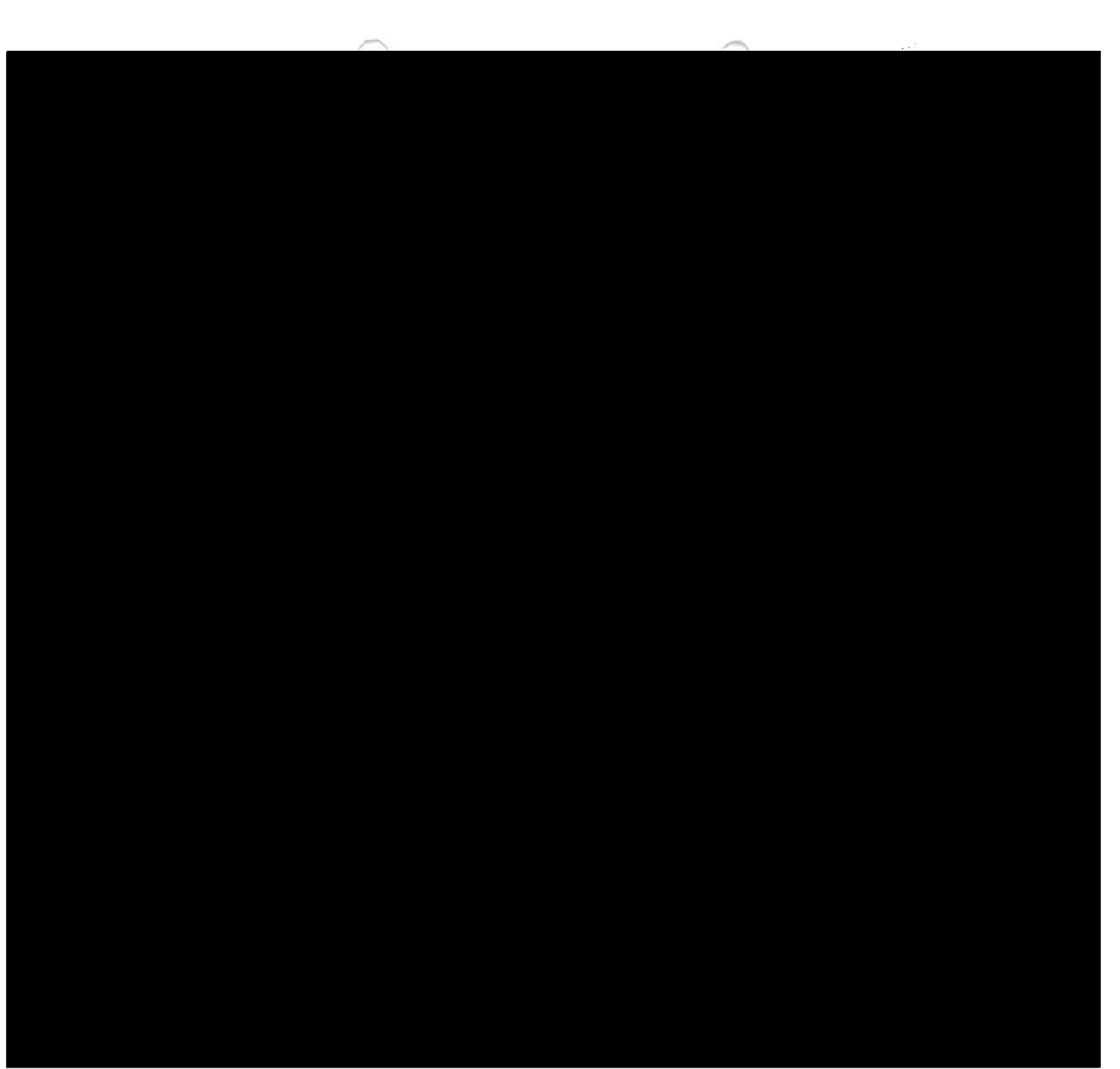




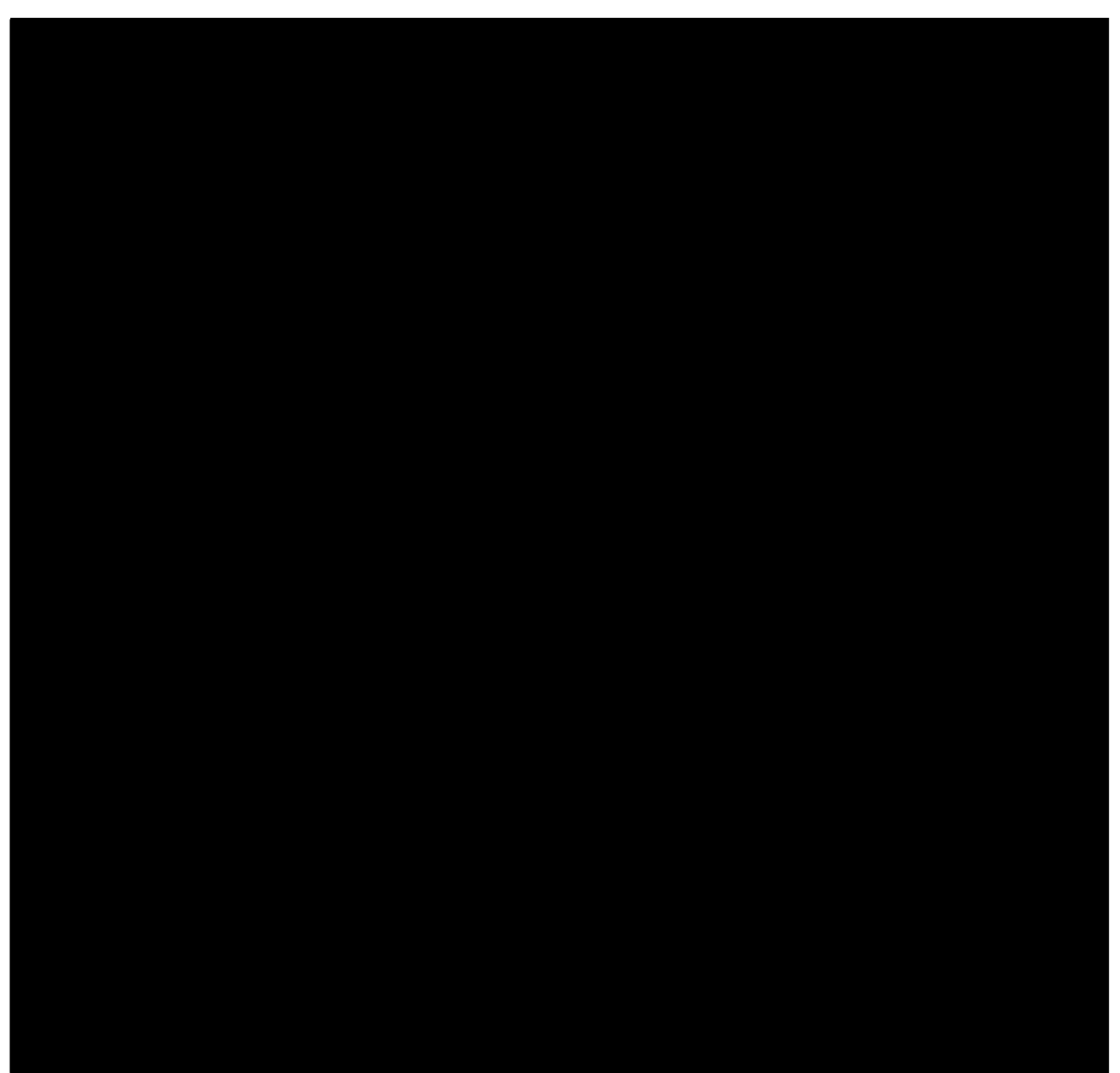
GA1210000
RICHMOND COUNTY
SHERIFF'S OFFICE
LAW ENFORCEMENT CTR
401 WALTON WAY
AUGUSTA, GA 30911-2275

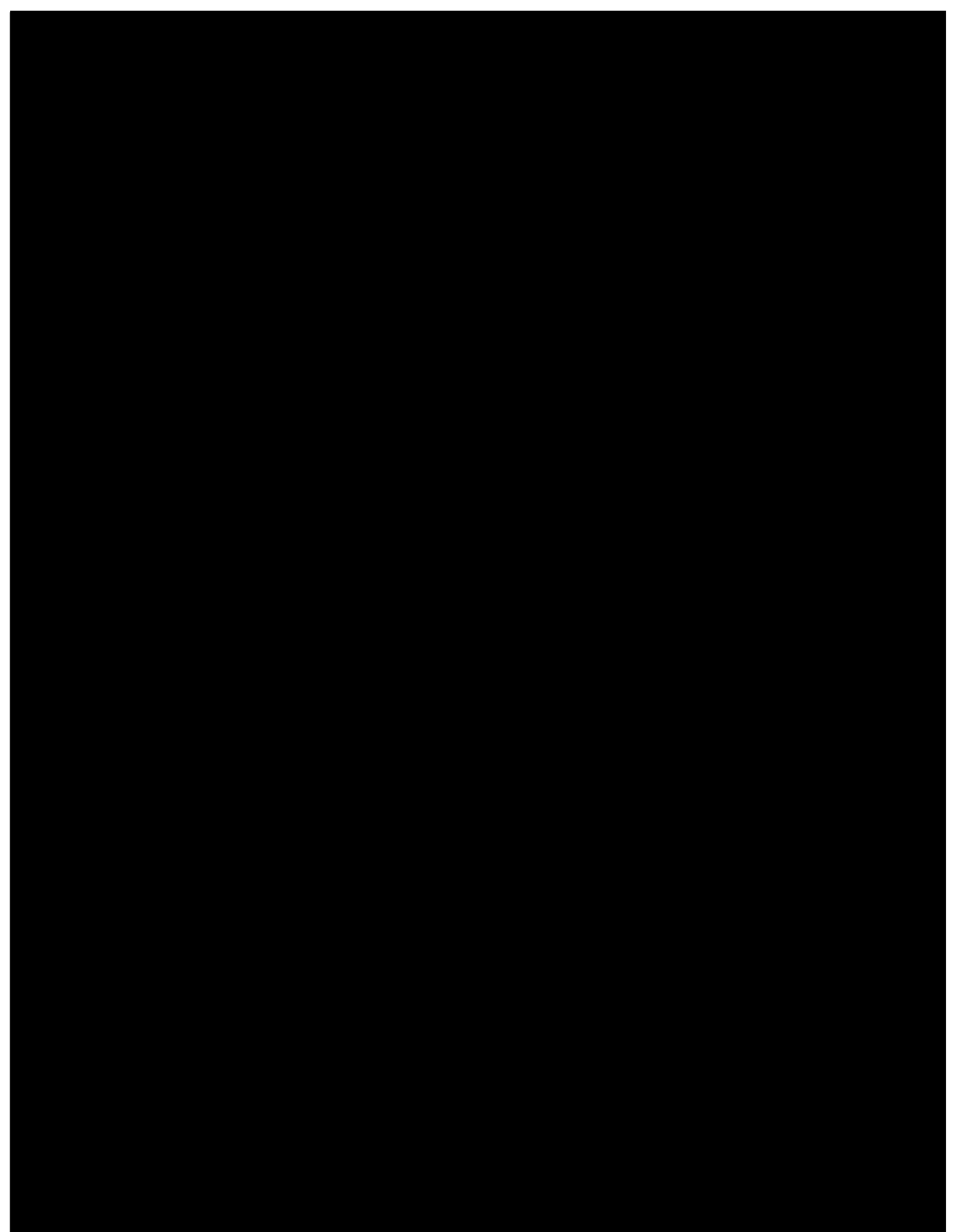
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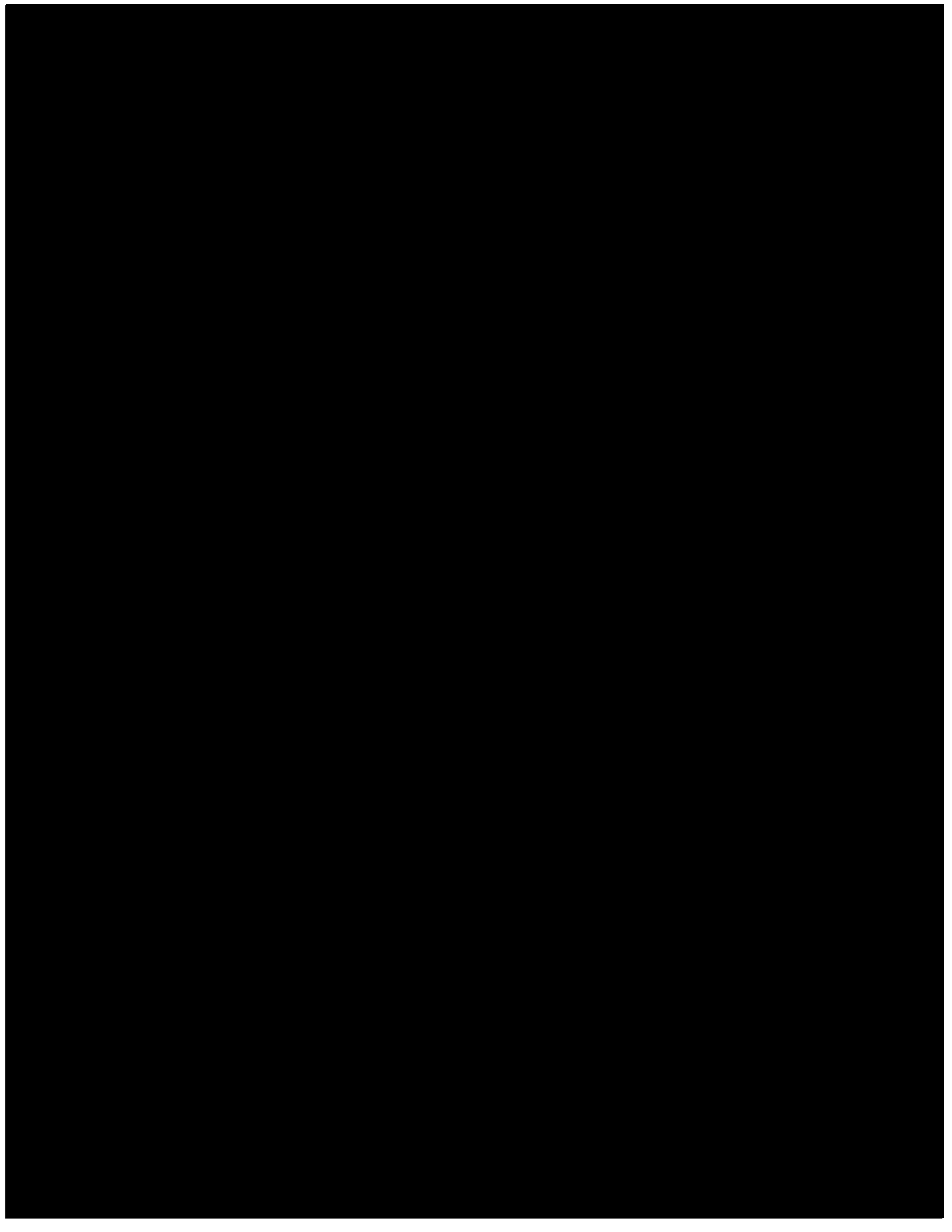
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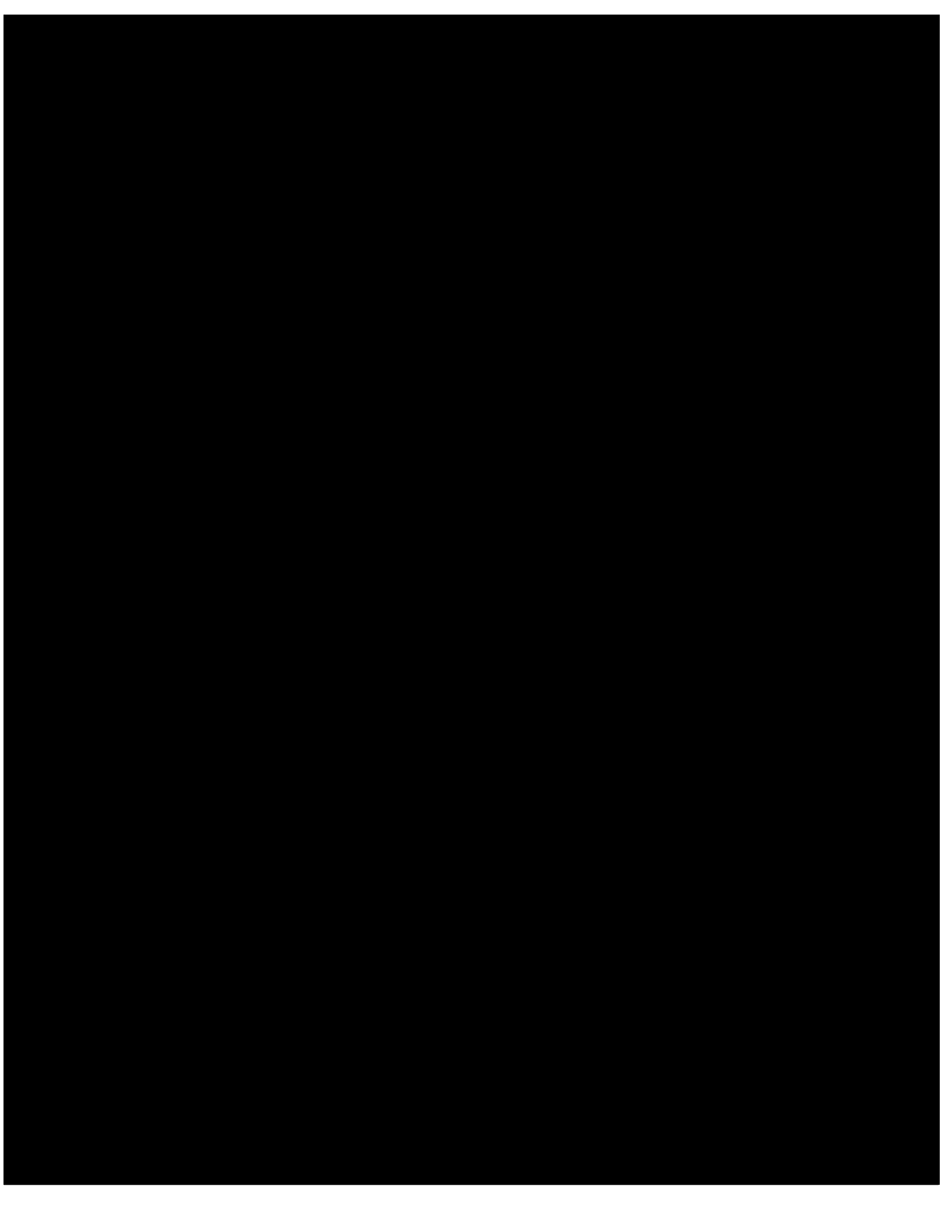


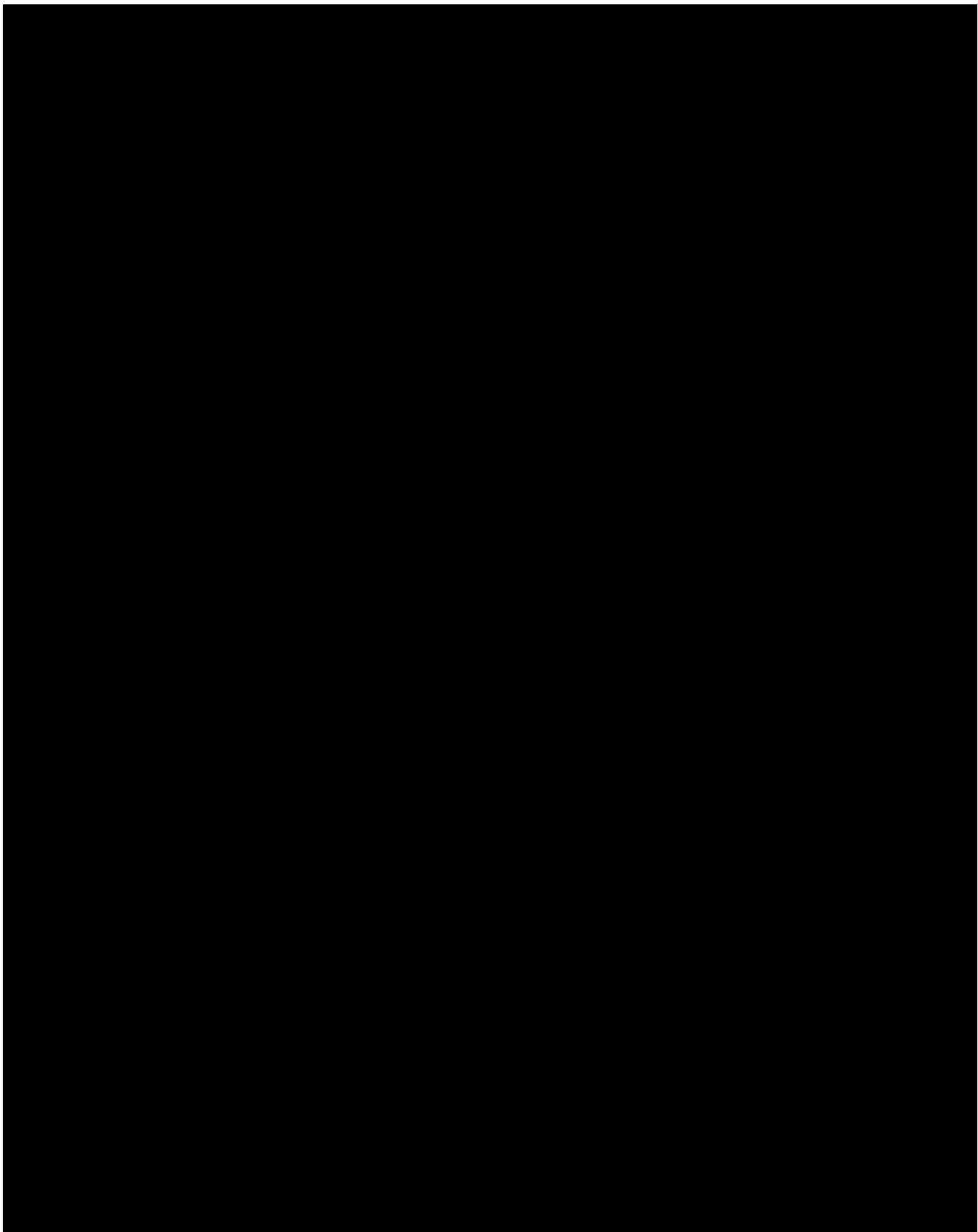
The bottom portion of the page is mostly blank white space. There are a few very faint, scattered dark pixels or artifacts, possibly from the scanning process or the edge of the redaction, but no legible text or structured data is visible in this section.











Harlem High School



JERRY WILLIAM MARTINEZ

Having completed in a satisfactory manner, a prescribed course of study as set forth by the Columbia County Board of Education, is entitled to receive this

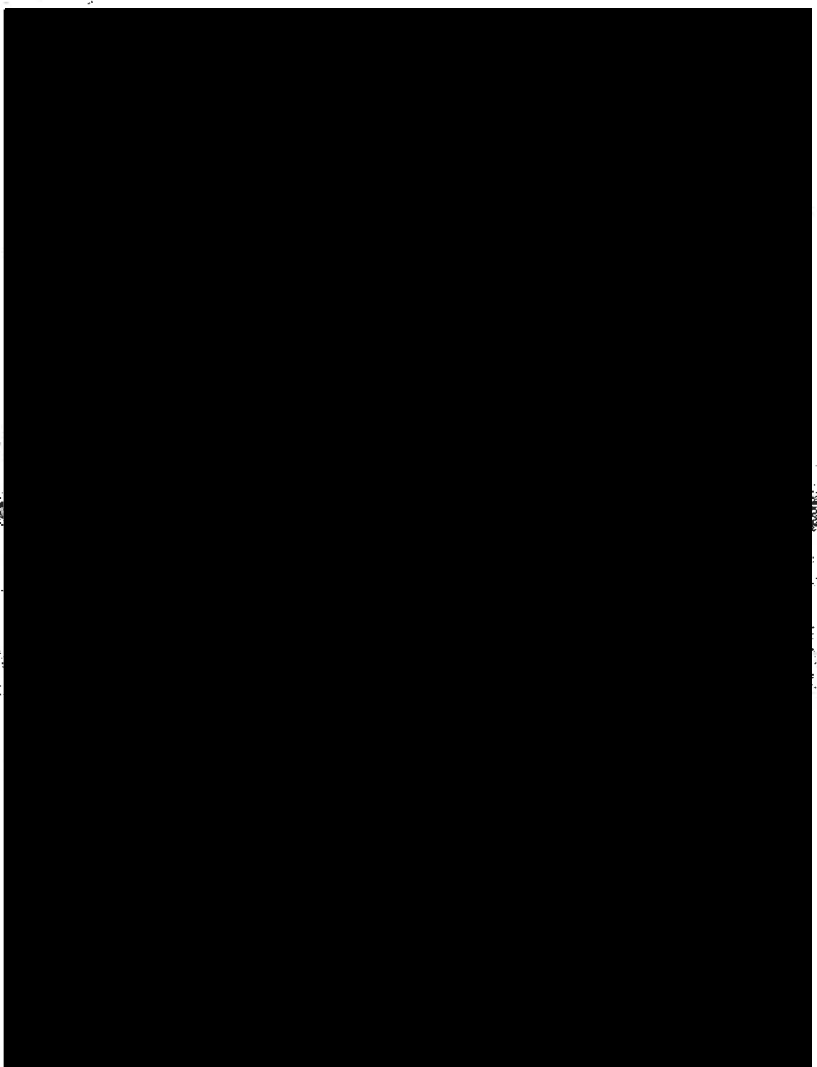
Diploma

Given at Harlem, Georgia, this month of June, nineteen hundred ninety-two.

Geo. S. ...
Principal



Paul ...
Secretary



AUGUSTA, GEORGIA
PERSONNEL ACTION REQUEST

PE
PO
PA
DD
PN

Employee Name Jerry Martineau Dept No 5034
Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO
Name Change _____
Address _____
City, St, Zip _____
Telephone _____
Direct Deposit () (attach voided check)
Miscellaneous _____

(date)

(employee signature)

CLASSIFICATION FROM TO
Dept Transfer _____
Job Title B A
Class Code/SG _____
Position/Seq _____
Daily Hours _____
Rate of Pay 904.01 973.51
Auto Allowance _____
CAR Usage _____

Effective Date 1-10-99 Repl: _____

12-8-98
(date)

[Signature]
(authorized signature)

AUGUSTA, GEORGIA
PERSONNEL ACTION REQUEST

PE
PO
PA
DD
PN

Employee Name Martinez, Jenny Dept No 5041
Social Sec No [REDACTED] Emp No 7719

PERSONAL INFORMATION FROM TO
Name Change _____
Address _____
City, St, Zip _____
Telephone _____
Direct Deposit () (attach voided check)
Miscellaneous _____

(date) (employee signature)

CLASSIFICATION FROM TO
Dept Transfer 5041 5034
Job Title Jailer I (12.5hr) same
Class Code/SG 517-42
Position/Seq _____
Daily Hours 12.5 (81.25)
Rate of Pay 890.65
Auto Allowance _____
CAR Usage _____

Effective Date 09-20-98 Repl: Kenneth Scott
09-09-98 Edward J. Welch
(date) (authorized signature)

NAME	Week 1 Exam	Week 2 Exam	Week 3 Exam	Week 4 Exam	Week 5 Exam	Week 6 Exam	Week 7 Exam	Week 8 Exam	Week 9 Exam	First Atd/ CPR	Range Score
Robert J. Greene	89	90	87	90	94	89	93	83	92	PASS	80.8-83.2
Bonnie Kalbskopf	89	91	94	83	94	94	92	87	93	PASS	80.4-86.8
Wesley L. Lundy	86	88	85	86	89	93	88	79	89	PASS	90.8-94.4
Jerry Martinez	85	72	77	87	Failed	E.V.O.C.	5/18/98			PASS	91.2-89.2
Derek W. McClure	87	88	81	84	88	91	91	80	87	PASS	91.6-94.0
Donald McVean, II	82	86	85	89	96	89	95	90	85	PASS	92.8-97.6
Dale W. Roberts	90	82	80	83	86	89	82	83	84	PASS	82.8-82.8
Geoffrey Stutts	84	84	88	87	86	92	87	84	88	PASS	96.8-85.6
Brian K. Vallée	78	91	86	85	91	93	85	75	82	PASS	80.8-80.8
Shawn Williams	80	83	82	94	Failed	E.V.O.C.	5/18/98			PASS	82.0-81.2
John R. Young, II	96	90	94	91	96	97	96	87	93	PASS	94.8-98.4

Sincerely,


 Thomas A. Nash
 Colonel

**CENTRAL SAVANNAH RIVER AREA
LAW ENFORCEMENT TRAINING CENTER**

Richmond County Board of Education


CHARLES G. LARKE
Superintendent

2092 Greenland Road
BLYTHE, GEORGIA 30805
Telephone (706) 592 - 1518
Fax (706) 592 - 1905

THOMAS A. NASH
Director

May 18, 1998

To: Sheriff Charles B. Webster
Richmond County Sheriff's Department
401 Walton Way
Augusta, Ga. 30910

From: COL. Thomas A. Nash 
Director
C.S.R.A. Law Enforcement Training Center

Subject: Dismissal of Candidate Jerry W. Martinez from the Basic Law
Enforcement Training Course, Class # 148.

It is with regret that I must inform you that candidate Jerry W. Martinez of your department failed a required performance exam (the Skid Control Exercise) in the E.V.O.C. Driver Training portion of the B.L.E.T.C.

After failing his first two P.E. tests, he was given ten (10) practice runs and then P.E. tested two more times. He failed all four tests.

Failure of a required Performance Exam mandates that a Candidate be dismissed from the Basic Law Enforcement Training Course.

Effective this date Candidate Martinez is excused from Class # 148.

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL
2175 NORTHLAKE PARKWAY, SUITE 144
TUCKER, GEORGIA 30084

STEVE K. BLACK
ACTING EXECUTIVE DIRECTOR

TELEPHONE: (770) 414-3313
FAX: (770) 414-3332



10/31/97

AGENCY: RICHMOND CO. SHERIFFS OFFICE
401 WALTON WAY, ROOM 2275
AUGUSTA, GA 30911-

APPLICANT: MARTINEZ , JERRY W

DOB: [REDACTED] SSN: [REDACTED]

ENTRANCE EXAMINATION STATUS: **ACCEPTABLE**

This applicant has met the pre-employment entrance examination requirement of O.C.G.A. 35-8-8(a)(9). This examination is only a measure of the applicant's ability to read and understand what he/she has read. This examination is used by P.O.S.T. solely as a predictor of the applicant's ability to pass the academic portion of the Basic Law Enforcement or Corrections Training Course. Any other use of this examination may be a violation of the Equal Employment Opportunity Commission (E.E.O.C.) guidelines.

This original must be attached to page 9 of the application for certification when submitting to P.O.S.T.

BASIC MANDATE TRAINING
AGREEMENT

35-8-22 Reimbursement of training expenses by subsequent employer of peace officer; collection procedure.

(a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 15 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency or the peace officer to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses or incurred in mandated or formalized training by individual departments.

(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325 2.)

I have read the above Georgia Law pertaining to Basic Mandate Training and do understand my obligation thereof.

x Jerry Marting
(employee)

10-21-97
(date)

Larry S. Vassar
(witness)

21 Oct 97
(date)



RICHMOND COUNTY SHERIFF'S DEPARTMENT

Charles B. Webster, Sheriff
Law Enforcement Center
Room B-275, 401 Walton Way
Augusta, Georgia 30911
(706) 821-1000
FAX (706) 821-1064

January 8, 1997

SPECIAL ORDER

TO ALL PERSONNEL:

Effective Sunday, January 12, 1997, **Jerry William Martinez** will report to work at the RCCI Annex, "D" Shift, (5032) (A783), under the direct supervision of Chief Charles Toole, with Sergeant Bill Redd as his immediate supervisor.

All Officers govern themselves accordingly.

Sincerely,

Charles B. Webster
Sheriff

CBW:dr

EMPLOYEE INFORMATION SHEET

NAME: Jerry William Martinez

ADDRESS: [REDACTED]

PHONE: [REDACTED] SSN: [REDACTED]

NEXT OF KIN: _____

DATE OF ENTRY: 01-12-97

TIME AND DATE TO START WORK: 6:30 AM 01-12-97

SHIFT: RCC-I-0 SUPERVISOR(S): _____

SALARY: 713¹⁵ FIRST CHECK: 01-31-97

COMPUTER # A 783

IDENTIFICATION

Sgt. Frank Tiller (2ND floor Law Enforcement Center)

UNIFORMS

Butch Register (basement of Law Enforcement Center)
821-1469

ROAD PATROL - FIREARMS/P.T.

Captain Ray Myers
592-6560

JAIL DEPUTIES - JAIL ADMINISTRATOR

See Jimmy Johnson, Jr. before leaving the building

SWEARING IN/BOND

Judge Pope's Office (4th floor Municipal Building)

ORIENTATION

Richmond County Personnel
530 Greene St. (6th floor)
Augusta, GA

Date: 01-30-97 Time: 8:30 AM

BECKY ROBERTS
401 Walton Way
Augusta, GA 30901
821-1095

SALLY PATTON
401 Walton Way
Augusta, GA 30901
821-1433

SUBSTANCE ABUSE COVERAGE FORM

I, Jerry William Martinez, have read and understand the below Richmond County Substance Abuse Policy.

I further understand that the use, possession, sale or distribution of alcohol, drugs, or controlled substances in the workplace is strictly prohibited. For purposes of this policy "drugs or controlled substances" includes legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions. I also understand that the presence of such substances in my system during work hours places unacceptable risk and burden on the safe and efficient operation of my job, and consequently, is strictly forbidden.

I also understand that if arrested and/or convicted for off-the-job drug and alcohol activities, including driving under the influence, some persons in some job assignments may have action taken against them, taking into consideration among other things, the nature of the charge, job assignment, and record with the County.

I also understand, in connection with the Richmond County Substance Abuse Program, that "for reasonable cause", (paragraph F page 2 - Annex B of the Safety/Risk Management Manual adopted April 29, 1987) I am subject to testing for the presence of drugs and alcohol in my system.

I fully understand that my cooperation with, and adherence to, Richmond County's Policies and Procedures regarding substance abuse are conditions of my continued employment and that, if I violate, or am insubordinate by refusing to cooperate with any of these policies and procedures, I am subject to discipline, up to and including discharge.

SIGNATURE:

Jerry Martinez

DATE:

1-8-97

USE OF POLYGRAPH, EXAMINATIONS

SECTION I: POLICY

A. This policy is to be followed in the utilization of polygraph examinations whenever they are used as part of an investigation of alleged impropriety or misconduct by officers, employees, or agents of Richmond County, Georgia.

B. All Richmond County employees or agents are required to cooperate with supervisors and investigators in the process of conducting investigations of, incidents of, and reports alleging impropriety or misconduct on the part of any officer, employee, or agent including, but not limited to, the providing of written or oral testimony under oath and submission to an examination by polygraph.

C. Supervisory personnel investigating impropriety or misconduct by employees, investigators employed by Richmond County or investigative agents of other organizations and agencies specifically approved and commissioned to undertake an internal investigation of any Richmond County operated or funded activity, are authorized to employ polygraph examinations.

D. Polygraph examinations may be administered only by persons employed as polygraph examiners by a law enforcement agency or by persons licensed by the Georgia Board of Polygraph Examiners or licensed in some other state to conduct such examinations. The questions asked in any polygraph examination must relate narrowly and directly to the subject's participation in the alleged impropriety or misconduct under investigation or to his knowledge of information pertaining to such impropriety or misconduct.

E. Refusal of an order to submit to a polygraph examination under the circumstances covered in this policy shall be considered to be refusal to follow a direct order and shall constitute cause for initiation of adverse action based upon insubordination.

TO: WHOM IT MAY CONCERN
SUBJECT: USE OF POLYGRAPH EXAMINATION

I, Jerry William Martinez, (print or type) an employee of Richmond County, Georgia, have read Annex B to the Richmond County Policy and Procedures Manual, USE OF POLYGRAPH EXAMINATION. I understand the contents of this annex and how it applies to me in my employment by Richmond County.

Jerry Martinez
(signature)

1-8-97

(date)

Becky Roberts
(witness)

1-8-97

AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1 (amended), and dissemination of such information are governed by state and federal laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.G.C.A. 35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90 ET SEQ) was enacted to provide statutory protection for public sector and private sector computer systems, including communications links to such computer systems. The Act establishes major felony penalties for four criminal offenses: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The act defines each of the felonies in broad terms. The criminal penalties for each offense include maximum sentences to confinement for 15 years, fines up to \$50,000 and civil penalties. The Act also establishes Computer Password Disclosure as a misdemeanor, with the first violation punishable by a fine not exceeding \$5,000, or imprisonment for not more than one year, or both.

These above-cited statutes have broad application in Georgia, to private citizens, to public officials, and to employees of governmental agencies. The Georgia Criminal Justice Information System Network, operated by the Georgia Crime Information Center in compliance with O.C.G.A. 35-3-31, and all of the data bases accessible via Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read this Awareness Statement.

SIGNED:

Jerry Marting

DATE: 1-8-97

WITNESS:

Becky Roberts

BASIC MANDATE TRAINING
AGREEMENT

35-8-22 Reimbursement of training expenses by subsequent employer of peace officer; collection procedure.

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(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325 2.)

I have read the above Georgia Law pertaining to Basic Mandate Training and do understand my obligation thereof.

<u>Tommy Martinez</u> (employee)	<u>1-8-97</u> (date)
<u>Bucky Roberts</u> (witness)	<u>1-8-97</u> (date)



RICHMOND COUNTY SHERIFF'S DEPARTMENT

Charles B. Webster, Sheriff
Law Enforcement Center
Room B-275, 401 Walton Way
Augusta, Georgia 30911
(706) 821-1000
FAX (706) 821-1064

To: Sizemore Personnel Services Date: Dec, 12, 1996
654 Main Street, Suite 5
Thomson, Ga, 30824

Dear Sir\Madam:

I am sending you this request on Jerry William Martinez,
SSN. [REDACTED], who has applied with our Department for
employment as a Deputy Sheriff. He\She has
listed you as a present\past employer. Utilizing the chart below
and the attached questionnaire, please provide the information
requested to the best of your knowledge and belief. The
information received will be utilized to determine the
employability of the candidate. The information is for this sole
purpose only and will not be released to any other person or
agency. Attached is a signed release from the applicant. Your
prompt attention to this inquiry is most appreciated.

Evaluation Categories	Excellent	Above Avg.	Average	Below Avg.
Technical Ability	✓			
Integrity	✓			
Motivation Towards Work	✓			
Reliability\Attendance	✓			
Acceptance of Supervision	✓			
Adaptability\Flexibility	✓			
Cooperation with Peers	✓			
Writing Skills				
Oral Communication Skills	✓			

Any additional comments about the above topics: We would
certainly hate to lose Jerry, however we can't hold someone
back from bettering themselves. He would be a great
asset to your organization.

1. Verification of employment dates: From 7-17-96 To Present

2. Job Title: Production Worker

3. Specific Duties: _____

4. Eligible for rehire? [] Yes [] No
If no, please explain: _____

5. Reason for employee leaving your employment (please state whether voluntary or mandatory)? to my knowledge Jerry is still employed by Sizemore. He was laid off during ^{the} Christmas Holidays. He is expected to return on 1/2/97.

6. Type, number and disposition of any disciplinary actions: None.

7. Are there any circumstances to your knowledge that would make it inadvisable to employ this applicant? If so, please explain?
No. I would recommend Jerry for any position. He is very conscientious of his performance.
Very polite and punctual

8. Pat Kitchens Operations Manager 1/2/97
(Signature of Rater) (Job Title) (Date)

Thank you for your assistance. Please return this form in the enclosed self-addressed envelope.

**RICHMOND COUNTY SHERIFF'S DEPARTMENT
401 WALTON WAY
AUGUSTA, GA 30911**

RELEASE OF INFORMATION WAIVER

I, THE UNDERSIGNED APPLICANT, DO HEREBY AUTHORIZE THE RELEASE OF ANY AND ALL REQUESTED INFORMATION, TO INCLUDE BUT NOT LIMITED TO, CREDIT RATING, RECORDS OF PRESENT AND FORMER EMPLOYERS, WHETHER RECORDED OR UNRECORDED, TO THE RICHMOND COUNTY SHERIFF'S DEPARTMENT, AUGUSTA, GA. I HEREBY AGREE AND PROMISE TO INDEMNIFY AND SAVE HARMLESS ANY INDIVIDUAL, BUSINESS OR CORPORATION TO INCLUDE ITS OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES FROM AND AGAINST ANY LIABILITY, CLAIMS, DEMANDS, DAMAGES, EXPENSES, AND COURT ACTIONS, INCLUDING ATTORNEY'S FEES, OF ANY KIND AND NATURE ARISING OR GROWING OUT OF OR IN ANY WAY CONCERNED WITH THE DISCLOSURE OF THE REQUESTED INFORMATION.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENT.

Jerry Martinez
(SIGNATURE OF APPLICANT)

12-16-96
(DATE)

Jerry Martinez
(PRINT NAME OF APPLICANT)

Jerry Martinez, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS. ALSO KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING APPLICATION FOR EMPLOYMENT AS HIS/HER TIME, ACT AND DEED.

WITNESS BY HAND THIS 16 DAY OF December 1996

Rebecca Cherry Roberts
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia
My Commission Expires July 31, 1999

NEW HIRE NOTIFICATION

TO: Kay Sprouse
Human Resources Department

FROM: Becky Roberts
Sheriffs Department #5032

DATE: December 30, 1996

RE: Position Deputy Sheriff/Jail
Salary \$713.15
Allowance N/A
Hours per day 8.25

Jerry William Martinez has been selected for consideration in the above mentioned vacancy. If hiring requirements are met, the Personnel Department will advise as soon as possible.

Most new employees will begin work on the Monday of the new pay period. Please circle the desired start date:

		1997		
JANUARY	<u>12</u>	26	JULY	13 27
FEBRUARY	9	23	AUGUST	10 24
MARCH	9	23	SEPTEMBER	7 21
APRIL	6	20	OCTOBER	5 19
MAY	4	18	NOVEMBER	2 16 30
JUNE	1	15 29	DECEMBER	14 28

*holidays

Steven D. Bell 6703 5032
(replaced employee) (employee #) (dept #)

class code & salary grade _____ card _____

Orientation Date _____ Dept _____ Employee _____

Richmond County, Georgia

HUMAN RESOURCES DEPARTMENT
AUGUSTA-RICHMOND COUNTY MUNICIPAL BUILDING
ROOM 601
AUGUSTA, GEORGIA 30911

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Form with fields for Position Applied For (Sheriff's Deputy), Date of Application (10-23-96), Last Name (Martinez), First Name (Jerry), Middle Name (William), Address, City, State, Zip Code, Telephone Number(s), and Social Security Number.

If you are under 18 years of age, can you provide required proof of your eligibility to work? [] Yes [] No

Have you ever been employed with us before? [] Yes [x] No

If yes, give date _____

Are you currently employed? [x] Yes [] No

May we contact your present employer? [x] Yes [] No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? [] Yes [x] No

Proof of citizenship or immigration status will be required upon employment. On what date would you be available for work? As soon as possible

Have you ever had any job related training in the United States Military? [x] Yes [] No

If Yes, please describe I was in U.S. Marine Boot Camp.

Do you have any relatives employed with us? [] Yes [x] No

If Yes, N/A Relationship N/A Relationship

Have you been convicted of a felony within the last 7 years? [] Yes [x] No

Conviction will not necessarily disqualify an applicant from employment. If Yes, please explain N/A

Education

Table with columns for Elementary School, High School, Undergraduate College/University, and Graduate/Professional. Includes rows for School Name and Location, Years Completed, and Diploma / Degree.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. Anita J.W. Foreman [REDACTED]
2. Mary Gale Stewart [REDACTED]
3. Pat Broome [REDACTED]

List present or most recent employer first:

1.	Employer	Sizemore Personnel Services		Dates Employed		Work Performed
	Address	654 Main Street, Suite 5 Thomson, Ga. 30824		From	To	
	Telephone Number(s)	(706) 595-0794		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	I work at a plant called UTA. I hot mold New car dash boards. Im only a Temp.	
	Reason for Leaving		\$6.00	\$6.75		
	Havent left yet. Plus Im too young to be working in a factory.					
2.	Employer	Georgia Peach Americorp		Dates Employed		Work Performed
	Address	835 Augusta Road Thomson, Ga. 30824		From	To	
	Telephone Number(s)	(706) 595-2185		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	Participated in a national community service program that provided services to citizens and agencies in McDuffie County. Some of our projects included assisting students who had reading difficulties, mentoring mentally-challenged adults and assisting teachers in the classroom	
	Reason for Leaving		\$4.65	\$4.65		
	Services were up.					
3.	Employer	Sizemore Personnel Services		Dates Employed		Work Performed
	Address	654 main street, Suite 5 Thomson, Ga. 30824		From	To	
	Telephone Number(s)	(706) 595-0794		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	Same as number one.	
	Reason for Leaving		\$5.50	\$5.50		
	Joined the Peach corp to get money to go back to school		5.50	5.50		
4.	Employer	Carethers Construction		Dates Employed		Work Performed
	Address	N/A		From	To	
	Telephone Number(s)	N/A		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	Helped the guys on the job build houses. I brought them the stuff they needed to do the job.	
	Reason for Leaving		\$5.50	\$6.00		
	Company went out of business.					

List all machines you can operate Hot mold, Trim press, laminators, Yard tools.

If you are applying for a clerical position, please complete the following approximate number of words per minute in:

Typing Speed/wpm N/A Shorthand N/A

Dictaphone Experience? Yes No Word Processing Experience? Yes No

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant Jerry Martinez Date 10-17-96

F day 9:45

W/m

APPLICANT'S NAME Martinez, Jerry William
SS# [redacted] DL# same DOB: [redacted]
(if different from SSN)

1) CRIMINAL HISTORY

DATE: 11-14-96 CHECKED BY: B Roberts
BURROUGHS: No criminal history ~~at motor file~~
[redacted]
~~NYSP~~: New York - No Record

2) ENTRANCE EXAM DATE: 12/04/96 9:00 AM SCORE: 63 pass

3) INTERVIEW DATE: 12-6-96 BY: Capt. Huffman
REMARKS: okay for position - pending

4) P.O.S.T. (date checked): mon-certified IN COMPLIANCE: _____

5) POLYGRAPH DATE: 12-16-96 2:00 pm RESULTS: _____

6) BACKGROUND INVESTIGATION BY: _____

REMARKS: _____

7) PHYSICAL RESULTS FROM: _____ DATE: _____

8) OK'D FOR HIRE BY: [Signature] ASSIGNED TO _____
[Signature]

**RICHMOND COUNTY SHERIFF'S DEPARTMENT
401 WALTON WAY
AUGUSTA, GA 30911**

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I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENT.

Jerry Martinez
(SIGNATURE OF APPLICANT)

12-16-96
(DATE)

Jerry Martinez
(PRINT NAME OF APPLICANT)

Jerry Martinez, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS. ALSO KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING APPLICATION FOR EMPLOYMENT AS HIS/HER TIME, ACT AND DEED.

WITNESS BY HAND THIS 16 DAY OF December 1996

Rebecca Cherry Roberts
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia
My Commission Expires July 31, 1999

PERSONAL REFERENCES:

1) Anita W. Foreman [REDACTED]

Ans. machine 12/19/46 3:50

LENGTH OF TIME KNOWN:

RELATIONSHIP TO APPLICANT:

TEMPERAMENT:

CHARACTER:

ANY KNOWN PROBLEMS:

2) Mary Gale S. Stewart [REDACTED]

LENGTH OF TIME KNOWN:

RELATIONSHIP TO APPLICANT:

TEMPERAMENT:

CHARACTER:

ANY KNOWN PROBLEMS:

3) Pat Broome [REDACTED]

Disconn.

LENGTH OF TIME KNOWN:

RELATIONSHIP TO APPLICANT:

TEMPERAMENT:

CHARACTER:

ANY KNOWN PROBLEMS:

COMMENTS:

BACKGROUND COMPLETED BY _____ DATE _____

Jerry Martinez

**RICHMOND COUNTY SHERIFF'S DEPARTMENT
401 WALTON WAY
AUGUSTA, GA 30911**

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I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENT.

Jerry Martinez
(SIGNATURE OF APPLICANT)

12-16-96
(DATE)

Jerry Martinez
(PRINT NAME OF APPLICANT)

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WITNESS BY HAND THIS 16 DAY OF December 1996.

Rubena Cherry Roberts
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia
My Commission Expires July 31, 1999



RICHMOND COUNTY SHERIFF'S DEPARTMENT

Charles B. Webster, Sheriff
Law Enforcement Center
Room B-275, 401 Walton Way
Augusta, Georgia 30911
(706) 821-1000
FAX (706) 821-1064

To: Georgia Peach Americorp
835 Augusta Rd.
Thomson, Ga. 30824

Date: Dec. 12, 1996

Dear Sir\Madam:

I am sending you this request on Jerry William Martinez, SSN. [REDACTED], who has applied with our Department for employment as a Deputy Sheriff. He\She has listed you as a present\past employer. Utilizing the chart below and the attached questionnaire, please provide the information requested to the best of your knowledge and belief. The information received will be utilized to determine the employability of the candidate. The information is for this sole purpose only and will not be released to any other person or agency. Attached is a signed release from the applicant. Your prompt attention to this inquiry is most appreciated.

Evaluation Categories	Excellent	Above Avg.	Average	Below Avg.
Technical Ability		X		
Integrity	X			
Motivation Towards Work		X		
Reliability\Attendance	X			
Acceptance of Supervision		X		
Adaptability\Flexibility			X	
Cooperation with Peers			X	
Writing Skills			X	
Oral Communication Skills			X	

Any additional comments about the above topics: _____

A SOCID DEPENDABLE INDIVIDUAL

1. Verification of employment dates: From 9-1-95 To 7-31-96

2. Job Title: Corps Member

3. Specific Duties: "IN TRAINING 20% OF TIME FOR CONFLICT Resolution, Diversity, CPR/First Aid, CITIZENSHIP, Tutoring, Professional Ethics.
80% IN SCHOOL SITES TUTORING CHILDREN WITH READING, SPELLING, MATH.

4. Eligible for rehire? [] Yes [] No

If no, please explain: _____

5. Reason for employee leaving your employment (please state whether voluntary or mandatory)? Mandatory - Expiration of Term of Service. AmeriCorps is an eleven month program. He earned a \$4725.00 Education Award upon Graduation.

6. Type, number and disposition of any disciplinary actions: NONE

7. Are there any circumstances to your knowledge that would make it inadvisable to employ this applicant? If so, please explain?

NONE
HE IS HIGHLY RECOMMENDED!

8. W B Moore _____ Director 12-20-96
(Signature of Rater) (Job Title) (Date)

Thank you for your assistance. Please return this form in the enclosed self-addressed envelope.

