

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK J	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Department	REVIEW PERIOD FROM:	09/21/2008
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	09/19/2009
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	FRENCH, DOUGLAS L
RATE ON PERFORMANCE FACTORS LISTED BELOW:		Rating	Description
Attention to Detail <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 		6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.
Attitude / Team Work <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 		6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.
Communication <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 		5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge
Customer Service <ul style="list-style-type: none"> The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 		5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge.
Dependability <ul style="list-style-type: none"> The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 		6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.
Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 		8	Exceeds Expectations Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others
Job Knowledge and Skill <ul style="list-style-type: none"> The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 		8	Exceeds Expectations Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.
Grand Totals	50	
Evaluation Score	6.25	
ACCOMPLISHMENTS:		
Put in several hours in his PACT Neighborhood (Fuller Farms) including neighborhood meetings, neighborhood clean up day, and a police and fire demo. He also worked with the Homeowner's Association to address community concerns regarding crime and curfew concerns in the neighborhood.		
AREAS OF IMPROVEMENT:		
During this rating period you had one at fault accident. In the future use more caution when driving.		
GOALS AND OBJECTIVES:		
Complete two training courses towards obtaining Intermediate and Advanced Certifications Complete six credit hours towards obtaining Bachelor's Degree Maintain all certifications		
EMPLOYEE COMMENTS:		

Employee: *Quinlan* Date: 12/7/09 Mid-Level Supervisor: *Capt. T. A. Calton* Date: 12/07/09
 Immediate Supervisor: *Quinlan* Date: 12/7/09 Director Supervisor: *Patricia B. Borge* Date: 12-8-09

Furr

Attention to Detail 6

Attitude/Team Work 6

Communication 5

Customer Service 5

Dependability 6

Initiative 8

OFC Furr's initiative consistently exceeds established standards. He is constantly seeking out more responsibility and takes every opportunity to improve. He volunteered to be a Serious Injury/Fatality Crash Investigation Team Leader. He volunteered for advanced training in a state of the art crash reconstruction software training course. He consistently picks up calls for service in addition to his normal duties. He volunteered to be a back-up for the ESU which included attending the Fire Academy. He volunteered to help with starting the ESU. He researches and get cost estimates for equipment and supplies needed for the unit. He volunteered for EMT Training. He is consistently among the top producers in the Traffic Enforcement Unit in all areas of his duties. As the Logistics Officer for the SWAT Team he maintains all records for accountability of equipment and supplies. He is constantly looking for new uniforms and equipment to help the SWAT Team perform more efficiently while always considering the budget consequences of his actions.

Job Knowledge/Skill 8

OFC Furr's Job Knowledge/Skill consistently exceeds established standards. OFC Furr completed the Georgia Crash Investigation/Reconstruction Certification Program. This is one of the longest and most difficult certifications to obtain. Due to his high level of knowledge and skill he was selected for and performs very well as a Serious Injury/Fatality Investigation Team Leader. He is certified in the latest accident reconstruction software used by the department. He is recognized as a subject matter in all areas of Serious Injury/Fatality Crash Investigation and Reconstruction. He mentors other investigators in the use of Reconstruction Software.

OFC Furr's Knowledge and skill in tactics makes him one of the top performers on the SWAT Team. He was a member of the SWAT Team that took second place overall in a SWAT Competition in Douglas County.

He has completed three semesters towards Bachelor's Degree during the rating period.

Productivity/Efficiency 6

Accomplishments

Put in several hours in his PACT Neighborhood (Fuller Farms) including neighborhood meetings, neighborhood clean up day, and a police and fire demo. He also worked with the Homeowner's Association to address community concerns regarding crime and curfew concerns in the neighborhood.

Areas of Improvement

During this rating period you had one at fault accident. In the future use more caution when driving.

Goals and Objectives

Complete two training courses towards obtaining Intermediate and Advanced Certifications

Complete six credit hours towards obtaining Bachelor's Degree

Maintain all certifications

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Traffic	REVIEW PERIOD FROM:	09/20/2009
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	09/18/2010
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	FRENCH, DOUGLAS

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Attention to Detail <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Attitude / Team Work <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
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RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
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Grand Totals:	50	
Evaluation Score:	6.25	
ACCOMPLISHMENTS:		
<p>Put in several hours in his PACT Neighborhood (Fuller Farms) including neighborhood meetings and neighborhood clean up day. He also worked with the Homeowner's Association to address community concerns regarding crime and curfew concerns in the neighborhood throughout the year. He completed the required forms for his PACT contacts.</p> <p>Contributed to the Traffic Enforcement Unit winning an Exceptional Unit Award</p> <p>Contributed to the Formation of the ESU</p> <p>Letters of Appreciation</p> <p>OFC Furr received two letters of appreciation for participation in shop with a cop, one from PAL and one from a citizen.</p> <p>OFC Furr received a letter of appreciation from a citizen for working an event at Encore Park</p>		
AREAS OF IMPROVEMENT:		
Improve the system for accounting for and reporting the status of SWAT equipment by creating a better spreadsheet and improving inspection criteria.		
GOALS AND OBJECTIVES:		
<p>Goals and Objectives</p> <p>Take continuing education classes in Fire, Police, and EMS.</p> <p>Police:</p> <ul style="list-style-type: none"> • Two classes that are required for your Intermediate and Advanced Certifications • Crisis Intervention Training Course <p>Fire and EMS:</p> <ul style="list-style-type: none"> • Rapid Intervention Training • Pre-Hospital Trauma Life Support • Vehicle Extrication <p>Complete two classes towards your Bachelor's Degree</p> <p>Maintain all certifications</p>		
EMPLOYEE COMMENTS:		

<p>need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity</p>		<p>duties. As the Logistics Officer for the SWAT Team he maintains all records for accountability of equipment and supplies. He is constantly looking for new uniforms and equipment to help the SWAT Team perform more efficiently while always considering the budget consequences of his actions. He completed five classes towards his Bachelor's Degree during this rating period.</p>
<p>Job Knowledge and Skill</p> <ul style="list-style-type: none"> ● The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments ● An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 	7	<p>Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: OFC Furr's Job Knowledge/Skill consistently exceeds established standards. He is assigned as a Fatality Serious Injury Crash Investigation Team Leader which requires a very high level of job Knowledge/Skill. He is recognized as a subject matter in all areas of Serious Injury/Fatality Crash Investigation and Reconstruction. He mentors other investigators in the use of Reconstruction Software and other aspects of Accident Reconstruction. He is a certified EMT and has completed the required training hours to maintain his certification. He is a certified Fire Fighter and has completed all the required training to maintain his certification. OFC Furr's Knowledge and skill in tactics makes him one of the top performers on the SWAT Team. He was a member of the SWAT Team that took second place overall in a SWAT Competition in Douglas County.</p>



Employee: [Signature]
Immediate Supervisor: [Signature]

Date: 12/3/10
Date: 12/3/10

Mid-Level Supervisor: Cpt. T. Allison
Director Supervisor: [Signature]

Date: 12/12/10
Date: 12-13-10

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Traffic	REVIEW PERIOD FROM:	09/19/2010
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	09/17/2011
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	WESSEL, ROBERT

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Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization Justification:
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Grand Totals	47	
Evaluation Score	5.88	
ACCOMPLISHMENTS:		
<p>Ofc Furr received a commendation for his assistance with Shop with A Cop from Ofc Nicholson; 1 from Director George for his assistance with the First Lady's visit; and 1 from Lt Robison for his assistance with a barricaded gunman in Roswell while working with the SWAT team. He has completed all departmental required training as well as all SWAT training. He has assisted with setting up an obstacle course for the SWAT team and is one of the drivers for the new SWAT vehicle. Ofc Furr was transferred to the motor unit in Nov of 2010.</p> <p>Ofc Furr is assigned Fuller Farms as his PACT neighborhood.</p> <p>Goal #2: Successfully completed CIT training.</p> <p>Goal #7: Ofc Furr did successfully maintain all his certifications.</p>		
AREAS OF IMPROVEMENT:		
<p>Ofc Furr needs to be aware of deadlines and ensure that they are met regarding departmental paperwork such as time sheets. He also needs to ensure that any details that he is assigned by a supervisor are covered if he cannot be there as he received a written advisory for not covering a traffic detail that was assigned by Capt Osborne. Ofc Furr was reminded not to "reply all" on emails when he has issues with or comments about instructions given on a detail by a supervisor.</p> <p>Goal #1: Ofc Furr did not apply for and attend the required classes for his Intermediate and Advanced Certifications during this reporting period.</p> <p>Goal #3-5: Ofc Furr did not apply for and attend the Fire and EMS classes from last reporting period.</p> <p>Goal #6: Ofc Furr is still working on his Bachelor's Degree.</p>		
GOALS AND OBJECTIVES:		
<ol style="list-style-type: none"> 1) Continue working with his PACT neighborhood <ol style="list-style-type: none"> a. Attend at least 3 events b. Maintain an open line of communication with the neighborhood coordinator 2) Obtain his Intermediate and Advanced Certificates <ol style="list-style-type: none"> a. Apply for and attend the required classes for each certification 3) Set up at least 1 safety checkpoint per quarter <ol style="list-style-type: none"> a. Work with other members of TEU and UPD to set up at least 1 safety checkpoint per quarter 4) Improve public education in the schools and community <ol style="list-style-type: none"> a. Attend community and school functions b. Give presentations to community and school groups 5) Continue his knowledge in Fire and EMS <ol style="list-style-type: none"> a. Maintain both certifications through training and CEU classes b. Apply for and attend Rapid Intervention Training, Pre-Hospital Trauma Life Support and Vehicle Extrication classes 		
EMPLOYEE COMMENTS:		



Employee: *[Signature]*

Date: 11/28/11

Mid-Level Supervisor: *[Signature]*

Date: 12/01/11

Immediate Supervisor: *[Signature]*

Date: 11/28/11

Director Supervisor: *[Signature]*

Date: 12/9/11

BKS

12/9/11

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Traffic	REVIEW PERIOD FROM:	01/01/2012
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	12/31/2012
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	SIMPSON, JAMES

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
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Communication <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 	5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge. Justification:
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Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Job Knowledge and Skill <ul style="list-style-type: none"> The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:

to remain current on new and emerging tools, techniques, and information.

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Grand Totals	48	
Evaluation Score:	6	

ACCOMPLISHMENTS:

Officer Furr provided the following list of accomplishments for 2012:

- Took multiple classes towards completing bachelor's degree
- Received letter of a commendation from Director for assisting a community work day in his PACT neighborhood of Fuller Farms.
- Attended all motor training and recertification's offered
- Received PACT Officer of the year for 2011
- Maintained EMT-I Certification
- Maintained Fire Certification
- Completed 434hrs of total training (in-service, SWAT, Intermediate required classes, motor training)
- Contact ratio for days worked was one of the highest at 21.75 citations/warnings issued per shift
- Promoted to Team Leader on SWAT
- Completed classes towards my intermediate and advanced certifications
- Helped train at TEARS and in-service for TEARS
- Volunteered for multiple special events
- Completed a SWAT Presentation for Citizens Police Academy and for Milton High School

He routinely volunteers to assist UPD with traffic accidents and other calls for service. Officer Furr continues to be an Accident Investigation Team Leader. He has been the lead investigator for several serious injury or fatal accidents.

AREAS OF IMPROVEMENT:

Officer Furr needs to improve his communication and customer service skills. He has received some minor citizen complaints this year. He needs to improve his report writing skills by proof reading his reports before sending them for supervisor approval. His reports obtain errors that could be found if he would proof read his report first.

GOALS AND OBJECTIVES:

- Officer Furr provided the following list of goals for 2013:
- Earn MPO status
 - Continue to work on bachelor's degree
 - Take continuing education classes related to Fire and EMS
 - Continue to be a productive member of the Traffic Enforcement Unit
 - Expand my role on the SWAT Team
 - Take Verbal Judo

Officer Furr should continue to maintain his high level of self-initiated enforcement activity.

Officer Furr needs to conduct at least 1 public education presentation each quarter.

EMPLOYEE COMMENTS:

[Empty box for employee comments]

Employee: [Signature] Date: 3/15/13 Mid-Level Supervisor: Capt T. Albrecht Date: 03/15/13

Immediate Supervisor: [Signature] Date: 3/15/13 Director Supervisor: [Signature] Date: 3/21/13

[Signature]

ALPHARETTA POLICE DEPARTMENT
ALPHARETTA, GA

SAFETY OFFICER MEMORANDUM

To: **SAFETY OFFICER**

Date: **12/05/2013**

From: Code:

Subject: **SUPERVISORY INVESTIGATION - POLICE VEHICLE ACCIDENT**

1. Fleet Vehicle #: 1107 Accident Unit #: 1 Shop #:
License #: Mileage: 0
2. Operator: FURR, ARICK Code: 300 Division: TRAF
Assigned Duty Hours: SHIFT # TRAF
3. Other Vehicles Involved:

4. Date: 12/05/2013 Time: 07:25

5. Location: CUMMING ST, ALPHARETTA

6. Name of Injured:

7. Witnesses:

8. Circumstances of Accident:

9. Supervisor's Recommendation: Out of Policy In Policy

OFFICER FURR HAD STOPPED A VEHICLE FOR SPEEDING. OFFICER FURR RETURNED TO HIS VEHICLE TO ISSUE THE CITATION. THE VIOLATOR ACCIDENTALLY TOOK HIS FOOT OFF THE BRAKE PEDAL AND THE VIOLATOR'S VEHICLE ROLLED INTO THE FRONT OF OFFICER FURR'S VEHICLE. THE INCIDENT WAS CAPTURED ON OFFICER FURR'S IN-CAR CAMERA. THERE WAS NOTHING OFFICER FURR COULD HAVE DONE TO PREVENT THIS ACCIDENT. LT J.T. SIMPSON - 237

10. Measurements (Police Vehicle): Skid Marks LF 0 RF 0 LR 0 RR 0

11. Police Operator's Statement:

12. Other Operator's Statement:

MR. OLSON SAID THAT WHILE WAS AS PUTTING HIS REGISTRATION PAPERWORK AWAY, HIS FOOT CAME OFF HIS BRAKE PEDAL AND HE ROLLED BACK AND INTO THE FRONT OF OFFICER FURR'S VEHICLE. MR. OLSON'S VEHICLE HAS A MANUAL TRANSMISSION AND WAS IN NEUTRAL.

13. Other Witnesses' Statement:

**City of Alpharetta
Accident/Injury Investigation Report**

Employee Name: Arick Furr (300)

Employee work department name and telephone number: 678-297-6325

Date of Accident/Injury: 12/05/2013

Nature of Accident/Injury: Auto Accident

Location of Accident/Injury: Cumming St / Lake Union Hill Way

Investigating Officer: LT J.T. Simpson (237)

Name of Supervisor notified: LT J.T. Simpson (237)

Name of Supervisor on scene: LT J.T. Simpson (237)

Police Report/Case Number (if applicable): 1312-0106

Police Agency where report was filed: Alpharetta Police

Photographs taken and number of prints: 2

Name of photographer: LT J.T. Simpson (237)

Alcohol/Drugs suspected: Yes: No:

Location of Drug Test: Caduceus / Hembree Rd

Did employee return to work: Yes: No:

If no, please state reason:

Was employee at fault? Yes: No:

State your reason for your opinion: The violator he had pulled over had his car in neutral and it rolled backwards into Officer Furr's patrol car.

Any citations issued? Yes: No:

In your opinion, could employee have prevented accident? Yes: No:

If yes, please explain:

Investigator signature: _____ **Date:** _____

Employee Name: Arick Furr
12/05/2013

Date of Accident Injury:

This form must be completed within three working days of accident/injury. The information on this form will be used by the Accident Review Board. Failure to complete this form will require your presence at the next Board meeting. *The Board reserves the right for personal interviews regarding all accidents/injuries.*

Describe accident/incident/injury: *To be completed by employee and/or supervisor. Include cause(s), parts of body injured, equipment or substance inflicting involved injury, how event occurred, who were present as witnesses. Feel free to draw sketches. Use additional pages if necessary*

Officer Furr conducted a traffic stop for a speeding violation. While Officer Furr was in his car preparing the citations, the violator took his foot off the brake pedal and his car rolled backwards and into Officer Furr's patrol unit.

Recommendations: *How could this incident be prevented—now and in the future. Indicate skills, training, and equipment needs as well as environmental conditions.*

There is nothing Officer Furr could have done to prevent this accident.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____



Accident Number 13120106		Agency NCIC No. GA0600400		GEORGIA UNIFORM MOTOR VEHICLE ACCIDENT REPORT			County FULTON		Date Rec. By DMVS		
Date 12/05/2013		Day Of Week <input type="checkbox"/> Sun <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input checked="" type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S		Time 07:11		Off. Arrived 07:11		Total Number Of: Vehicles 2 Injuries 0 Fatalities 0		Inside City Of: ALPHARETTA	
Road of Occurrence CUMMING ST <input type="checkbox"/> Interstate <input type="checkbox"/> Lowest St. Rt. <input type="checkbox"/> Co. Road <input checked="" type="checkbox"/> City St				At Its Intersection With LAKE UNION HILL WAY <input type="checkbox"/> Interstate <input type="checkbox"/> Lowest St. Rt. <input type="checkbox"/> Co. Road <input checked="" type="checkbox"/> City St <input type="checkbox"/> Co. Line				Corrected Report? Yes <input type="checkbox"/>			
Not At Its Intersection But 200 <input type="checkbox"/> Miles <input checked="" type="checkbox"/> Feet <input type="checkbox"/> North <input checked="" type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West				Of: COTTON PATCH LN <input type="checkbox"/> Interstate <input type="checkbox"/> Lowest St. Rt. <input type="checkbox"/> Co. Road <input checked="" type="checkbox"/> City St <input type="checkbox"/> Co. Line				Suppl. To Original? Yes <input type="checkbox"/>		Hit and Run? Yes <input type="checkbox"/>	
Driver # 1		LAST NAME OLSON, SAM STEVENS		FIRST 		MIDDLE 		Driver # 2		LAST NAME FURR, ARICK J	
Ped <input type="checkbox"/>		Address 90 FAIRLIE ST		City ATLANTA		State GA		Zip 30303		DOB 1954	
Driver's License No. 		Class C		State GA		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Driver's License No. 		Class BM	
Posted Speed 25		Insurance Co. GEICO GENERAL		Policy No. 4164242929		Year 2007		Make CADI		Model CTS CTS-V	
VIN 1G6DN57U770103972		Vehicle Color BLK		Year 2011		Make CHEV		Model IMPALA		Telephone No. (678) 297-6306	
Tag # AUW3435		State GA		County FULTON		Year 2013		Tag # GV3294B		State GA	
Trailer Tag # 		State 		County 		Year 		Trailer Tag # 		State 	
<input checked="" type="checkbox"/> Same as Driver		Owner's Last Name 		First 		Middle 		<input type="checkbox"/> Same as Driver		Owner's Last Name CITY OF ALPHARETTA,	
Address 		City 		State 		Zip 		Address 2 S MAIN ST		City ALPHARETTA	
Removed By DRIVER		<input type="checkbox"/> Request <input type="checkbox"/> List		Removed By DRIVER		<input type="checkbox"/> Request <input type="checkbox"/> List		Alcohol Test 2		Type 2	
Alcohol Test 2		Type 2		Results 2		Drug Test 2		Type 2		Results PEN	
Driver Cond 1		Direction Of Travel 4		Vision Obscured 1		Contributing Factors 25 18		Driver Cond 1		Direction Of Travel 3	
Veh Cond 1		Veh Maneuver 7		Ped. Maneuver 		Veh Cond 1		Veh Maneuver 4		Ped. Maneuver 	
Most Harmful Event 11		Veh Class: 1		Veh Type: 1		Most Harmful Event 11		Veh Class: 2		Veh Type: 1	
Traffic Ctrl 7		Device Inoperative? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Traffic Ctrl 7		Device Inoperative? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Injured Taken To: 				By: 							
EMS Notified Time 		EMS Arrival Time 		Hospital Arrival Time 		Photos Taken: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		By: SIMPSON, JAMES T			
Report By: SIMPSON, J. T.		Department ALPHARETTA POLICE		Report Date 12/05/2013		Checked By: 		Date Checked 			
Witness(es): Name 		Address 		City 		State 		Zip Code 		Telephone No. 	
DMVS MICROFILM NUMBER (DO NOT WRITE IN THIS SPACE)											
COMMERCIAL VEHICLES ONLY											
Carrier Name 				Carrier Name 				Carrier Name 			
Vehicle # 				Vehicle # 				Vehicle # 			
Address 				Address 				Address 			
State 				State 				State 			
Zip 				Zip 				Zip 			
No. of Axles 		G.V.W.R. 		Fed. Reportable 		Cargo Body Type 		No. of Axles 		G.V.W.R. 	
				<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle Config. 		I.C.C.M.C. # 		U.S. D.O.T. # 		Interstate <input type="checkbox"/>		Vehicle Config. 		I.C.C.M.C. # 	
						Intrastate <input type="checkbox"/>					
C.D.L.? <input type="checkbox"/> Yes <input type="checkbox"/> No		C.D.L. Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No		C.D.L.? <input type="checkbox"/> Yes <input type="checkbox"/> No		C.D.L. Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No		Vehicle Placarded? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazardous Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle Placarded? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazardous Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		Released? <input type="checkbox"/> Yes <input type="checkbox"/> No		Released? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, Name or 4 Digit Number from Diamond or Box: 		If YES, Name or 4 Digit Number from Diamond or Box: 	
1 Digit Number from Bottom of Diamond: 		1 Digit Number from Bottom of Diamond: 		1 Digit Number from Bottom of Diamond: 		1 Digit Number from Bottom of Diamond: 		1 Digit Number from Bottom of Diamond: 		1 Digit Number from Bottom of Diamond: 	
___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units		___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units		___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units		___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units		___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units		___ Ran Off Road ___ Down Hill Runaway ___ Cargo Loss or Shift ___ Separation of Units	

REMARKS

V1 was eastbound on Cumming St in the school zone of Manning Oaks Elementary School.

V2 was stationary conducting speed detection / enforcement in the school zone of Manning Oaks Elementary School.

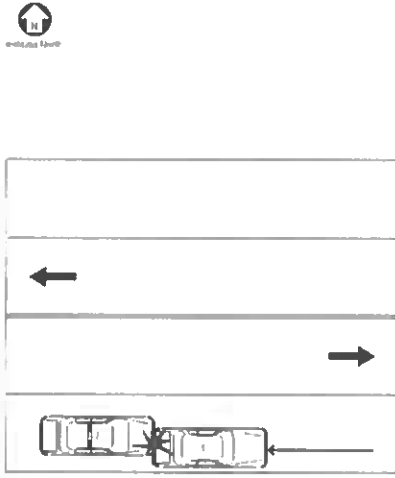
V1 was speeding and was pulled over by Driver 2 on Cumming St between Lake Union Hill Way and Cotton Patch Ln.

Driver 1 said that after he gave his drivers license to Driver 2, he went to put his registration information away and his foot came off the brake pedal. V1 rolled backwards into the front of V2.

Driver 2 was in the vehicle and did not see V1 coming toward him until he felt the

* * Continued * *

INDICATE ON THIS DIAGRAM WHAT HAPPENED



Accident Investigation Site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CITATIONS - VEHICLE # _____	CITATIONS - VEHICLE # _____
Site Number: _____		

First Harmful Event	Traffic-Way Flow	Weather	Surface Cond.	Light Cond.	Manner of Collision	Location at Area of Impact	Road Comp.	Road Def.	Road Character	Construction/Maintenance Zone
11	1	2	2	4	3	1	2	1	2	0

	VEH. # 1	VEH. # 2	SKID DISTANCE BEFORE IMPACT	0.00	AFTER	0.00	Width Of Road
Number of Occupants	1	1	VEH. 1	0.00	VEH. 1	0.00	48
Point Of Initial Contact	6	12	VEH. 2		VEH. 2		
Damage To Vehicles	2	1					

Damage Other Than Vehicle:	Owner:	A G E	S E X	V E H #	P O S	INJURY	TAKEN FOR TREAT.	EJECT	SAFETY EQUIP.	EXTRIC.	AIR BAG	
Occupants (list below):	Driver # 1 Or Pedestrian #					0	NO	1	3	2	2	
	Driver # 2 Or Pedestrian #					0	NO	1	0	2	2	
LAST NAME	FIRST	ADDRESS	CITY	STATE	ZIP	X X X X X	XXXXX	XXXXX	XXXX	XXXXX	XXXXX	XXXX

OCCUPANTS:							A	S	V	P	INJURY	TAKEN FOR TREAT.	EJECT	SAFETY EQUIP	EXTRIC.	AIRBAG	
LAST NAME	FIRST	ADDRESS	CITY	STATE	ZIP	E	E	H	O								

Injured Taken To: _____ By: _____

Witness	Name	Address	City	State	Zip Code	Telephone No.

Additional Remarks:

impact.

Neither driver was complaining of any injury. There was minor damage to the area bumper of V1 and no damage to the push bumper of V2.

I took photographs of the vehicles and the damage. No citations issued.

LT J.T. Simpson - 237

* * E N D * *

Accident Number
13120106

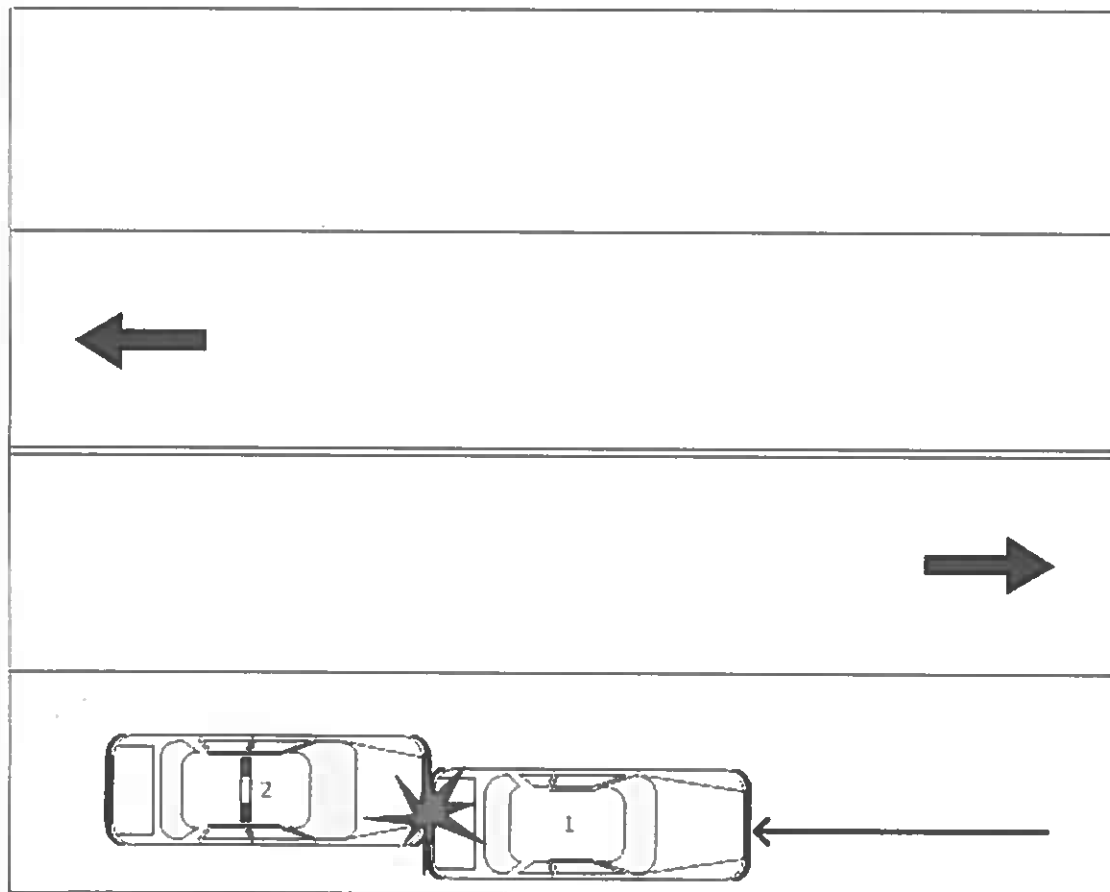
Agency NCIC
GA0600400

Accident Date
12/05/2013

Georgia Uniform Motor Vehicle Report Continuation



Indicate North



CUMMING ST

Drawing Not To Scale.

Reported By: SIMPSON, J. T.

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Service Traffic Control	REVIEW PERIOD FROM:	01/01/2013
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	12/31/2013
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	SIMPSON, JAMES

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Attention to Detail <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge. Justification:
Attitude / Team Work <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Officer Furr is very motivated and has a great work attitude. He always comes in ready to get to work. This attitude spreads throughout the rest of the Traffic Unit. He helped out two officers who were going to motorcycle school by taking them on training rides prior to the school. He has continued to serve as a team leader on the SWAT team.
Communication <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Customer Service <ul style="list-style-type: none"> The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Dependability <ul style="list-style-type: none"> The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 	5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge. Justification:
Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Officer Furr led the motor unit in citations and warnings for 2013. He assisted a RADAR training class in 02/2013 by proctoring students in the operation of the RADAR units. He completed his instructor certification. He handled several accident investigation cases promptly and efficiently.
Job Knowledge and Skill <ul style="list-style-type: none"> The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Officer Furr continues to be the Team Leader for Accident Investigation Team 3. He and his team conducted several accident investigations efficiently. He continues to serve as a team leader for the SWAT team. He recently completed his instructor certification and has started to instruct during SWAT training. Officer Furr

to remain current on new and emerging tools, techniques, and information.

has continued to maintain his cross-sworn certifications as a firefighter and EMT.

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> ● The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities ● An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Grand Totals:	49	
Evaluation Score:	6.12	

ACCOMPLISHMENTS:

Officer Furr lists the following accomplishments:

- Had the highest contact average in traffic and wrote the second most citations and the most warnings
- Handled numerous accidents for UPD without being requested or directed
- Worked a few serious injury and fatality accidents in 2013 as Team Leader of Accident Team 3
- Total of 399hrs of police training plus maintained Fire and EMT-I certifications
- Completed IT School
- Verbal Judo
- Search Warrants and Affidavits
- Plus many other classes
- Was promoted to Team Leader on North Fulton SWAT
- Completed Team Leader School in New Orleans LA

Officer Furr lead the motor unit (2nd in Traffic Unit) in citations and warnings issued. Continued his service as the Accident Investigation Team Leader and SWAT team leader.

AREAS OF IMPROVEMENT:

Officer Furr lists the following areas of improvement:

- Proof read reports better
- Increase total citation number for the year over 2013

Officer Furr was issued a written advisory for violation of pursuit policy in 03/2013. He needs to understand and follow policy, especially in high-liability areas.

Officer Furr should continue to proof-read his reports prior to sending them for supervisor approval. His reports have improved this year but there is still room for improvement.

Officer Furr needs to increase his self-initiated enforcement actions to be within unit performance expectations.

GOALS AND OBJECTIVES:

Officer Furr lists the following goals:

- Complete advanced certification
- Take at least 1 advanced instructor course

Officer Furr should increase the time he spends riding his departmental motorcycle (weather permitting).

Officer Furr should continue his high level of motivation and initiative.

Officer Furr should participate in at least 1 public education presentation each quarter. He should also maintain his child safety seat tech. certification and participate in any child safety seat checkpoints.

EMPLOYEE COMMENTS:

Employee:



Date: 3/6/14

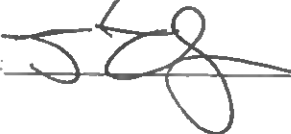
Mid-Level Supervisor:



Date:

3-11-14

Immediate Supervisor:



Date: 3/6/14

Director Supervisor:



Date:

3-11-14

Corrected

CITY OF ALPHARETTA

HUMAN RESOURCES DEPARTMENT

PERSONNEL ACTION REQUEST FORM

Revised 01/2010

Requested Action: Pay Adjustment Requested Effective Date: 07/05/2014
Requested End Date (If Applicable): _____ Requested By: Gary George
Comments / Reason For Request: Additional 5% - Traffic Unit

Employee Information

Employee Name: Furr Arick Middle Name _____ Employee File #: 11067
Street Address: _____
City: _____ State: GA Zip: _____ Telephone: _____ Birth Date: _____

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety - Police Dept. #: 3124
Position Title: Police Officer Grade Level: D Exempt: Yes No
Position #: 156 Supervisor Name: Cpt. Terri Osborne Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: _____ Department: _____ Dept. #: _____
Position Title: _____ Grade Level: _____ Exempt: Yes No
Position #: _____ Supervisor Name: _____ Position Type: _____

Pay Rate Information (If Applicable)

Current: Annual: 52,667.42 Biweekly: 2,025.67 Hourly: 25.3209
Requested: Annual: 55,300.79 Biweekly: 2,126.95 Hourly: 26.5869 % Change: 5.000

Separation Information (If Applicable)

Termination Code: _____ PTO Due: _____

Approvals

Department: [Signature] Yes No
HR: [Signature] 6/23/14 Yes No
ACA: [Signature] 06/23/2014 Yes No
Finance: [Signature] 6/24/14 Yes No
City Admin: [Signature] 6/25/2014 Yes No
Approved Effective Date: 7/5/14 HR Received: 6/23/14

Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.

Print Form

Requested: 6/23/14

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Service Traffic Control	REVIEW PERIOD FROM:	01/01/2014
JOB TITLE:	POLICE OFFICER	REVIEW PERIOD TO:	12/31/2014
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	SIMPSON, JAMES
RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description	
Attention to Detail <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge. Justification:	
Attitude / Team Work <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Ofc. Furr has a great work attitude and team work ethic. As the senior motor officer, he leads by example by performing at a high level at motor training and levels of productivity. He was the fourth highest in number of citations issued in 2014 (1535). His teamwork and attitude is also seen in his work as Team Leader of the SWAT team.	
Communication <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:	
Customer Service <ul style="list-style-type: none"> The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:	
Dependability <ul style="list-style-type: none"> The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:	
Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Ofc Furr is an accident investigation team leader and handles his team, cases, and investigations efficiently and promptly. Ofc. Furr completed training to become a certified Crossfit instructor. He maintains a high level of personal fitness and he has worked on starting a fitness program for the Police Department. Ofc. Furr is an instructor and assists coordinating and providing	

<p>should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity</p>	<p>the training to the SWAT team and assists with departmental training.</p>
<p>Job Knowledge and Skill</p> <ul style="list-style-type: none"> ● The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments ● An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 	<p>7</p> <p>Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: Ofc. Furr maintained his cross-sworn certifications as a firefighter and EMT certifications. He maintained all police related certifications. Ofc. Furr is a SWAT team leader and he received the following letter of commendation from L.T French regarding a SWAT situation. "Ofc Furr, I would like to take this opportunity to commend you for you excellent work while you were assigned as a Team Leader during the SWAT Call in Forsyth County on 03/15/2014. You provided excellent leadership during the entire situation. You adapted extremely well to a constantly evolving incident by providing all requested information quickly and supplying all needed assets in a timely and efficient manner. The documentation of the incident exceeded all expectations. Congratulations on a job very well done."</p>

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> • The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities • An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Grand Totals:	50	
Evaluation Score:	6.25	
ACCOMPLISHMENTS:		
<p>Ofc. Furr lists the following accomplishments for 2014:</p> <ul style="list-style-type: none"> • Won GA Tactical Officer Association Member of the year • Maintained Firefighter and EMT certifications • Working on finishing his advanced certification • Crossfit Instructor certified • Had one of the highest daily contact averages in the unit (14 for the year) • Conducted multiple car seat checkpoints <p>Ofc. Furr has enrolled in several of the training classes required for his Advanced Certification. He completed training as an AR15 armorer, childseat technician recertification, and Intoxilyzer 9000 certification. Ofc. Furr conducted several community relations events both the Traffic Unit or with the SWAT team. He continued to assist UPD with calls for service. He continued to serve as a team leader of the SWAT team.</p> <p>Ofc. Furr is a hard-worker and is one of the best police officers in the department. He is a fine example for professionalism, work ethic, and has one of the best attitudes towards his work.</p>		
AREAS OF IMPROVEMENT:		
<p>Ofc Furr needs to work on proof-reading his reports. He submits reports with errors that could have been found with a thorough proof-read.</p> <p>While Ofc. Furr is productive; he needs to raise his daily contact average to be 15-25 per day on a consistent basis. His average for 2014 was 14.</p>		
GOALS AND OBJECTIVES:		
<p>Ofc Furr lists the following goals and objectives for 2015:</p> <ul style="list-style-type: none"> • Finish advanced certification • Get fitness program going for the department • Have the highest contact average for the year <p>Ofc. Furr should obtain his RADAR / Lidar specialized instructor certification.</p> <p>Officer Furr should increase the time he spends riding his departmental motorcycle (weather permitting).</p>		
EMPLOYEE COMMENTS:		

Employee: [Signature] Date: 3/13/15 Mid-Level Supervisor: Capt. T. A. Wilson 108 Date: 03/13/15
Immediate Supervisor: [Signature] Date: 3/13/15 Director Supervisor: [Signature] Date: 3/20/15

MERIT INCREASE CALCULATION WORKSHEET FISCAL YEAR 2015

Employee Name FURR, ARICK		Review Date 1/1/2014		Job Title POLICE OFFICER	
Department Police Department	File # 11067	Hire Date 8/14/2006			

This merit increase will be processed to show on the 4/1/2015 pay check and is effective 3/14/2015. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2014 to December 2014. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you have any questions.

Effective Date of Increase	3/14/2015
Current Annual Salary before Increase	55,300.70
Merit Rating	6.25
Merit % Increase based on 3.0% Merit Pool	3.10%
Last Review Date	1/1/2014
Prorated Days, If applicable	n/a
Prorated Merit Increase Dollars	n/a
Merit Increase Dollars	1,714.31
New Current Annual Salary	57,015.01
Next Review Date	1/1/2015
Hourly Rate	27.4111
One Time Bonus If Paygrade Maximum Reached	0.00



CITY OF ALPHARETTA

HUMAN RESOURCES DEPARTMENT

PERSONNEL ACTION REQUEST FORM

Requested Action: Title Change Requested Effective Date: 02/13/2016
 Requested End Date (If Applicable): _____ Requested By: Gary George
 Comments / Reason For Request: No change in compensation.

Employee Information

Employee Name: Furr Arick J. Employee File #: 11067
 Street Address: _____
 City: _____ State: GA Zip: _____ Telephone: _____ Birth Date: _____

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
 Position Title: Police Officer Grade Level: D Exempt: Yes No
 Position #: 156-1455 Supervisor Name: Lt. James Simpson Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
 Position Title: Police Officer (Master) Grade Level: D Exempt: Yes No
 Position #: 156-1455 Supervisor Name: Lt. James Simpson Position Type: Existing

Pay Rate Information (If Applicable)

Current: Annual: \$57,015.14 Biweekly: \$2,192.89 Hourly: \$27.4111
 Requested: Annual: _____ Biweekly: _____ Hourly: _____ % Change: _____

Separation Information (If Applicable)

Termination Code: _____ PTO Due: _____

Approvals

Department:	<u>[Signature]</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
HR:	<u>[Signature]</u> <u>2/10/16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
ACA:	<u>[Signature]</u> <u>02/10/2016</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Finance:	<u>[Signature]</u> <u>2/12/16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
City Admin:	<u>[Signature]</u> <u>2/12/2016</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Approved Effective Date:	<u>2/13/16</u>	HR Received: <u>2/10/16</u>

Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.

Print Form

Requested: 2/10/16



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

To: Robert J. Regus, City Administrator
James Drinkard, Assistant City Administrator/HR Director

From: Gary D. George, Director of Public Safety

Date: February 9, 2016

Re: Proposed Master Police Officer Position

In review of the application for Officer Arick Furr, he has completed six of the seven requirements of being a Master Police Officer. Those requirements are as follows:

- *Seven years of continuous service as an Alpharetta Police Officer
- *Completion of POST Intermediate Police Officer Certification
- *Completion of POST Advanced Police Officer Certification
- *Recommendation of his immediate supervisor
- *Recommendation of his police captain
- *Approval of the Director of Public Safety

The final and seventh requirement is for the approval of the City Administrator. Upon your approval, please up-grade the status of Officer Arick Furr to that of a Master Police Officer.

MAYOR
DAVID BELLE ISLE

COUNCIL MEMBERS
JASON BINDER
JIM GILVIN
MIKE KENNEDY
DAN MERKEL
DONALD F. MITCHELL
CHRIS OWENS

CITY ADMINISTRATOR
ROBERT J. REGUS


Memo

To: Director Gary George
From: Capt. Terri Osborne *TO*
CC: file
Date: 02/03/2016
Re: Master Patrol Officer

Officer Furr has requested Master Police Officer status. I have confirmed that he meets all of the criteria. Officer Furr has been a valued member of the Traffic Unit for 8 yrs. He always performs his duties to the highest of standards. He is the Team Leader for his accident response team. He also holds a team leader position in the departments SWAT team. Officer Furr has shown he has the skills, knowledge and ability to deserve the Master Patrol Officer status.

It is my recommendation that Officer Furr be awarded Master Patrol Officer.

Memo

TO: CAPTAIN T. OSBORNE
FROM: LIEUTENANT J.T. SIMPSON 
DATE: 02/02/2016
RE: MASTER POLICE OFFICER NOMINATION FOR OFFICER FURR

Officer Furr submitted a memo requesting to be designated as a Master Police Officer. Officer Furr is a leader in the Traffic Unit and on the SWAT team. He has excellent decision making abilities and is able to handle multiple assignments adequately.

Officer Furr meets the requirements for Master Police Officer. He has been employed for nine years and has submitted copies of his Intermediate and Advanced Certificates (see attached).

I recommend Officer Furr receive his Master Police Officer designation.

Memo

To: Lt. James Simpson
From: Arick Furr
cc: [Name]
Date: February 1, 2016
Re: MPO

Lt. J. Simpson,

Please consider this my formal request to be put in as MPO. I have satisfied all requirements per our policy and have been in good standing with the City Of Alpharetta for 9 plus years. Attached is my intermediate and advanced certifications.

-Ofc. A. Furr - 300

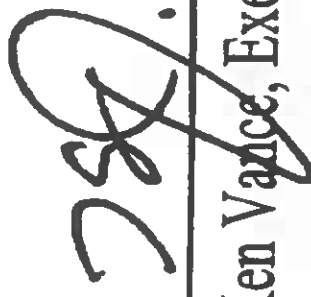
The State of Georgia
Peace Officer Standards and Training Council

Hereby recognizes the accomplishments of

ARICK J FURR
ADVANCED CERTIFICATE

For completing the requirements established in the Peace Officer Standards and Training Act. Therefore, in recognition of this achievement, the following Career Development certification number is hereby awarded as proof of this attainment:
PA0220160004S

Acknowledged this 19th day of January, 2016



Ken Vance, Executive Director



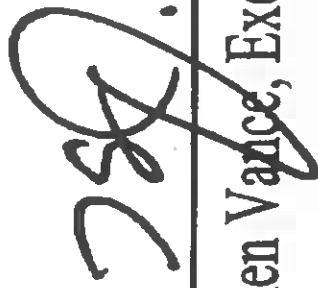
The State of Georgia
Peace Officer Standards and Training Council

Hereby recognizes the accomplishments of

ARICK J FURR
INTERMEDIATE CERTIFICATE

For completing the requirements established in the Peace Officer Standards and Training Act. Therefore, in recognition of this achievement, the following Career Development certification number is hereby awarded as proof of this attainment:
PA0120160011S

Acknowledged this 19th day of January, 2016



Ken Vance, Executive Director



CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Service Traffic Control	REVIEW PERIOD FROM:	01/01/2015
JOB TITLE:	Police Officer	REVIEW PERIOD TO:	12/31/2015
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	SIMPSON, JAMES

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
<p>Attention to Detail</p> <ul style="list-style-type: none"> ● Being thorough in accomplishing a task with concern for all areas involved, no matter how small ● An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	5	<p>Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge.</p> <p>Justification:</p>
<p>Attitude / Team Work</p> <ul style="list-style-type: none"> ● Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective ● An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	7	<p>Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: Officer Furr continues to display a great work attitude and team work ethic. He leads the motor unit by example by his level of enforcement productivity and his enthusiasm at motor training. He routinely assists UPD when needed. A Guardian entry by Captain Osborne complimented Officer Furr when he assisted UPD. "During the morning of November 2nd the Department was inundated with accident calls. The on-duty squad was quickly overwhelmed with the number of calls for service. Without hesitation you each responded and began handling accidents." Officer Furr received several Peer Recognition entries in Guardian for assisting other officers with public events (Bike to School Days, Alpharetta PAL day, Touch a Truck, Leadership North Fulton, Alpharetta Presbyterian Country Fair). Officer Furr continues to lead the SWAT team as a Team Leader. He has planned and executed multiple operations and training events. A Guardian entry by LT French complimented his work on the SWAT team: "OFC Furr is the senior Entry Team Leader. He always leads by example. He is usually the leader in PT and Weapons Qualifications. OFC Furr is responsible for coordination of training on a monthly basis. He has coordinated and conducted various training sessions that have enhanced the ability of the team to include the proper documentation of training."</p>
<p>Communication</p> <ul style="list-style-type: none"> ● The art and technique of using words effectively to impart information or ideas ● An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 	6	<p>Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.</p> <p>Justification:</p>
<p>Customer Service</p> <ul style="list-style-type: none"> ● The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly ● An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	<p>Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.</p> <p>Justification:</p>
<p>Dependability</p> <ul style="list-style-type: none"> ● The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets ● An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate 	7	<p>Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: Officer Furr is depended upon by several units within DPS. Officer Furr is an Accident Investigation Team Leader. He takes his role seriously and handles investigations adequately. He is a Team Leader in the SWAT team and is relied upon to transport the SWAT truck to maintenance, training, operations, and public events. He is one of the lead coaches and trainers in the Alpha Fit program. He leads and mentors</p>

<p>information to customers and management, and accept responsibility for his / her actions and decisions</p>		<p>multiple DPS employees, their spouses, and employees from other City departments. Officer Furr is able to maintain all these responsibilities affectively.</p>
<p>Initiative</p> <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	<p>8</p>	<p>Exceeds Expectations Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.</p> <p>Justification: Officer Furr has the third highest amount of citations for the motor unit (1243) and maintained the highest contact per day average for the motor unit (17.75) for 2015. He continuously provides assistance to other officers in the Traffic Unit, UPD, and other divisions of DPS. Officer Furr volunteered to attend training at the Cooper Institute and was certified as a "Law Enforcement Fitness Specialist". He used this training as one of the lead instructors for the Alpha-Fit program and the Couch-to-5K challenge. Fire Captain Marc Maikoski entered a Letter of Commendation in Guardian which reads: "Arick (and his family) put a lot of time and effort in the Couch to 5K initiative. He has put a lot of time and energy in to planning, obtaining sponsors and donations and putting the whole plan in motion. It was amazing to see the level of participation tonight at the kick-off event at Big Peach running company. Not only were employees there, but their families were as well. There was a feeling of excitement and the Health Coaches that were there were stunned by the level of involvement and stated that we need to do this for all city employees."</p>
<p>Job Knowledge and Skill</p> <ul style="list-style-type: none"> The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 	<p>8</p>	<p>Exceeds Expectations Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.</p> <p>Justification: Officer Furr attended training at the Cooper Institute and became certified as a "Law Enforcement Fitness Specialist". He is used the knowledge and skills he gained to launch the Alpha-Fit program and the Couch-to-5K event. He maintained all his police certifications and his cross-sworn certifications (Firefighter and EMT). Officer Furr completed the 3 week Leadership Class, Firearms Instructor, TASER Instructor, and Less Lethal Instructor training. He also completed the Criminal Procedure and Advanced Report Writing classes toward his Intermediate and Advanced certifications. His motorcycle riding skills are continuing to improve through training and experience.</p>

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	5	Meets Expectations Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge. Justification:
Grand Totals:	52	
Evaluation Score:	6.5	

ACCOMPLISHMENTS:

Officer Furr lists the following accomplishments from 2015:

- led the entire traffic unit in average daily contacts with an average daily contact rate of 17.75 citations per shift for the year
- received my Intermediate and Advanced Certifications through POST
- received my Firearms IT through POST
- received my Taser IT through POST
- received my Less Lethal IT through POST
- maintained my EMT-I and Firefighter certifications
- participated in numerous Public Safety community events (Touch A Truck, National Night Out, Alpharetta Presbyterian Public Safety Day, Leadership North Fulton)
- interior branch commander at the Alpharetta Christmas Tree Lighting
- Team Leader on North Fulton SWAT and ran 3 full operations as the commander from beginning to end
- Started and initiated the first phase of Alpha-Fit which is a program designed to get all public safety personnel out and moving and to help them not only start being active, but to make it a permeant lifestyle. I was able to get 6 companies to kick of the 1st Couch to 5k program and we were able to get 147 participants to sign up and 72 participants to complete the PAL 5k!
- appointed a member of the Alpharetta Department of Public Safety Health and Wellness Team
- went to Dallas Texas to the Cooper Institute and received my Police/Fire personal training/injury prevention certification
- helped teach in service TASER and ran open range

Officer Furr has continued to be one of the highest motivated and hardest working members of DPS. He continues to develop leadership skills and qualities that will make him a great supervisor.

AREAS OF IMPROVEMENT:

Officer Furr should be more diligent on his Hit and Run Investigations and begin investigating them immediately. Some cases that have been assigned to him take several weeks or months to complete.

Officer Furr needs to make an effort to ride his police motorcycle 3-4 days every work week (weather permitting).

Officer Furr should not let his multiple responsibilities around the Department interfere with his primary duties to the Traffic Unit.

GOALS AND OBJECTIVES:

Officer Furr met his goals of 2015 of finishing his Advanced certification, starting a fitness program,

and having the highest daily contact average for the year.

Officer Furr lists the following goals for 2016:

- Complete another Alpha-Fit Couch To 5k
- Maintain certifications
- Complete other instructor certifications to assist my agency

Officer Furr should complete RADAR/LIDAR instructor training.

Officer Furr will assist to achieve the Department goals for 2016 by:

- 1) Participate in 4 public safety community relations events.
- 2) Improve our social media presence by telling our story to the citizens.
- 3) Assist instructing active threat response training for the Department

EMPLOYEE COMMENTS:

Employee: *P. Furr*

Date: 3/8/16

Mid-Level Supervisor: *Cap T. Alstone*

Date: 03/11/16

Immediate Supervisor: *J. S. G.*

Date: 3/8/16

Director Supervisor: *SAJ D. Gay*

Date: 3/10/16

MERIT INCREASE CALCULATION WORKSHEET FISCAL YEAR 2016

Employee Name FURR, ARICK		Review Date 1/1/2015		Job Title POLICE OFFICER (M)	
Department Police Department	File # 11067	Hire Date 8/14/2006			


This merit increase will be processed to show on the 4/13/2016 pay check and is effective 3/26/2016. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2015 to December 2015. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you have any

Effective Date of Increase	3/26/2016
Current Annual Salary before Increase	57,015.14
Merit Rating	6.50
Merit % Increase based on 3.0% Merit Pool	3.15%
Last Review Date	1/1/2015
Prorated Days, If applicable	n/a
Prorated Merit Increase Dollars	n/a
Merit Increase Dollars	1,795.69
New Current Annual Salary	58,810.83
Next Review Date	1/1/2016
Hourly Rate	28.2744
One Time Bonus If Paygrade Maximum Reached	0.00

EMPLOYEE COPY



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

TO: Master Police Officer Arick Furr
FROM: 
Gary D. George, Director of Public Safety
SUBJECT: Department Transfer
DATE: October 20, 2016

Effective October 24, 2016 you will transfer from the Traffic Enforcement Unit to the Community Services Unit under the command of Lieutenant R. Kirk Harth. Please report to Lieutenant Harth for your assignment.



Gary D. George
Director of Public Safety

cc: Robert Regus, City Administrator
Wes McCall, Deputy Director
Terri Osborne, Captain
Trent Lindgren, Captain
R. Kirk Harth, Lieutenant
Sandy West, Captain
Joe Popadics, Accreditation
Ben Bolin, 911 Systems Manager
Communications
Human Resources
File

MAYOR
DAVID BELLE ISLE

COUNCIL MEMBERS
JASON BINDER
JIM GILVIN
MIKE KENNEDY
DAN MERKEL
DONALD F. MITCHELL
CHRIS OWENS

CITY ADMINISTRATOR
ROBERT J. REGUS



CITY OF ALPHARETTA
HUMAN RESOURCES DEPARTMENT
PERSONNEL ACTION REQUEST FORM

Requested Action: Transfer Requested Effective Date: 10/24/2016
Requested End Date (If Applicable): Requested By: Gary D. George, Director of Public Safety
Comments / Reason For Request: Transferring units from Traffic Unit to Community Services Unit. No change in compensation.

Employee Information

Employee Name: Furr Arick Middle Name Employee File #: 11067
Street Address:
City: State: GA Zip: Telephone: Birth Date:

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
Position Title: Master Police Officer Grade Level: D Exempt: Yes No
Position #: 156 Supervisor Name: Capt. Trent Lindgren Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: Regular - Full Time Department: Public Safety: Administration Dept. #: 3110
Position Title: Master Police Officer (Community Services) Grade Level: D Exempt: Yes No
Position #: 156 Supervisor Name: Capt. Terri Osborne Position Type: Replacement

Pay Rate Information (If Applicable)

Current: Annual: \$58,810.70 Biweekly: \$2,261.95 Hourly: \$28.2744
Requested: Annual: Biweekly: Hourly: % Change:

Separation Information (If Applicable)

Termination Code: PTO Due:

Approvals

Department: [Signature] Yes No
HR: [Signature] 10/26/16 Yes No
ACA: [Signature] Yes No
Finance: [Signature] 10/27/16 Yes No
City Admin: [Signature] 10/24/2016 Yes No
Approved Effective Date: 10/24/16 HR Received: 10/21/16

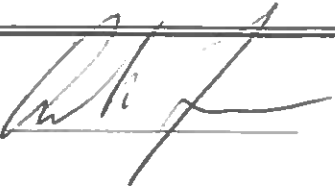
Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.
Print Form
Requested: 10/20/16

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Police Service Traffic Control	REVIEW PERIOD FROM:	01/01/2016
JOB TITLE:	Police Officer	REVIEW PERIOD TO:	12/31/2016
Please note: Total rating points will be used in the calculation of the merit percent increase		IMMEDIATE SUPERVISOR:	SIMPSON, JAMES
RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description	
<p>Attention to Detail</p> <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	5	<p>Meets Expectations</p> <p>Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge.</p> <p>Justification:</p>	
<p>Attitude / Team Work</p> <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desiring to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation, supporting fellow employees and others as needed to accomplish given tasks and carry out our core mission of serving our citizens and customers 	7	<p>Exceeds Expectations</p> <p>Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: Officer Furr has continued to display a great work attitude and a strong team work ethic. He lead the motor unit by example by maintaining a high level of productivity. Officer Furr consistently helped members of the Traffic Unit, UPD, and Community Services. He served as a SWAT team leader for the majority of 2016.</p>	
<p>Communication</p> <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding, clearly share ideas and information with others, solicit, listen to, and honestly consider feedback and criticism, and keep others informed of work-related progress and problems, as appropriate 	6	<p>Meets Expectations</p> <p>Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.</p> <p>Justification:</p>	
<p>Customer Service</p> <ul style="list-style-type: none"> The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	<p>Meets Expectations</p> <p>Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.</p> <p>Justification:</p>	
<p>Dependability</p> <ul style="list-style-type: none"> The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 	8	<p>Exceeds Expectations</p> <p>Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.</p> <p>Justification: Officer Furr is dependable in multiple areas of the Department. As a member of the Traffic Unit, he was an Accident Investigation Team leader. He successfully investigated serious injury and Hit and Run accidents. He is also an instructor and assisted teach in-service and open range several times. He is one of the original fitness instructors for the AlphaFit program. The program is intended to assist City employees and their spouses to improve their physical health. CAPS Officer Linda Breads sent a letter of appreciation for Officer Furr and his fellow coaches that said in part: "I have had the opportunity to witness just how hard they work to keep the Department employees healthy! Despite cold, heat and rain they were at each session, work permitting, to encourage all of us participating to walk/run safely and stayed with all of us along the way. They ran whether it was just one of us or several of us." Officer Furr's dedication to AlphaFit has helped countless employees better their physical health.</p>	
<p>Initiative</p> <ul style="list-style-type: none"> The act of or ability to begin or to follow 		Exceeds Expectations	

<p>through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carry out our core mission</p> <ul style="list-style-type: none"> ● An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	<p>7</p>	<p>Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.</p> <p>Justification: Officer Furr was one of the most productive members of the Traffic Unit. He participated in numerous community relations events, public education events, child seat checks, and special events. In 10/2016, Officer Furr was transferred to the Community Services Unit. Since his transfer he has maintained a high level of initiative by coordinating and providing multiple community education events throughout the city.</p>
<p>Job Knowledge and Skill</p> <ul style="list-style-type: none"> ● The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments ● An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks, and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 	<p>6</p>	<p>Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.</p> <p>Justification:</p>

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Grand Totals	51	
Evaluation Score	6.38	
ACCOMPLISHMENTS:		
<p>Officer Furr led the Traffic Unit in average daily contacts until his transfer in 10/2016. He instructed several sessions of in-service and open range. He maintained his EMT-I and Firefighter certifications. He participated in multiple community relations events, public education events, car seat checks, and special events. He was SWAT Team leader until 04/2016.</p> <p>Officer Furr continued to serve as an AlphaFit fitness instructor. He coordinated and planned the majority of the training events in preparation for the Peachtree Roadrace and for two 5K events.</p> <p>Officer Furr made a successful transition from the Traffic Unit to the Community Services Unit.</p>		
AREAS OF IMPROVEMENT:		
<p>Officer Furr should prioritize his responsibilities around the Department as to not interfere with his primary duties.</p>		
GOALS AND OBJECTIVES:		
<p>Officer Furr completed the majority of his 2016 goals.</p> <p>His goals for 2017 are:</p> <ul style="list-style-type: none"> - Complete another AlphaFit Couch to 5k and 10k - Maintain all certifications - Complete another instructor certification to assist my agencies training needs - Participate in the promotional examination - Attend CPTED and advanced CPTED training - Get Alpharetta in the top 25 LE agencies in GA for fund raisers for the Special Olympics - Use the ACE Calendar to list daily appointments, presentations and PTO. 		
EMPLOYEE COMMENTS:		
Empty box for employee comments		

Employee:  Date: 3/15/17 Mid-Level Supervisor: Capt. T. A. Clifton Date: 03/14/17

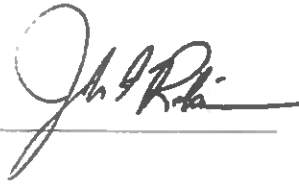
Immediate
Supervisor.



Date:

3/16/17

Director
Supervisor.



Date:

3/22/19

MERIT INCREASE CALCULATION WORKSHEET FISCAL YEAR 2017

Employee Name		Review Date	Job Title	
FURR, ARICK		1/1/2016	POLICE OFFICER (M)	
Department	Public Safety Administration	File #	11067	Hire Date
				8/14/2006

This merit increase will be processed to show on the 4/12/2017 pay check and is effective 3/25/2017. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2016 to December 2016. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you



Effective Date of Increase	3/25/2017
Current Annual Salary before Increase	58,810.70
Merit Rating	6.38
Merit % Increase based on 3.0% Merit Pool	2.90%
Last Review Date	1/1/2016
Prorated Days, If applicable	261
Prorated Merit Increase Dollars	1,710.69
Merit Increase Dollars	1,704.13
New Current Annual Salary	60,521.39
Next Review Date	1/1/2017
Hourly Rate	29.0968
One Time Bonus If Paygrade Maximum Reached	0.00

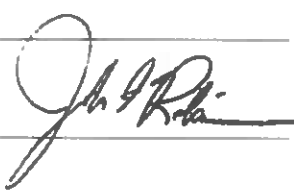

CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Public Safety Administration	REVIEW PERIOD FROM:	01/01/2017
JOB TITLE:	Police Officer	REVIEW PERIOD TO:	12/31/2017
Please note: Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	WOODS, SEAN

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Attention to Detail <ul style="list-style-type: none"> ● Being thorough in accomplishing a task with concern for all areas involved, no matter how small ● An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Attitude / Team Work <ul style="list-style-type: none"> ● Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective ● An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: MPO Furr consistently maintains a positive attitude when he is at work. He is always willing to help others in the department no matter what the task is. He believes in the core mission of the city and department, serving all.
Communication <ul style="list-style-type: none"> ● The art and technique of using words effectively to impart information or ideas ● An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism, and keep others informed of work-related progress and problems, as appropriate 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Customer Service <ul style="list-style-type: none"> ● The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly ● An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Dependability <ul style="list-style-type: none"> ● The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets ● An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error; provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Initiative <ul style="list-style-type: none"> ● The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carry out our core mission ● An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Job Knowledge and Skill <ul style="list-style-type: none"> ● The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments ● An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks, and pursues educational opportunities to remain current on new and emerging tools, techniques, and information. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints. 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Grand Totals	49	
Evaluation Score	6.12	
ACCOMPLISHMENTS:		
MPO Furr has been instrumental in designing and growing the City Alpha Fit Program. This has helped numerous city employees attain a healthy and fit lifestyle.		
MPO Furr was tasked with designing and promoting a standard physical fitness testing program for the police and fire departments.		
MPO Furr has made sure that the Community Services Unit spends time patrolling the city on bikes. This has put the number of bike patrolled miles to over 50,000 for the year.		
AREAS OF IMPROVEMENT:		
MPO Furr needs to increase the visibility of the Community Services Unit business watch program. This can be accomplished with assistance of social media and face to face interaction.		
GOALS AND OBJECTIVES:		
MPO Furr will need to plan and implement a training program for new officers assigned to the unit.		
MPO Furr shall attend patrol shift meetings to explain and gather information regarding business watch and business needs in the city, as well as pass on information to the patrol units.		
EMPLOYEE COMMENTS:		

Employee: 
 Immediate Supervisor: 

Date: 2/26/18 Mid-Level Supervisor: 
 Date: 2/26/18 Director Supervisor: 

Date: _____
 Date: 3/21/18

MERIT INCREASE CALCULATION WORKSHEET FISCAL YEAR 2018

Employee Name		Review Date		Job Title	
FURR, ARICK		1/1/2017		POLICE OFFICER (M)	
Department	Public Safety Administration	File #	11067	Hire Date	8/14/2006

This merit increase will be processed to show on the 4/11/2018 pay check and is effective 3/24/2018. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2017 to December 2017. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you have any questions.

Effective Date of Increase	3/24/2018
Current Annual Salary before Increase	60,521.24
Merit Rating	6.12
Merit % Increase based on 3.0% Merit Pool	2.73%
Last Review Date	1/1/2017
Prorated Days, If applicable	n/a
Prorated Merit Increase Dollars	n/a
Merit Increase Dollars	1,653.60
New Current Annual Salary	62,174.84
Next Review Date	1/1/2018
Hourly Rate	29.8917
One Time Bonus If Paygrade Maximum Reached	0.00



CITY OF ALPHARETTA

HUMAN RESOURCES DEPARTMENT

PERSONNEL ACTION REQUEST FORM

Requested Action: Promotion Requested Effective Date: 12/29/2018

Requested End Date (If Applicable): _____ Requested By: John Robison, Director of Public Safety

Comments / Reason For Request: Promotion to Sergeant with 5% pay increase. Transfer from Community Services to Traffic.

Employee Information

Employee Name: Furr Arick Employee File #: 11067
Street Address: _____
City: _____ State: GA Zip: _____ Telephone: _____ Birth Date: _____

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety: Administration Dept. #: 3110
Position Title: Officer (Master PO) Grade Level: D Exempt: Yes No
Position #: 156-1455 Supervisor Name: Lt. Sean Woods Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
Position Title: Sergeant Grade Level: F Exempt: Yes No
Position #: 64-1454 Supervisor Name: Captain Terri Osborne Position Type: New

Pay Rate Information (If Applicable)

Current: Annual: \$62,174.84 Biweekly: \$2,391.34 Hourly: \$29.8917
Requested: Annual: \$65,283.66 Biweekly: \$2,510.91 Hourly: \$31.3864 % Change: 5.000

Separation Information (If Applicable)

Termination Code: _____ PTO Due: _____

Approvals		Yes	No
Department:	<u>[Signature]</u>	<input checked="" type="radio"/>	<input type="radio"/>
HR:	<u>Kathy Bott 12/29/18</u>	<input checked="" type="radio"/>	<input type="radio"/>
ACA:	<u>[Signature]</u>	<input checked="" type="radio"/>	<input type="radio"/>
Finance:	<u>[Signature] 1/7/19</u>	<input checked="" type="radio"/>	<input type="radio"/>
City Admin:	<u>[Signature] 1/7/2019</u>	<input checked="" type="radio"/>	<input type="radio"/>
Approved Effective Date:	<u>12/29/18</u>	HR Received:	<u>12/11/18</u>

Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.

Print Form



Requested: 12/10/18



CITY OF ALPHARETTA EMPLOYEE PERFORMANCE EVALUATION COMPLETE

EMPLOYEE NAME:	FURR, ARICK	PURPOSE OF EVALUATION:	Annual
DEPARTMENT:	Public Safety Administration	REVIEW PERIOD FROM:	01/01/2018
JOB TITLE:	Police Officer	REVIEW PERIOD TO:	12/31/2018
Please note Total rating points will be used in the calculation of the merit percent increase.		IMMEDIATE SUPERVISOR:	WOODS, SEAN

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Attention to Detail <ul style="list-style-type: none"> Being thorough in accomplishing a task with concern for all areas involved, no matter how small An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Attitude / Team Work <ul style="list-style-type: none"> Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carryout our core mission of serving our citizens and customers 	7	Exceeds Expectations Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization. Justification: Sgt. Furr brings a level of enthusiasm to his job that few can. He has a very positive mindset and is very quick to congratulate and inspire his coworkers
Communication <ul style="list-style-type: none"> The art and technique of using words effectively to impart information or ideas An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Customer Service <ul style="list-style-type: none"> The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care" 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Dependability <ul style="list-style-type: none"> The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions 	9	Exceeds Expectations Describes those few employees whose contributions to their work unit and the City far exceeds job expectations and requirements on a sustained basis. Accomplishments toward goals are exceptional, even under challenging circumstances. Demonstrates exceptional personal skills, maintains self-motivation, and initiates proper actions without guidance or supervision. Justification: Sgt. Furr consistently can be counted on to achieve whatever the job task or mission at hand is. He always does everything that he says he will and never makes promises that he cannot keep ***** additional points issued for Alpha Elite.
Initiative <ul style="list-style-type: none"> The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carryout our core mission An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:
Job Knowledge and Skill <ul style="list-style-type: none"> The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain 	6	Meets Expectations Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization. Justification:

RATE ON PERFORMANCE FACTORS LISTED BELOW:	Rating	Description
Productivity / Efficiency <ul style="list-style-type: none"> The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints 	8	Exceeds Expectations Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others. Justification: Sgt. Furr always seeks opportunities to be even more productive. Sgt. Furr is often energized by challenges that would derail others. **** extra points issues for Alpha FIT ELITE
Grand Totals	54	
Evaluation Score:	6.75	
ACCOMPLISHMENTS:		
Sgt. Furr was instrumental in reviving a wonderful community event this past year. He worked countless hours coordinating dozens of organizations to make Red and Blue Shop with You come back to life. This event served over 100 local children that without his help would not have had anything for Christmas. Sgt. Furr continues to evaluate and improve the departments Alpha Fit program so that it includes all types of physical fitness needs. Sgt. Furr is always eager to help others in the unit, as well as the department. No matter what the task he never balked when asked to handle them.		
AREAS OF IMPROVEMENT:		
Sgt. Furr has just recently been promoted. This will require a very different mindset from that of an officer. He will need to observe more and act less.		
GOALS AND OBJECTIVES:		
Sgt. Furr shall continue to work on his Professional Management Program. Sgt. Furr shall begin taking POST supervisor classes. Sgt. Furr shall research and justify increasing manpower allocation in the traffic unit.		
EMPLOYEE COMMENTS:		

Employee: 
 Immediate Supervisor: 

Date: 3/6/19 Mid-Level Supervisor: 
 Date: 3/6/19 Director Supervisor: 

Date: 3/12/19
 Date: 3/22/19



CITY OF ALPHARETTA

HUMAN RESOURCES DEPARTMENT

PERSONNEL ACTION REQUEST FORM

Requested Action: Transfer Requested Effective Date: 08/17/2019 9/21/19

Requested End Date (If Applicable): _____ Requested By: John Robison, Chief of Public Safety

Comments / Reason For Request: Transfer to Community Services (Replace Lt. Woods).

Employee Information

Employee Name: Furr Arick Employee File #: 11067
Street Address: _____
City: _____ State: GA Zip: _____ Telephone: _____ Birth Date: _____

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
Position Title: Sergeant Grade Level: F Exempt: Yes No
Position #: 64-1454 Supervisor Name: Captain Tommy Simpson Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124
Position Title: Sergeant (Community Services) Grade Level: F Exempt: Yes No
Position #: 64-1454 Supervisor Name: Captain Tommy Simpson Position Type: Existing

Pay Rate Information (If Applicable)

Current: Annual: \$67,309.32 Biweekly: \$2,588.82 Hourly: 32.3602
Requested: Annual: _____ Biweekly: _____ Hourly: _____ % Change: 0.000

Separation Information (If Applicable)

Termination Code: _____ PTO Due: _____

Approvals

Department: _____ Yes No
HR Manager: Kathy Bott 8/16/19 Yes No
HR Director: _____ Yes No
Finance: _____ Yes No
City Admin: _____ 8/16/2019 Yes No
Approved Effective Date: 9/21/19 HR Received: 8/16/19

Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.

Print Form

Requested: 8/14/19



CITY OF ALPHARETTA

ANNUAL EMPLOYEE PERFORMANCE EVALUATION FORM

SAVE

Print Form

Employee Information

Employee Name (last, first): Arick Furr

Employee #: 300

Position Title: Police Sergeant

Supervisor Name: Capt J.T. Simpson

Review Period From: 01/01/2019

Review Period To: 12/31/2019

Performance Factors

Attention to Detail

Being thorough in accomplishing a task with concern for all areas involved, no matter how small

An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6
<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

Attitude / Teamwork

Teamwork is defined as tasks completed by two or more employees, with each doing a part but all subordinating personal prominence and desires to the efficiency of the whole and achievement of the stated objective

An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carry out our core mission of serving our citizens and customers

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	9

Communication

The art and technique of using words effectively to impart information or ideas

An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

Customer Service

The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly

An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care"

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

Dependability

The degree to which an employee can be counted on to achieve results and / or meet targets within established time frames and budgets

An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>	9

Scoring Guide

Under Performing:

- 1 Performance is unacceptable. Consistently fails to meet job requirements and expectations. Behavior is consistently inappropriate for the workplace and the position. Immediate remedial action and improvement is required.
- 2 Frequently fails to meet job requirements and expectations. Performance fails to meet what is routinely expected but is not unsatisfactory all of the time. Performance is less than expected and needs improvement. Direction, supervision, and learning are required if performance objectives are to be achieved.
- 3 Some improvement needed to fully achieve the expected level of performance. Work activities do not consistently meet requirements due to specific weaknesses observed in one or more areas. Direction and learning are strongly suggested to aid in achieving performance objectives.

Meets Expectations:

- 4 Behavior is appropriate for the workplace and position. Performance routinely meets what is expected of an employee in this position. Additional training is suggested in specific areas to improve efficiency or consistency in work performance.
- 5 Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge.

Performance Factors (Continued)

Initiative

The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carry-out our core mission

1 2 3

An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity

4 5 6
 7 8 9

Job Knowledge and Skill

The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments

1 2 3

An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information

4 5 6
 7 8 9

Productivity / Efficiency

The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities

1 2 3

An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints.

4 5 6
 7 8 9

Leadership (Managers / Supervisors Only)

Establishing direction and influencing others to follow that direction; setting goals, priorities, and standards, and making sure that these objectives not only are communicated but maintained.

1 2 3

An Alpharetta employee leads not only by words but also by actions; leading by example to communicate our core values, motivate and support fellow employees, respond to adversity or challenges with positive action, facilitate communication and collaboration among employees and customers, and coordinate the resources of the City so as to achieve our stated goals and generate pride within and for the organization and the community that we serve.

4 5 6
 7 8 9

Scoring Guide

Meets Expectations (Continued):

6 Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.

Exceeds Expectations:

7 Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.

8 Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.

9 Describes those few employees whose contributions to their work unit and the City far exceeds job expectations and requirements on a sustained basis. Accomplishments toward goals are exceptional, even under challenging circumstances. Demonstrates exceptional personal skills, maintains self-motivation, and initiates proper actions without guidance or supervision.

In the space below, and on additional sheets if needed, please provide justification for any scores below three (3) or above six (6) given in any of the above Performance Criteria.

See attached

In the space provided, please list any key accomplishments that the individual made during the review period.

SGT Furr did an excellent job being a newly promoted Sergeant and transferred to the Traffic Enforcement Unit. Being a new supervisor can be difficult but being a new supervisor in a proactive unit like TEU can be more difficult than usual. He handled his new assignment and responsibilities well. He was transferred to Community Services Unit (CSU) in September. SGT Furr transitioned well to his new assignment.
SGT Furr managed the "Red and Blue Shop with You" event which was very successful.
SGT Furr also serves as the President of the Georgia Tactical Officers Association (GTOA). He managed, supervised, and coordinated the annual training conference.
SGT Furr continued to serve as one of the Alpha Fit coaches

In the space provided, please list any areas of improvement on which the individual should focus during the next year.

SGT Furr should locate and participate in leadership training that will assist him in dealing with officers under his command. He can develop skills and strategies to use when communicating with officers. SGT Furr is a "lead by example" supervisor but not all employees respond the same to that style of leadership. Developing different styles and strategies will be a benefit to him. SGT Furr should work with the bicycle unit to improve deployment strategies.

In the space provided, please list any goals that the individual should work to achieve during the next year.

SGT Furr shall complete his PMP training and then begin the process of completing this Bachelors Degree.
SGT Furr shall investigate strategies to expand the Alpha Fit program.
SGT Furr shall continue to lead the CSU unit and continue to communicate with the citizens and businesses throughout the area.

Employee's Signature:

[Handwritten Signature]

Date: 2, 19, 2020

Supervisor's Signature:

[Handwritten Signature]

Date: 2, 19, 2020

Director's Signature:

[Handwritten Signature]

Date: 2, 7, 20

Total Score:
Add the scores from the Performance Criteria and insert the total on this line.

69

Calculated Score:
Divide the number above by 8 and insert the result here. If for Manager/Supervisor divide by 9.

7.66

Attitude / Teamwork: SGT Furr has an excellent and constantly positive attitude. He works well with co-workers and his team. He was promoted to SGT and assigned to TEU in January of 2019. He did a good job working with officers and civilians under his command. He maintained a professional and positive environment in TEU. He was transferred to Community Services Unit (CSU) as the supervisor in September. He maintained high attitude and positive teamwork environment.

Communication: SGT Furr has great communication skills to both internal and external sources. He participates in multiple community relations events and serves as a department instructor where high communication skills are required. He handles these events and provides instruction at a high level.

Customer Service: SGT Furr provides consistently high level of customer service. CSU provides education events and services to a wide range of citizens. He assists during Defensive Driving, Explorer, I Can Bike, and CRASE events. SGT Furr managed the "Red and Blue Shops with You" event that served almost 200 children.

Dependability: SGT Furr is consistently dependable to accomplish any task assigned without very little assistance or supervisor follow up. During 2019, he was assigned to TEU and CSU. Both units are very proactive, and SGT Furr has been responsible for making sure that all the expectations and responsibilities of each unit are met. Alpha Fit Elite bonus points.

Initiative: SGT Furr is always striving to improve the effectiveness and expand the abilities of the unit he is assigned to. As supervisor of CSU, he researched and located new bicycles for the bicycle unit that were assisted by electronic motors. These bicycles will increase the effectiveness, deployment options, and response times for the bicycle unit.

Job Knowledge and Skill: SGT Furr has an immense level of skills and knowledge. He uses his skills as an instructor to assist in departmental in-service training. He is one of the Alpha Fit coaches and uses his knowledge and skills to coach and assist other employees in improving their physical health. He served as branch managers for Taste of Alpharetta, July 4th, and Old Soldiers Day events. He received Guardian entry from the incident commanders of all three events lauding his abilities and professionalism during the planning stages and during the events.

Productivity and Efficiency: SGT Furr normally meets all deadlines and practices good judgment when establishing priorities. Alpha Fit Elite bonus points.

Leadership: SGT Furr has done an excellent job while leading two specialized units in 2019. TEU and CSU proactive teams with completely different goals and missions. He handled his transition to each unit very well. He leads by example and communicates well with those in his charge his expectations.

MERIT INCREASE CALCULATION WORKSHEET FISCAL YEAR 2021

Employee Name		Review Date		Job Title	
FURR, ARICK		1/1/2019		POLICE SERGEANT	
Department	Police Department	File #	11067	Hire Date	8/14/2006

This merit increase will be processed to show on the 7/17/2020 pay check and is effective 6/27/2020. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2019 to December 2019. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you have any questions.

Effective Date of Increase	6/27/2020
Current Annual Salary before Increase	67,309.32
Merit Rating	7.67
Merit % Increase based on 3.0% Merit Pool	3.49%
Last Review Date	1/1/2019
Prorated Days, if applicable	n/a
Prorated Merit Increase Dollars	n/a
Merit Increase Dollars	2,350.26
New Current Annual Salary	69,659.58
Next Review Date	1/1/2020
Hourly Rate	33.4902
One Time Bonus if Paygrade Maximum Reached	0.00

Authorized signatures obtained from City Administrator, Bob Regus, Director of Finance, Tom Harris and Director of HR, Cris Randall. These signatures are located on the Department Merit Summary Worksheet for FY 2021.

EMPLOYEE COPY
HUMAN RESOURCES/FINANCE COPY



2020 Comp. Study Worksheet

Human Resources Department

SharePoint: Alpharetta.sharepoint.com/sites/HRInfo

September 17, 2020

Public Safety

Dear Arick Furr,

As a result of the City’s recent Compensation, Classification and Benefits Study, several changes have been implemented that affect your compensation status. The purpose of this letter is to describe the changes that specifically apply to you and your position.

	Classification	Pay Grade	Annual Base Rate*	Annual Rate Including all additional compensation**
Current	Police Sergeant	F	\$ 69,659.72	\$ 69,659.72
NEW	Police Sergeant	307	\$ 70,896.45	\$ 70,896.45

*Base Rate does not include additional incentives or acting pay. It is utilized in the calculation of *current* and *target* compa-ratio.

** FTO, Paramedic, Acting Pay, etc.

- Current annual base pay: \$ 69,659.72
- Current pay compa-ratio: 98.3%
- Target market compa-ratio: 100.0%
- New annual base pay: \$ 70,896.45
- New hourly base pay: \$ 34.0848
- Annual % increase: 1.8%
- Annual increase amount: \$ 1,236.73

The reclassification/reallocation of your position and the associated pay increase, if applicable, will become effective with the pay period starting October 3, 2020 (paycheck October 23, 2020).



CITY OF ALPHARETTA

ANNUAL EMPLOYEE PERFORMANCE – 2020 Review Period EVALUATION FORM

Employee Information

SAVE **Print Form**

Employee Name (last, first): Arick Furr Employee #: 300
 Position Title: Sergeant Supervisor Name: Lt. Kirk Harth
 Review Period From: 01/01/2020 Review Period To: 12/31/2020

Performance Factors

Attention to Detail

Being thorough in accomplishing a task with concern for all areas involved, no matter how small

An Alpharetta employee should perform every task to the highest quality and with as much thoroughness as possible, living up to the core value of excellence in all that we do

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6
<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

Positivism & Cooperation / Teamwork

Teamwork is defined as tasks completed by two or more employees, with each doing a part but all united and cooperating with the desire to the efficiency of the whole and achievement of the stated objective

An Alpharetta employee should exemplify a spirit of cooperation; supporting fellow employees and others as needed to accomplish given tasks and carry out our core mission of serving our citizens and customers

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	9

Communication

The art and technique of using words effectively, expressing ideas and information in a clear and concise manner

An Alpharetta employee should actively ask for and listen to diverse opinions and seek understanding; clearly share ideas and information with others; solicit, listen to, and honestly consider feedback and criticism; and keep others informed of work-related progress and problems, as appropriate

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

Customer Service

The act of providing, in a positive manner, a product in the way that it has been promised, either explicitly or implicitly

An Alpharetta employee takes care of his / her customer, be they external or internal, in a consistently positive manner that exceeds customer expectations and clearly communicates "I care"

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	9

Dependability

The degree to which an employee can be counted on to achieve results and / or meet goals within established time frames and budgets

An Alpharetta employee should consistently achieve stated goals on time and with a minimum margin of error, provide reliable, accurate information to customers and management, and accept responsibility for his / her actions and decisions

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>	9

Scoring Guide

Under Performing:

- 1 Performance is unacceptable. Consistently fails to meet job requirements and expectations. Behavior is consistently inappropriate for the workplace and the position. Immediate remedial action and improvement is required.
- 2 Frequently fails to meet job requirements and expectations. Performance fails to meet what is routinely expected but is not unsatisfactory all of the time. Performance is less than expected and needs improvement. Direction, supervision, and learning are required if performance objectives are to be achieved.
- 3 Some improvement needed to fully achieve the expected level of performance. Work activities do not consistently meet requirements due to specific weaknesses observed in one or more areas. Direction and learning are strongly suggested to aid in achieving performance objectives.

Meets Expectations:

- 4 Behavior is appropriate for the workplace and position. Performance routinely meets what is expected of an employee in this position. Additional training is suggested in specific areas to improve efficiency or consistency in work performance.
- 5 Consistently performs work in a satisfactory and acceptable manner and achieves expected results. Consistently achieves stated performance goals. Requires minimal direction to achieve stated goals and objectives. Seeks ways to improve own performance and advance skills or knowledge.

Performance Factors (Continued)

Initiative

The act of or ability to begin or to follow through energetically with a plan or task without direction or upon seeing a need and / or to suggest or communicate ideas on how to better accomplish tasks, address needs, and / or improve the ability to carry-out our core mission

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
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<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
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An Alpharetta employee, upon identifying a need or opportunity to improve service, efficiency, safety, or customer satisfaction, should seek means of addressing the need or opportunity and communicate the idea to management and / or act to address the need or opportunity

<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	9
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Job Knowledge and Skill

The degree to which an employee possesses the technical knowledge necessary to accomplish all job requirements and understands the facts and information related to work assignments

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
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An Alpharetta employee demonstrates an understanding of departmental functions and roles within the City organization; an ability to use correct practices, tools, and technologies to accomplish assigned tasks; and pursues educational opportunities to remain current on new and emerging tools, techniques, and information

<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
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<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>	9
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Productivity / Efficiency

The degree to which an employee meets deadlines, adapts to changes, uses resources efficiently and uses good judgment in establishing priorities

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
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An Alpharetta employee should demonstrate the ability to plan and prioritize time and resources in a manner that ensures successful completion of day-to-day objectives while adjusting to unexpected issues and opportunities and remaining within time and budgetary constraints.

<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
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<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>	9
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Leadership (Managers / Supervisors Only)

Establishing direction and influencing others to follow that direction; setting goals, priorities, and standards, and making sure that these objectives not only are communicated but maintained.

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
--------------------------	---	--------------------------	---	--------------------------	---

An Alpharetta employee leads not only by words but also by actions; taking ownership by their actions and leading by example to communicate our core values, motivate and support fellow co-workers, respond to adversity or challenges with positive action, facilitate communication and collaboration among employees and customers, and coordinate the resources of the City so as to achieve stated goals and generate pride within and for the organization and the community that we serve.

<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
--------------------------	---	--------------------------	---	--------------------------	---

<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9
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Scoring Guide

Meets Expectations (Continued):

- 6 Performance consistently meets and occasionally exceeds adequate skill levels and expectations. Achieves performance objectives, sometimes beyond expectations. Takes initiative to expand own knowledge and to add value to the organization.

Exceeds Expectations:

- 7 Performance frequently exceeds adequate skill levels and expectations. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. Frequently seeks additional ways in which to contribute to the performance of the organization.

- 8 Performance consistently exceeds adequate skill levels and expectations. Consistently performs work in an excellent manner and exceeds expected results. Employee's performance, attitude, and actions serve as an example to others.

- 9 Describes those few employees whose contributions to their work unit and the City far exceeds job expectations and requirements on a sustained basis. Accomplishments toward goals are exceptional, even under challenging circumstances. Demonstrates exceptional personal skills, maintains self-motivation, and initiates proper actions without guidance or supervision.

In the space below, and on additional sheets if needed, please provide justification for any scores below three (3) or above six (6) given in any of the above Performance Criteria.

See supplement documentation.

In the space provided, please list any key accomplishments that the individual made during the review period.

Sergeant Furr supervised the Community Services Unit during most of the rating period. He researched and added electric bikes for the unit which have made the unit more visible throughout the community.

Sergeant Furr was the planner and organizer for the Red and Blue Shop for You effort for 2020. With all the complexity and issues of 2020, Sergeant Furr managed to find donors, organize procuring the mass of toys needed and coordinate with Manning Oaks Elementary and St. David's Catholic Church. Through these organizations, hundreds of children experienced a great Holiday season during very traumatic times! Sergeant Furr with the help of his team did a phenomenal job!

Contributed for the agency to be 100% complete on all mandatory training for 2020.

Made improvements in the planning, coordination and presentation in the New Officer Program.

In the space provided, please list any areas of improvement on which the individual should focus during the next year.

Continue to seek feedback from the department on training needs.

In the space provided, please list any goals that the individual should work to achieve during the next year.

Sergeant Furr should work to complete his Master's Degree as well as additional Advanced Instructor classes.

Implement the In Service training plan you have developed which is geared to provide high quality training on all topics and meet the Governor's Initiative requirements.

Employee's Signature:  Date: 1/25/21

Supervisor's Signature:  Date: 1/25/21

Director's Signature:  Date: 2/24/21

Total Score:
Add the scores from the Performance Criteria and insert the total on this line. 70.00

Calculated Score:
Divide the number above by 8 and insert the result here. If for Manager/Supervisor divide by 9. 7.77

Furr

Attention to Detail

Positivism & Cooperation/Teamwork

Sergeant Furr consistently exceeds performance expectations. He approached his duties in CSU with a positive attitude which showed in his unit and the services provided. He carried that forward into his training position. The positive attitude allowed him to provide purpose, direction, motivation and teamwork which played a crucial role in the department transitioning to the Taser 7 in 28 days.

Communication

Sergeant Furr managed the communication to put on the Red and Blue Shop event by communication with Target, partner agencies such as Manning Oaks and St. David's, CSU and the rest of the department to put on a major event. It couldn't have happened without his communication skills. According to Lt. French, he provides purpose, direction motivation and team work on a daily basis to the Training Division. He coordinates with every unit in the agency to ensure that training is conducted at a high level. He does a great job interacting with area vendors and academies allowing our agency the chance to put students in classes that are traditionally hard to get.

Customer Service

Sergeant Furr exceeded expectations in this category. He saw that the officer's getting around the city on electric bikes would make them more available, more hours. This allowed members of the CSU to patrol more hours in that fashion. He also led the unit in assisting area departments in need of bike teams during protest situations which happened a great deal in 2020.

Dependability

Sergeant Furr works to complete any task assigned regardless of the difficulty or complexity. He continues to administer the Alpha Fit program, providing physical goals for each officer to meet annually. Sergeant Furr accomplishes all tasks with little to no supervision with a work product that consistently exceeds established standards. Lt. French has been giving him additional assignments in an attempt to teach him things that are the next level of responsibility. He has responded well.

Achieved Alpha Fit Elite Status.

Initiative

Sergeant Furr worked as a supervisor in the F squad during the early part of the year due to COVID needs. He took charge as a shift supervisor and was always on top of issues. When interviewing for the position in the Training Division, Sergeant Furr produced a detailed plan on how to implement a new training plan that would greatly increase the hours each officer trains. Since being assigned to training he has contributed supervision at a high level to four (4) revisions to the In-Service Plan for 2021. He is constantly look for the next thing that we need to bring to officers. Due to his initiative there is more training that is of a high quality which allows for the agency to be better trained ion all topics.

Job Knowledge and Skill

Sergeant Furr's performance consistently exceeds adequate skill levels and expectations. He consistently performs work in an excellent manner and exceeds expected results. He is an extremely experienced and knowledgeable officer and is able to deliver that knowledge very effectively to subordinates and others. He provides purpose, direction, motivation and teamwork to ensure effectiveness. He has been recognized by Chief Robison, Major Lindgren and Major Mechler various times for a number of excellent training events that they were personally involved in or received feedback from others.

Productivity/Skill

Sergeant Furr's performance, attitude and actions served as an example to others. He has supervised the creation and/or improvement of various training events including, Defensive Tactics, Driving courses and many more. Lt French adds, he looked at the climate of policing today and factors and is a major contributor to the creation of the new Mechanics of Arrest Training Program that will revolutionize the way our officer handle stressful physical confrontations.

Achieved Alpha Fit Elite Status.

Leadership

During 2020 which was a tough year with civil unrest as well as pandemic, Sergeant Furr was exceptional as a leader. He worked as CSU supervisor responding to needs of the department for protests and civil unrest in the area. He rotated through supervision of patrol shifts as needed including the F and G squads put together to manage COVID staffing issues. He also has done a great job since moving to the Training Division. Sergeant Furr leads by example and never asks someone to do something that he has not done himself. His high level of motivation and his very positive attitude are contagious. He increases the moral of everyone he is around which makes for a much better training environment. His work ethic is unmatched! He gives clear instructions and enforces stated standards and timelines. He has the resolve to enforce standards when it is not popular.

**MERIT INCREASE CALCULATION WORKSHEET
FISCAL YEAR 2021**

Employee Name		Review Date		Job Title	
FURR, ARICK		1/1/2020		POLICE SERGEANT	
Department	Public Safety Administration	File #	11067	Hire Date	8/14/2006

This merit increase will be processed to show on the 7/16/2021 pay check and is effective 6/26/2021. The information below provides detail on how your merit increase was calculated based on the evaluation period January 2020 to December 2020. The merit rating and available department merit pool is used to determine an employee's merit increase. If the employee review period is less than 12 months from the last annual review date, the merit increase will be prorated based on the number of work days since the last annual review date. Please feel free to contact your immediate supervisor or the human resources department if you have any questions.

Effective Date of Increase	6/26/2021
Current Annual Salary before Increase	70,896.28
Merit Rating	7.78
Merit % Increase based on 3.0% Merit Pool	3.14%
Last Review Date	1/1/2020
Prorated Days, If applicable	n/a
Prorated Merit Increase Dollars	n/a
Merit Increase Dollars	2,226.48
New Current Annual Salary	73,122.76
Next Review Date	1/1/2021
Hourly Rate	35.1552
One Time Bonus If Paygrade Maximum Reached	0.00



CITY OF ALPHARETTA
HUMAN RESOURCES DEPARTMENT
PERSONNEL ACTION REQUEST FORM

Requested Action: Transfer Requested Effective Date: 11/14/2020

Requested End Date (If Applicable): Requested By: Stephanie Cochran

Comments / Reason For Request: Sgt. Furr is moving from Community Service to Training

Explain if requested pay differs from base pay (i.e. incentive pay for FTO, Paramedic, etc.):

Employee Information

Employee Name: Furr First Name: Rick Middle Name: Employee File #: 11067

Street Address:

City: State: GA Zip: Telephone: Birth Date:

Current Position Information

Employee Status: Regular - Full Time Department: Public Safety: Police Traffic Control Dept. #: 3124

Position Title: Sergeant (Community Services Grade Level: 307 Exempt: Yes No

Position #: 64-1454 Supervisor Name: Lt. Harth Position Type: Existing

Requested Position Information (If Applicable)

Employee Status: Regular - Full Time Department: Public Safety: Administration Dept. #: 3110

Position Title: Sergeant (Training Grade Level: 307 Exempt: Yes No

Position #: 64 Supervisor Name: Lt. French Position Type: New

Pay Rate Information (If Applicable)

Current: Annual: Biweekly: Hourly:

Requested: Annual: Biweekly: Hourly: % Change:

Separation Information (If Applicable)

Termination Code: PTO Due:

Approvals table with rows for Department, HR Manager, HR Director, Finance, City Admin, and Approved Effective Date. Includes handwritten signatures and dates.

Please print one (1) copy of the completed form and send to Human Resources / Kathy Bott for processing. No further action should be taken until all approvals are secured by HR and a copy of the form is returned to you.
Print Form
Requested: 10/28/20

Frank, Marilyn

From: Simpson, James
Sent: Tuesday, January 4, 2022 12:35 PM
To: Police Department
Subject: Personnel Updates

Affective Saturday January 8, 2022 Arick Furr will be promoted to Lieutenant and will take command of D Squad. Lieutenant Splawn will transfer to CID.

Thank you Lieutenant Splawn for dedication and leadership to D Squad. Good luck in CID!!

Welcome Lieutenant Furr to UPD!! Charge up your flashlights!!

Congratulations to both of you and look forward to good things from your both.

Captain J.T. Simpson – 237
Alpharetta Police Department
Uniform Patrol Division
678-297-6330 – office
770-864-0129 – cell
jsimpson@alpharetta.ga.us