

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information (CJI), as defined in Georgia Crime Information Center (GCIC) Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and the Rules of the GCIC Council. CJI cannot be accessed or disseminated by any personnel except as directed by superiors and as authorized by approved standard operating procedures. These standard operating procedures are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

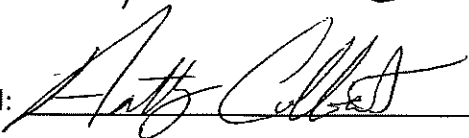
O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information (CHRI) except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (Act), O.C.G.A. §16-9-90 et. seq., provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System (CJIS) Network is operated by the GCIC in compliance with O.C.G.A. §35-3-31. All databases accessible through CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below,
I acknowledge that I have read and understand this Awareness Statement.

Print Name: ANTHONY COLBERT

Signed: 

Date: 02/17/17

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Print Name: ANTHONY COLBERT

Signed: 

Date: 01/13/15

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By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: ANTHONY COLBERT

Signed: Anthony Colbert Date: 10-08-08

Witnessed: John #1581 Date: 10-08-2008

GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

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By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: ANTHONY COLBERT

Signed: *Anthony Colbert* Date: 10-28-04

Witnessed: *Shirley Williams* Date: 10-28-04



Office of the Sheriff
Bibb County, Georgia
P.O. Box 930
MACON, GEORGIA 31202-0930
(478) 746-9441
FAX (478) 750-2181

Jerry M. Modena, Sr.
SHERIFF

James W. Allen
CHIEF DEPUTY

042503
DATE

Anthony Colbert #1139 received a copy of the BIBB COUNTY
NAME BADGE #

SHERIFF'S OFFICE OPERATIONS MANUAL A0403-B098
I. D. Number

Anthony Colbert 042503
SIGNATURE DATE

This manual is the property of the Bibb County Sheriff's Office. If you leave the Sheriff's Office employment for any reason, it must be returned.

MACON-BIBB COUNTY GOVERNMENT TERMINATION CLEARANCE CHECKLIST

The Termination Clearance Checklist is to be completed and each applicable item signed off by the department representative. ***Send completed check list with items marked (*) to the Department of Human Resources within two (2) days of the employee's termination.*** Give the employee a copy of the completed check list form. The employee's last pay check cannot be issued until all required items have been received by Human Resources.

EMPLOYEE Anthony Dwayne Colbert

EMPLOYEE NUMBER 2232

DEPARTMENT Sheriff-Detention

EMPLOYMENT DATE 04-01-1991

JOB TITLE Lieutenant

TERMINATION DATE 02-29-2020

Check appropriate items when completed	Completed	N/A	Department Sign-Off
*Personnel Action Form	✓		
*Georgia Department of Labor Separation Notice with details of reason for termination			
*Copy of Resignation Letter (when applicable)			
*Medical Insurance Card(s)			
*Pension Refund Request ___ Vested ___ Non-Vested ___ Retirement			
* (CIRCLE ITEMS) <ul style="list-style-type: none"> ▪ Identification Card Badge ▪ Security Door Card ▪ Parking Card 			
*Keys			
*Vehicle Sticker			
Uniforms			
___ Badges, ___ Vehicle			
___ Gun(s): Serial #			
Radio(s)			
LE Identification Card Badges	✓		
LE Only: POAB Notification			
LE Only: P.O.S.T. Change of Status Form	✓		
LE Only: Removed from Police Central	✓		
Computer access & email disabled			
Exit Interview in Human Resources			
Received Pay Check Type: DATE:	Employee Signature:		
	HR Official Signature:		

LT. ANTHONY D. COLBERT

[REDACTED]
Macon, Georgia 31211

February 17, 2020

Sheriff David Davis
Bibb County Sheriff's Office
668 Oglethorpe Street
Macon, Georgia 31220

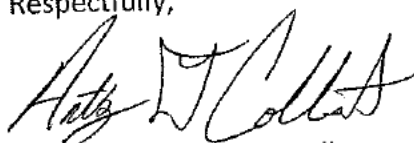
Dear Sheriff Davis:

After much thought and a period of consideration, I have decided to retire from Bibb County Sheriff's office effective Monday, February 17, 2020. Please accept this letter as my official notice of my intent to retire.

Working with Bibb County Sheriff's Office has been an enjoyable experience. It afforded the opportunity to interact with the community and the public. It became my life's work for many years which I enjoyed immensely. I will truly miss my daily duties along with my Bibb County Sheriff's Department Family.

Thank you again for the opportunity to commit and serve the community.

Respectfully,



LT. Anthony Dwayne Colbert

adc/s

Cc: Bibb County Human Resource Department

RECEIVED FEB 17 2020

LRD: (Human Resources Use)

MACON-BIBB COUNTY HUMAN RESOURCES PERSONNEL ACTION FORM

ADTC

(Human Resources Use)

MO	DAY	YEAR
----	-----	------

FROM:	
TO:	

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

- | | | | | |
|------------------------------------|-------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> NEW HIRE | <input type="checkbox"/> PAY CHANGE | <input type="checkbox"/> RECLASS | <input type="checkbox"/> RETIREMENT | <input type="checkbox"/> VOL. TERMINATION |
| <input type="checkbox"/> REHIRE | <input type="checkbox"/> JOB CHANGE | <input type="checkbox"/> PROMOTION | <input type="checkbox"/> PAYROLL GROUP CHANGE | <input type="checkbox"/> INV. TERMINATION |
| <input type="checkbox"/> REINSTATE | <input type="checkbox"/> TRANSFER | <input type="checkbox"/> DEMOTION | <input type="checkbox"/> SUSPENSION | <input checked="" type="checkbox"/> START/RETURN FROM LEAVE OF ABS. |

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

EMPLOYEE STATUS	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	MI	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony	D	2232	09-16-2019

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE & REINSTATE

RATE BASE	PAY RATE	GRADE	STEP	JOB TITLE	DEPT. #	Position #
Bi-Weekly <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY						

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

RATE BASE	PAY RATE	GRADE	STEP	JOB TITLE	DEPT #	POSITION #
FROM: <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY						
TO: <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY						

HUMAN RESOURCES USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES AND EMPLOYMENT STATUS CHANGES

FT HOURS (PER WEEK)	WORKER'S COMP. IND.	VACATION & SICK LEAVE IND.	PENSION INFORMATION
_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> GENERAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> TEACHERS <input type="checkbox"/> JUDICIAL-STATE <input type="checkbox"/> NONE

COMPLETE FOR LEAVE OF ABSENCES AND RETURN FROM LEAVE

EEOC INFORMATION

PAID <input checked="" type="checkbox"/> UNPAID <input type="checkbox"/>	<input type="checkbox"/> MILITARY <input type="checkbox"/> PERSONAL <input type="checkbox"/> WORKER'S COMP <input checked="" type="checkbox"/> SUSPENSION FROM DUTIES <input type="checkbox"/> FMLA-EMP <input type="checkbox"/> FMLA-FAM	LEAVE BEGINNING DATE _____ ESTIMATED RETURN DATE _____ RETURN DATE _____	<input type="checkbox"/> A - AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> I - ASIAN OR PACIFIC ISLANDER <input type="checkbox"/> B - BLACK OR AFRICAN AMERICAN <input type="checkbox"/> H - HISPANIC <input type="checkbox"/> W - CAUCASIAN	GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
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CHECK REASON FOR EMPLOYMENT SEPARATION AND PROVIDE REMARK(S)

ELIGIBLE FOR REHIRE

<input type="checkbox"/> 1 QUIT VOLUNTARY	<input type="checkbox"/> 2 LAID OFF (LACK OF WORK)	<input type="checkbox"/> 3 INVOLUNTARY DISCHARGE	<input type="checkbox"/> 4 RETIREMENT	<input type="checkbox"/> 5 DEATH	<input type="checkbox"/> 6 LEAVE OF ABSENCE	<input type="checkbox"/> Y <input type="checkbox"/> N
--	---	---	--	-------------------------------------	--	---

ADDITIONAL INFORMATION

APPROVALS AND REVIEW

AUTHORIZATION (SIGN BELOW)

Paid suspension, pending results of investigation	DEPARTMENT HEAD APPROVAL 	DATE 5/19/19 5/19/19
	HUMAN RESOURCES REVIEW 	DATE
	DIRECTOR OF HUMAN RESOURCES	DATE
	FINANCE/PAYROLL ACTION	DATE

THE ORIGINAL PERSONNEL ACTION FORM MUST BE SENT TO HUMAN RESOURCES FOR PROCESSING AND PLACED IN THE EMPLOYEE'S PERSONNEL FILE



Office of the Sheriff • Bibb County, Georgia
Sheriff David J. Davis

P.O. Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.us

September 16, 2019

Lt. Anthony Colbert
Detention
Bibb County Sheriff's Office
645 Hazel Street
Macon, GA 31201

RE: Suspension from Duty

Dear Lt. Colbert:

Effective immediately, you are hereby suspended with pay until further notice pending the results of the Internal Affairs Investigation regarding an incident that occurred on 9/15/2019.

During this suspension from duty, you will provide Colonel Aubrey Evins and myself with any change of address or telephone numbers where you can always be reached.

Sincerely,

A handwritten signature in cursive script that reads "Chief Deputy Michael Scarbary".

Chief Deputy Michael Scarbary
Bibb County Sheriff's Office

MS/rs

Cc: David Davis
Colonel Aubrey Evins
Colonel Henderson Carswell
Major Greg Rachel
Executive Assistant Cindy Gresham
Captain Ted Jones

LT. ANTHONY D. COLBERT

[REDACTED]
Macon, Georgia 31211

February 17, 2020

Sheriff David Davis
Bibb County Sheriff's Office
668 Oglethorpe Street
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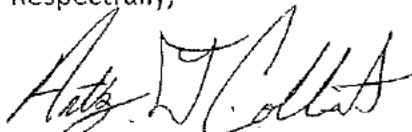
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Thank you again for the opportunity to commit and serve the community.

Respectfully,


LT. Anthony Dwayne Colbert

adc/s

Cc: Bibb County Human Resource Department

RECEIVED FEB 17 2020

Gresham, Cindy

From: helpdesk@gapost.org
Sent: Tuesday, February 4, 2020 3:19 PM
To: [REDACTED]
Cc: Davis, David
Subject: POST Suspension notification

[WARNING - EXTERNAL EMAIL] This email originated from outside Macon-Bibb County Government. Do NOT click links or open attachments from this email unless you know the sender and trust the content. If you suspect this email to be a phishing attempt, please forward this email to SOC@maconbibb.us.

This email notification is for a suspension of a peace officer certification(s) for failure to obtain the required annual training hours for the year of 2019 for officer:

COLBERT, ANTHONY D

Under the authority of O.C.G.A. 35-8-7.1, as amended, the following certification issued by the Georgia Peace Officer Standards and Training Council is hereby SUSPENDED effective immediately:

- a. PBCO910437S
- b. PBLE920420S

Suspension is hereby ordered for the following reason(s): POST Rule 464-5-.20 Emergency Suspension for Failure to Maintain Training for the year 2019. Suspension shall continue in effect until issuance of a final decision of the Council or such order is withdrawn by the Executive Director. During the period of Suspension, you are prohibited from performing any duties requiring certification including, but not limited to, the powers of arrest. Instructions for requesting a training waiver can be found at web link https://www.gapost.org/pdf_file/trngwaiver.pdf.

For questions or assistance, you can e-mail the POST Help Desk at helpdesk@gapost.org or call (770)-732-5604.

By Order of:
Mike Ayers
Executive Director
This 1st day of February, 2020

(NOTE: A hard copy of this suspension letter is being mailed to the officer's address listed in his/her POST record.)

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL
P.O. Box 349
Clarkdale, Georgia 30111
Telephone: (770)-732-5974

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL

File

Mike Ayers
Executive Director



September 30, 2019

SHERIFF DAVID J. DAVIS
BIBB COUNTY SHERIFFS OFFICE
P.O. BOX 930
MACON, GA 31202

NOTICE of P.O.S.T. INVESTIGATION

The Georgia Peace Officer Standards and Training Council (P.O.S.T.) has received information which may affect the listed officer's certification or application status with the State of Georgia, as defined by O.C.G.A.35-8-7.1. Pursuant to this information, the Council has initiated an investigation in order to make an appropriate decision regarding their certification(s). Your agency is being notified of this investigation because the following officer was on your agency's roster, most recently:

ANTHONY D COLBERT
LIEUTENANT Actively Employed in Law Enforcement
BIBB COUNTY SHERIFFS OFFICE

Allegation(s)

The allegation(s) which will specifically be addressed is/are:

Misdemeanor Arrest

The officer(s) listed above have been notified via U.S. Mail of the investigation and the allegations that are to be addressed by P.O.S.T. Council. Please contact the individual officer(s) for more information on the specific case status, as the P.O.S.T. Investigator cannot discuss details regarding "open" investigations.

The P.O.S.T. Investigator assigned to handle this investigation is:

Investigator MONIKA FRANKLIN
P.O. Box 349
Clarkdale, GA 30111
404-326-6441
mfranklin@gapost.org

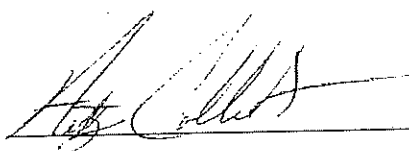
Direct all inquiries regarding the P.O.S.T. Process or information to this investigator.
E-mail contact is preferred.

cc: File

RECEIVED OCT 07 2019

ACKNOWLEDGEMENT OF RECEIPT
REGARDING TITLE VI INFORMATION

I ANTHONY COLBERT, acknowledge having received training regarding Title VI, having viewed a Title VI PowerPoint presentation, and agree to abide by Macon-Bibb County's prohibition against exclusion from participation in, denial of benefits of, and discrimination under any federal financially assisted program or activity on the ground of race, color, sex, gender, age, disability or national origin, including those with limited English proficiency.



Signature

08/23/19

Date



**JACKSON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ **Hire Date** 04/01/1991

Employee Name (Last, First, MI): Colbert, Anthony **Employee #** 1139

Title: Lieutenant **Department/Division:** Corrections Division / Detention Center

Date Assigned To Dept/Division: 04-24-2017 **Evaluation Period:** From Jan 01, 2019 To Jun 30, 2019

Evaluator's Name: Captain Ted Jones **Length of Time Supervised:** 1 year 1 month (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

To direct, and coordinate activities of the Sheriff's Office Detention Center. Inspect the detention center logbooks so as to ascertain that information is recorded and in conformance with regulations. To assist subordinates in the performance of their duties and relieving them when necessary.

2. Primary Job Duty:

To inspect the Detention Center buildings and it's outer premises and maintain it's upkeep and security. Observe activities of the squads for evidence of inefficiency and misconduct. Prepare reports concerning efficiency of the squads and submit them to his supervisors.

3. Primary Job Duty:

He is responsible for seeing that the Detention Center is kept at it's fullest inmate capacity. To oversee and make sure all community service details are performed as they are requested. To assist the Captain with developing procedures for the deputies and inmates of the Detention Center.

COMMENTS:

Lieutenant Colbert is a leader who receives respect from the squads, while also giving them the same. His prior military training lets him maintain his composure in the most stressful situations. Lt. Colbert projects a professional attitude while inspiring the personnel with confidence by example. He is always considering ways to streamline procedures and reduce errors. He maintains a professional demeanor and possesses good leadership skills. He shows a sincere interest in employees & the solutions to their problems.

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 4
- B. Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 4
- C. Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- A. **Care of Materials/Tools:** Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner. 4
- B. **Attendance:** Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines. 4
- C. **Communication:** Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. 3
- D. **Dependability:** Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. 4
- E. **Interpersonal Relations:** Employee promotes cooperation, and works effectively with fellow employees supervisors and others. 3
- F. **Attitude:** Employee has a favorable attitude toward the organization. 4
- G. **Ability to Learn:** Employee is quick to grasp new ideas and methods with an eagerness to learn. 4
- H. **Administrative Duties:** Employee submits concise, accurate reports; reports are submitted in a timely manner. 4
- I. **Capacity to Grow:** Employee is capable of developing beyond the present level of work. 4

Supervisory Skills (Supervisory Personnel Only)

- A. **Employee Development:** Supervisor facilitates the development of employees through the proper assessment of their training needs and personal guidance and counsel. 4
- B. **Achievement of Objectives:** Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. 4
- C. **Support of Macon-Bibb/Departmental Policies:** Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. 4

Average Score 3.9

COMMENTS:

Lt. Colbert is very enthusiastic and always has a positive attitude. He is very thorough when dealing with the inmates. He has shown the ability to come up with innovative solutions, when faced by challenges. He inspires confidence along with always being willing to help squad members. His skill set compliments his job requirements. Lt. Colbert is very confident in his duties assigned. His training and experience gives him good problem solving skills. Lt. Colbert demonstrates his job knowledge on a daily basis while completing his job tasks.



**LACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

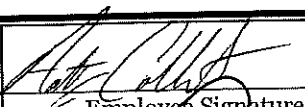
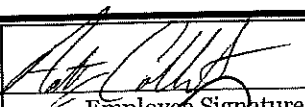
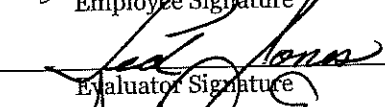
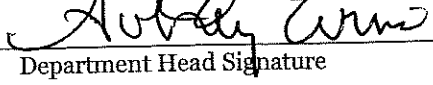
Lieutenant Colbert has the ability to work well with the inmates. His methods allow him to stop possible trouble in the dorms. He is the first to understand and adjust to the latest changes. His supervisory skills has the inmates willing to help in the upkeep of their dorm. He is a value to the squads and supervisors alike. Lt. Colbert is very punctual and has been consistently coming to work on time. Lt. Colbert is good at adapting to changing situations and displays an ability to learn rapidly and adapt quickly. He has the proper training to handle the needs of the job at the Detention Center.

Areas in need of improvement:

Continue Training

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

 Employee Signature	 Employee Signature	07/25/19 Date
 Evaluator Signature	CAPTAIN Title	7-26-2019 Date
 Department Head Signature	Colonel Title	8-21-19 Date

Chief Michael Scarborough



**IACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ **Hire Date** 04/01/1991

Employee Name (Last, First, MI): Colbert, Anthony **Employee #** 1139

Title: Lieutenant **Department/Division:** Corrections Division / Detention Center

Date Assigned To Dept/Division: 04-24-2017 **Evaluation Period:** From Jun 30, 2018 To Dec 31, 2018

Evaluator's Name: Captain Ted Jones **Length of Time Supervised:** 6 Months (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

To direct, and coordinate activities of the Sheriff's Office Detention Center. Inspect the detention center logbooks so as to ascertain that information is recorded and in conformance with regulations. To assist subordinates in the performance of their duties and relieving them when necessary.

2. Primary Job Duty:

To inspect the Detention Center buildings and it's outer premises and maintain it's upkeep and security. Observe activities of the squads for evidence of inefficiency and misconduct. Prepare reports concerning efficiency of the squads and submit them to his supervisors.

3. Primary Job Duty:

He is responsible for seeing that the Detention Center is kept at it's fullest inmate capacity. To oversee and make sure all community service details are preformed as they are requested. To assist the Captain with developing procedures for the deputies and inmates of the Detention Center.

COMMENTS:

Lieutenant Colbert has good problem solving skills. He is becoming a leader who receives respect from the squads, while also giving them the same. His prior training lets him maintain his composure in the most stressful situations. Lt. Colbert projects a professional attitude while inspiring the personnel with confidence by example. He is always considering ways to streamline procedures and reduce errors. He maintains a professional demeanor with both inmates and squad members. He possesses good leadership skills and needs very little supervisory

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 4
- B. Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 4
- C. Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**IACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

Lieutenant Colbert has the ability to work well with the inmates. His methods allow him to stop possible trouble in the dorms. He is the first to understand and adjust to the latest changes. His supervisory skills has the inmates willing to help in the upkeep of their dorm. He is a value to the squads and supervisors alike. Lt. Colbert is very punctual and has been consistently coming to work on time. Lt. Colbert is adapting to changing situations well. He is a good listener which enables him to receive advise. He has the proper training to handle the needs of the job at the Detention Center.

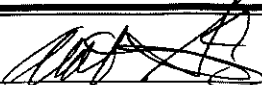
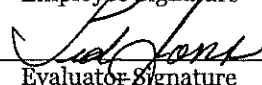
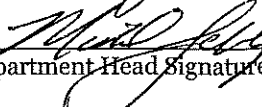
Areas in need of improvement:

(Empty box for areas in need of improvement)

Employee Comments (Please feel free to attach additional sheets if you need more space):

(Empty lines for employee comments)

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

		<u>1-18-2019.</u>
Employee Signature		Date
	<u>CAPTAIN</u>	<u>1-18-2019</u>
Evaluator Signature	Title	Date
	<u>Major</u>	<u>1-22-19</u>
Department Head Signature	Title	Date

Chief Michael Sembray



Office of the Sheriff

Bibb County, Georgia

Sheriff David J. Davis

668 Oglethorpe Street • Macon, Georgia 31201 • (478) 746-9441
www.blbbsheriff.us

Date: August 27, 2018

To: Lieutenant Anthony Colbert
Bibb County Sheriff's Office
Corrections
Macon, GA 31201

From: Chief Michael Scarbary

Re: Transfer

Effective, Sunday September 09, 2018 you are being transferred from Corrections to Detention. Prior to the effective date, you should make contact with Major Mike Schlageter at [REDACTED] for reporting instructions.

Chief Deputy Michael Scarbary

Chief Deputy Michael Scarbary
Bibb County Sheriff's Office

MS/rs

cc: Sheriff David Davis
Colonel Aubrey Evins
Colonel Henderson Carswell
Director of Support Operations Erica Jackson
Fiscal Services Director Crystal Rutherford
Executive Assistant Cindy Gresham
Major Eric Walker
Major Mike Schlageter
Major Billy Johnson
Major Greg Rachel
Major Eric Woodford
Major Tonnie Williams



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ Hire Date 04-01-1991

Employee Name (Last, First, MI): Colbert, Anthony Employee # 1139

Title: Lieutenant Department/Division: Corrections

Date Assigned To Dept/Division: 04-01-1991 Evaluation Period: From 1-1-18 To 6-30-18

Evaluator's Name: Captain Christopher E. Patterson Length of Time Supervised: 1 year/6 months (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Supervise 30 deputies in B Squad; approve payroll; approve administrative documents; ensure deputies follow policies and procedures; review log books for completion and accuracy; patrols facility to ensure proper security; discusses the training progress with new deputy trainees.

2. Primary Job Duty:

Completes and/or approve work order requests; inmates disciplinary actions; ensures disciplinary hearings are conducted; oversees block checks, confiscate banned materials; meets with division Captain to discuss confiscated materials and policy violations.

3. Primary Job Duty:

Counsels deputies on policy infractions, reviews and discusses inmate injury and illness reports, approve medical and injury documentation for deputies; oversee mail distribution; attends staff meetings to discuss safety and efficiency

COMMENTS:

Colbert is a loyal, dedicated and proactive supervisor. He has outstanding communication (verbal and written) skills; computer skill/knowledge; and management level interpersonal skills. He approaches his duties and responsibilities with integrity and compassion. A problem solver he consistently demonstrates the ability to defuse tense situations and he work well in tense situations. He is a proactive member of the jail. He complete all assignments, details and duties. He is very knowledgeable in his current assignment and work well with all entities. As the day shift supervisor for A Squad, on a daily basis he motivates his deputies to efficiently provide quality police service in the jail and to promote a safe environment for the staff and inmates.

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

Factor: Knowledge of Laws, Safety and Security

A. Security and Safety: Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 3

B. Judgment: Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 4

C. Laws and Regulations: Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:



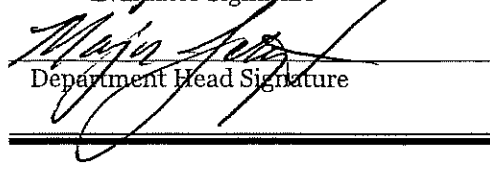
Dependable
Reliable
Communication Skills
Supervisor Skills

Areas in need of improvement:

N/A

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that he employee agrees with the evaluation. **Signatures are required.**

 _____ Employee Signature		<u>7/3/18</u> _____ Date
 _____ Evaluator Signature	<u>Captain</u> _____ Title	<u>7-3-18</u> _____ Date
 _____ Department Head Signature	<u>Major</u> _____ Title	<u>July 3 18</u> _____ Date

Chief Michael Scarborough



EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Sr. Lt. Anthony Colbert Badge # 1139

Division: Sheriff/Corrections Date: April 13, 2018

A. Nature of Infraction:

- Attendance, Tardiness, Conduct, Work Quality, Poor Safety Habits, Violation of BCSO policies, Other: (Explain Below)

B.

Supervisor's explanation of situation: On April 24, 2018 booking Deputy Saidi transported inmate Q. Clowers to cell J111. The cell acceptance sheet was found to be deficient on May 17, 2018. The block deputy failed to check the cell condition and complete the appropriate sections on the acceptance form. Lt. Colbert failed to follow the proper procedure by checking the forms prior to the end of his shift. (See attached)

C.

Specific action taken by the supervisor: Lt. Colbert is accountable for his personnel. He will print a list of the new bookings during his shift. He will go to the block that the newly booked inmate was assigned and check the cell acceptance sheet to see if it was filled out properly. He will counsel his personnel if the form is found deficient.

- This employee has been warned previously about this offense: YES NO
Supporting/ Additional documentation attached? YES NO
Employee Statement Attached? YES NO
Previous Warnings: ORAL WRITTEN

Dates of Action: Previous action April 13, 2018, current May 17, 2018

Signature of Employee: [Handwritten Signature]

Supervisor Signature: [Handwritten Signature]

Department Head Signature: [Handwritten Signature]

Colonel H. Caswell 6-20-2018 (M5)

Bibb County Sheriff's Office
Cell Acceptance/Inventory Sheet

Name Clowers, Quintana

Cell # J-III

Date: 4-24-18

Clothing and Supplies Issued:

Mat: 1

Mat Condition: Fine

Uniform Size: 3XL

Socks: 1

Shower Shoes: 1

Sheets: 1

T-Shirt: 1

Briefs: 1

Blanket: 1

Tooth Brush: 1

Tooth Paste: 1

Bar Soap: 1

Toilet Paper: 1

Face Cloth: 1

Towel: 1

Booking Deputy: (print) [Signature]

J III

[Signature]

Block Deputy: (print) _____

Badge #: _____

Toilet Operational: Yes _____ No _____

Sink Operational: Yes _____ No _____

List any marks on cell walls or lights: _____

Water Operational: Yes _____ No _____

Bargate Operational: Yes _____ No _____

I understand that by endorsing this letter I have fully accepted financial and/or criminal responsibility if anything is lost, stolen, or damaged.

I also understand that I will not write, scribble, or paste anything on the walls or put up a clothes line or cover the cell light in any form or fashion. Any theft of or damaged to Bibb County property will result in criminal prosecution.

Inmate Signature: X [Signature]

Deputy Signature: (print) _____

Date: _____

Release

Release Date and Time: _____

List any damage, lost or stolen property: _____

Inmate Signature: _____

Deputy Signature: (print) _____

Badge # _____

Status	Scheduled	Actual	Moved To	Summary
Complete		04/24/2018 20:46	Tank:TNK1	Move to Tank:TNK1 at 04/24/2018 20:46. Transport by DUPREE, ASIA; Clerk Typist; 2163. Reason: Initial Booking. Approved by DUPREE, ASIA; Clerk Typist; 2163.
Complete		04/24/2018 22:45	J:J-111:2	Move from Tank:TNK1 to J:J-111:2 at 04/24/2018 22:45. Transport by SAIDI, SAEB; Deputy; 2191. Reason: Initial Booking. Approved by SAIDI, SAEB; Deputy; 2191. WHEN A CELL OPEN ON B-200, B-300, B400 MOVE THIS MAX INMATE.

Total Number of Rows: 2

Correction Division Lineup

DATE: 4-24-2018 SQUAD: B SHIFT: 1900-0700 BEGIN COUNT: 874 END COUNT: 879

LT: Lt. Colbert SGT: N/A CPL: Cpl. Culver

BOOKING CPL: Cpl. Herndon TRANSPORT OFFICER:

BOOKING	WEST	EAST	K-BLOCK (FEMALE)
Davis/Lt Robertson	White	Strode	Wood
Sandifer	Osman	Myers	Chambers
Dupree			Pitts
Patterson			
N. SERVICE DESK	MASTER	CEN. CONTROL	F-WING
			J-BLOCK
Noltion	Grooms	Owens	Billingslea
Collins		Love	Watson
			Saidi
			Mays
			Coleman
S. SERVICE DESK	SOUTH	T/A	INFIRMARY
			KITCHEN
Rhodes	Osborne	Hardy/Jones	Dixon/Stokes
ON DUTY DEPUTIES	DETAILS	OFF DUTY DEPUTIES	

<ul style="list-style-type: none"> 1)Bittick 2)Myers 3)Grooms 4)Chambers 5)Wood 6)Woodard 7)Pitts--12hrs ot 8)Osborne 9)Mays 10)Strode 11)White 12)Hardy 13)Osman 14)Billingslea 15)Saidi 16)Rhodes--4hrs ot 17)Owens--12hrs ot 18)Dixon--12hrs ot 19)Stokes--4hrs ot 20)Love--4hrs ot 21)Collins--4hrs ot 22)Coleman--4hrs ot 23)Noltion--4hrs otnm 24) 25) 26) 27) 28) 29) 30) 31) 32) 33) 34) 35) 	<p>Hospital Detail: Jones sitting on M814 Henderson/Bittick sitting on E318 Drewry/Woodard sitting on EC14 Chaney.</p> <p>Laundry Detail: J/K/F-Wing</p> <p>Medical:</p> <p>Visitation:</p> <p>Clerks: Dupree</p>	<ul style="list-style-type: none"> 1)Lewis--School 2)Moore--H1 3)Renfro--School 4)Lundy--Military 5) 6) 7) 8) 9) 10) 11) 12) 13) 14) 15)
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**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ **Hire Date** 04-01-1991

Employee Name (Last, First, MI): Colbert, Anthony **Employee #** 1139

Title: Lieutenant **Department/Division:** Corrections (Supervisor B Squad & C Squad)

Date Assigned To Dept/Division: 04-01-1991 **Evaluation Period:** From January 1, 2017 To June 30, 2017

Evaluator's Name: Captain Christopher E. Patterson **Length of Time Supervised:** 1 year (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Night shift supervisor. Oversee Squads B & C of 46 Deputies; document and input payroll; approve administrative documents; ensure that Deputies follow policies and procedures; review of log books for completion and accuracy; patrols facility to ensure proper security; discusses the training progress with new Deputy trainees.

2. Primary Job Duty:

Completes and/or approve work order requests inmate disciplinary actions; ensures disciplinary hearings are conducted; oversees block checks, confiscates banned materials; meets with division Captain to discuss confiscated materials and policy violations.

3. Primary Job Duty:

Compiles and submits uniform orders for the squad; counsels deputies on policy infractions; reviews and discusses inmate injury and illness reports, approves medical and injury documentation for deputies; oversee mail distribution; attends staff meetings to discuss safety and efficiency.

COMMENTS:

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 4
- B. Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 4
- C. Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- A. **Care of Materials/Tools:** Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner.
- B. **Attendance:** Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines.
- C. **Communication:** Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion.
- D. **Dependability:** Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays.
- E. **Interpersonal Relations:** Employee promotes cooperation, and works effectively with fellow employees supervisors and others.
- F. **Attitude:** Employee has a favorable attitude toward the organization.
- G. **Ability to Learn:** Employee is quick to grasp new ideas and methods with an eagerness to learn.
- H. **Administrative Duties:** Employee submits concise, accurate reports; reports are submitted in a timely manner.
- I. **Capacity to Grow:** Employee is capable of developing beyond the present level of work.

Supervisory Skills (Supervisory Personnel Only)

- A. **Employee Development:** Supervisor facilitates the development of employees through the proper assessment of their training needs and personal guidance and counsel.
- B. **Achievement of Objectives:** Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments.
- C. **Support of Macon-Bibb/Departmental Policies:** Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies.

COMMENTS:

Lieutenant, Lt. Colbert is a loyal, dedicated and proactive supervisor. He has outstanding communication (verbal and written) skills; computer skill/knowledge; and management level interpersonal skills. He approaches his duties and responsibilities with integrity and compassion. A problem solver he consistently demonstrates the ability to defuse tense situations and he work well in tense situations. He is a proactive member of the jail. He complete all assignments, details and duties. He is very knowledgeable in his current assignment and work well with all entities. As the night shift supervisor for Squads B & C on a daily basis he motivates his deputies to efficiently provide quality police service in the jail and to promote a safe environment for the staff and inmates.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

Lt. Colbert is a dedicated, loyal law enforcement officer who's managerial and leadership skills are impeccable.

Areas in need of improvement:

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

<i>x Lt. Colbert</i> Employee Signature		<i>02/05/18</i> Date
<i>Christopher E Patterson</i> Evaluator Signature	<i>Captain</i> Title	<i>02-05-18</i> Date
<i>[Signature]</i> Department Head Signature	<i>Major</i> Title	<i>3-8-18</i> Date
<i>Henderson Cussell</i>	<i>Colonel</i>	<i>3-20-2018</i>

Chief Michael Scarborough



EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Sr. Lt. Anthony Colbert Badge # 1139

Division: Sheriff/Corrections Date: April 13, 2018

A. Nature of Infraction:

- Attendance, Tardiness, Conduct, Work Quality, Poor Safety Habits, Violation of BCSO policies, Other: (Explain Below)

B.

Supervisor's explanation of situation: On April 10, 2018 booking Deputy Saidi transported inmate Willie Hudson to cell A118 and Jeremiah Duggan to cell A210. Both cell acceptance sheets were found to be deficient on April 13, 2018. The block deputy failed to check the cell condition and complete the appropriate sections on the acceptance form. Lt. Colbert failed to follow the proper procedure by checking the forms prior to the end of his shift to their paperwork. (See attached)

C.

Specific action taken by the supervisor: Lt. Colbert is accountable for his personnel. He will print a list of the new bookings during his shift. He will go to the block that the newly booked inmate was assigned and check the cell acceptance sheet to see if it was filled out properly. He will counsel his personnel if the form is found deficient.

- This employee has been warned previously about this offense: YES NO
Supporting/ Additional documentation attached? YES NO
Employee Statement Attached? YES NO
Previous Warnings: ORAL WRITTEN

Dates of Action: April 13, 2018

Signature of Employee: [Signature]

Supervisor Signature: [Signature]

Department Head Signature: [Signature]

REVISED 2014

Colonel H. Curran 05-02-2018 [Signature]

B Squad

A118

Name: Hudson, Willie

Cell # A118

Date: 4/10/18

Clothing and Supplies Issued:

Mat: /
Mat Condition: /
Uniform Size: /
Socks: /
Shower Shoes: /
Sheets: /

T-Shirt: /
Briefs: /
Blanket: /
Tooth Brush: /
Tooth Paste: /

Bar Soap: /
Toilet Paper: /
Face Cloth: /
Towel: /

Booking Deputy: (print) _____

Inmate: [Signature]

Block Deputy: (print) _____

Badge #: _____

Toilet Operational: Yes / No /
Sink Operational: Yes / No /
List any marks on cell walls or lights: _____

Water Operational: Yes / No /
Bargate Operational: Yes / No /

I understand that by endorsing this letter I have fully accepted financial and/or criminal responsibility if anything is lost, stolen, or damaged.
I also understand that I will not write, scribble, or paste anything on the walls or put up a clothes line or cover the cell light in any form or fashion. Any theft of or damaged to Bibb County property will result in criminal prosecution.

Inmate Signature: [Signature]

Deputy Signature: (print) _____

Date: _____

Release

Release Date and Time: _____

List any damage, lost or stolen property _____

Inmate Signature: _____

Deputy Signature: (print) _____

Badge # _____

Status	Scheduled	Actual	Moved To	Summary
Complete		04/10/2018 20:06	Tank:TNK1	Move to Tank:TNK1 at 04/10/2018 20:06. Transport by DUPREE, ASIA; Clerk Typist; 2163. Reason: Initial Booking. Approved by DUPREE, ASIA; Clerk Typist; 2163.
Complete		04/10/2018 21:30	A:A-118:1	Move from Tank:TNK1 to A:A-118:1 at 04/10/2018 21:30. Transport by SAIDI, SAEB; Deputy; 2191. Reason: Initial Booking. Approved by SAIDI, SAEB; Deputy; 2191.

Total Number of Rows: 2

B-Squad

A210

Inventory Sheet

Name: Duggan, Jeremiah Cell # A-210

Date: 4/10/18

Clothing and Supplies Issued:

Mat:

Mat Condition:

Uniform Size:

Socks:

Shower Shoes:

Sheets:

T-Shirt:

Briefs:

Blanket:

Tooth Brush:

Tooth Paste:

Bar Soap:

Toilet Paper:

Face Cloth:

Towel:

Booking Deputy: (print) Jeremiah Duggan Inmate: [Signature]

Block Deputy: (print) _____ Badge #: _____

Toilet Operational: Yes _____ No _____

Sink Operational: Yes _____ No _____

List any marks on cell walls or lights: _____

Water Operational: Yes _____ No _____

Bargate Operational: Yes _____ No _____

I understand that by endorsing this letter I have fully accepted financial and/or criminal responsibility if anything is lost, stolen, or damaged.

I also understand that I will not write, scribble, or paste anything on the walls or put up a clothes line or cover the cell light in any form or fashion. Any theft of or damaged to Bibb County property will result in criminal prosecution.

Inmate Signature: [Signature]

Deputy Signature: (print) _____ Date: _____

Release

Release Date and Time: _____

List any damage, lost or stolen property _____

Inmate Signature: _____

Deputy Signature: (print) _____ Badge # _____

Status	Scheduled	Actual	Moved To	Summary
Complete		04/10/2018 20:17	Tank:TNK1	Move to Tank:TNK1 at 04/10/2018 20:17. Transport by DUPREE, ASIA; Clerk Typist; 2163. Reason: Initial Booking. Approved by DUPREE, ASIA; Clerk Typist; 2163.
Complete		04/10/2018 21:24	A:A-210:1	Move from Tank:TNK1 to A:A-210:1 at 04/10/2018 21:24. Transport by SAIDI, SAEB; Deputy; 2191. Reason: Initial Booking. Approved by SAIDI, SAEB; Deputy; 2191.

Total Number of Rows: 2

Schlageter, Mike

From: Schlageter, Mike
Sent: Tuesday, March 20, 2018 1:47 PM
To: Taylor, Sheila; Edwards, Paul; Mitchell, Willie; Love, Carolyn; Colbert, Anthony; Moore, Tim; Culver, Latasha; Underwood, Wendy; Odle, Elson; Houston, Leon; Ezell, Kenneth; Rhodes, Michael; Coody, Billy; Lanier, Paulette; Jones, Ossie; Bray, Kerry; Robertson, Cynthia; Grant, Terry; Lary, James; Johnson, Scott; Draper, Steve; Robinson, Damieon; Williams, Zeldia; Lawrence, Kevin; Barkley, Charlease; Blash, Kimberly; Butler, Anthony; Elizabeth Herndon; Owens, Daniel; Grable, Maurice; Daniel, Robert; Campbell, John
Cc: Scarbary, Michael; Carswell, Henderson; Patterson, Chris E; Boatwright, Billy; Jones, Ted
Subject: REMINDER - Corrections

Supervisors,

Review this email.

This was sent to you a month ago yesterday. There is no reason that we still have problems in these areas. Here is your second reminder.

Effective immediately – You will be held accountable for any of these violations by your personnel. Captain Boatwright and Captain Patterson will be responsible for addressing those supervisors with deficient personnel.

Additionally:

- No cell phones are allowed in the Jail unless you are a supervisor, the rank of Sergeant or above. Any violation is to be documented.
- F-Wing is a mandatory 2-man post.
- Before the end of each shift a squad supervisor (Lt. or Sgt.) will print a list of the new bookings during their shift. They will go to the block that the newly booked inmate was assigned and check the cell acceptance sheet to see if it was filled out properly. The supervisors will be held accountable for any sheet done by their Deputies that are found to be in error.
- Master Control will conduct a radio checklist of each post at 0715 and 1915 hours. Any post failing to respond will be visited by you for inspection of the radio or personnel for a deficiency. The radio is to be answered at all times.
- The Lieutenant's office telephone is to be answered. Ensure the office is manned or the phone rolls over to master. The phone should never go unanswered.
- NO employee is authorized to leave this facility during their duty hours for an extended period of time. Supervisors and a couple employees are authorized to leave to make a meal run and return. This should be for a minimal amount of time off post.

Sent: Monday, February 19, 2018 2:50 PM
Subject: Corrections

From Major Michael Schlageter:

All Personnel,

In order to improve employee's work performance shift supervisors will consistently monitor all facets of the corrections division. Supervisors will ensure that all employees are working and not conducting personal business within the corrections facility. There is no need for employees to bring luggage of any kind to work, spend excess amounts of time smoking, or doing google searches on the internet.

Effective immediately, smoking breaks will be reduced to a minimum and confined to the old Sally Port outside of the Lieutenant's office. Smoking will be done in that area so as to be concealed. There will no longer be smoking at the doorways of the main entrances or south control areas.

Effective immediately you are not allowed to bring laptops, tablets, electronic book tabs, etc.. into the jail facility. The use of Sheriff's office computers will be limited to business only. If you have a cellphone, it needs to be put away during business hours and not used for anything other than an emergency. If you are seen on a cellphone and it is not an emergency, the result will be disciplinary action.

Additionally, you are not allowed to bring any luggage, suitcase, briefcase, backpack, or any storage item into the facility other than a small lunch box or clutch that is clear in color.

The shift supervisors are to patrol throughout their shift and monitor employees working habits. This includes reducing the amount of time personnel leave the facility as well as the number of personnel running errands such as meal runs. Lieutenants, Sergeants, and deputies are reminded that their primary function is within the jail. The ability to go on a meal run is a privilege and not a right. Lunch can be brought in a lunch box.

Payroll is to be complete and correct each and every submission date. If an employee has errored in the submission, then it is the employees duty to report to Lt. Bray, and he will assist in the completion of a correction form to finance. Deputies will not leave a message or send word to Lt. Bray of an error. It is the employee's responsibility at the time of submission to ensure it was correct, therefore it is that employee's responsibility to complete the correction form. Any employee not respecting the rank of Lieutenant will be counseled. Do not take the kindness Lt. Bray has shown by voluntarily completing this form in the past as a requirement on his part.

Grooming standards are to be enforced at all times. Employees are to report to the Lieutenant's office daily for their duty assignment. Upon reporting, the Sergeant or Lieutenant will quickly look over the employee's dress and grooming standards. Anyone that fails to shave completely, wear more than 1 set of earrings, earrings that are not studded, dyed their hair in any color other than natural human hair color, wears the same uniform daily, or basically has deficient grooming standards will be counseled immediately and instructed to correct the deficiency immediately. Documentation is to be sent to the corrections Major for review.

Employees caught in violation of the cellphone, storage container, grooming standard etc... should be caught immediately during reporting for duty and corrected. There is no reason that the Captain or higher should discover a poor uniform or an employee with a beard in the middle of the day at a duty post. Therefore, Sergeants and Lieutenants will be held strictly accountable and responsible if any personnel under their supervision are caught in violation by the Captain or higher. It is up to you to enforce the directives and complete disciplinary action paperwork. The personnel you supervise are a reflection of your leadership. All disciplinary action paperwork is to be sent to the corrections Major for review.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ **Hire Date** 04-01-1991

Employee Name (Last, First, MI): Colbert, Anthony **Employee #** 1139

Title: Lieutenant **Department/Division:** Corrections (Supervisor B Squad & C Squad)

Date Assigned To Dept/Division: 04-01-1991 **Evaluation Period:** From January 1, 2017 To June 30, 2017

Evaluator's Name: Captain Christopher E. Patterson **Length of Time Supervised:** 1 year (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Oversee Squads B & C of 46 Deputies; document and input payroll; approve administrative documents; ensure that Deputies follow policies and procedures; review of log books for completion and accuracy; patrols facility to ensure proper security; discusses the training progress with new Deputy trainees.

2. Primary Job Duty:

Completes and/or approve work order requests inmate disciplinary actions; ensures disciplinary hearings are conducted; oversees block checks, confiscates banned materials; meets with division Captain to discuss confiscated materials and policy violations.

3. Primary Job Duty:

Compiles and submits uniform orders for the squad; counsels deputies on policy infractions; reviews and discusses inmate injury and illness reports, approves medical and injury documentation for deputies; oversee mail distribution; attends staff meetings to discuss safety and efficiency.

COMMENTS:

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 3
- B. Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 4
- C. Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- A. **Care of Materials/Tools:** Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner. 3
- B. **Attendance:** Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines. 3
- C. **Communication:** Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. 3
- D. **Dependability:** Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. 3
- E. **Interpersonal Relations:** Employee promotes cooperation, and works effectively with fellow employees supervisors and others. 3
- F. **Attitude:** Employee has a favorable attitude toward the organization. 4
- G. **Ability to Learn:** Employee is quick to grasp new ideas and methods with an eagerness to learn. 4
- H. **Administrative Duties:** Employee submits concise, accurate reports; reports are submitted in a timely manner. 3
- I. **Capacity to Grow:** Employee is capable of developing beyond the present level of work. 4

Supervisory Skills (Supervisory Personnel Only)

- A. **Employee Development:** Supervisor facilitates the development of employees through the proper assessment of their training needs and personal guidance and counsel. 3
- B. **Achievement of Objectives:** Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. 3
- C. **Support of Macon-Bibb/Departmental Policies:** Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. 3

COMMENTS:

A newly promoted Lieutenant, Lt. Colbert has embraced his new leadership role with renewed zest! He is a loyal, dedicated and proactive supervisor. He has outstanding communication (verbal and written) skills; computer skill/knowledge; and management level interpersonal skills. He approaches his duties and responsibilities with integrity and compassion. A problem solver he consistently demonstrates the ability to defuse tense situations and he work well in tense situations. He is a proactive member of the jail. He complete all assignments, details and duties. He is very knowledgeable in his current assignment and work well with all entities. As the day shift supervisor for Squads B & C on a daily basis he motivates his deputies to efficiently provide quality police service in the jail and to promote a safe environment for the staff and inmates.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

LT Colbert is an outstanding supervisor and dedicated law enforcement officer

Areas in need of improvement:

N/A

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

<i>Anthony [Signature]</i>		<u>07/20/17</u>
Employee Signature		Date
<i>Chris Patterson</i>	<i>Captain</i>	<u>07-20-17</u>
Evaluator Signature	Title	Date
<i>Tommy [Signature]</i>	<i>Major</i>	<u>7-20-17</u>
Department Head Signature	Title	Date
<i>H. Caswell</i>	<i>Colonel</i>	<u>08-21-2017</u>

LRD: (Human Resources Use)

MACON-BIBB COUNTY HUMAN RESOURCES PERSONNEL ACTION FORM

ADTC

(Human Resources Use)

MO	DAY	YEAR
----	-----	------

FROM:	
TO:	

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAY CHANGE	<input type="checkbox"/> RECLASS	<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> VOL. TERMINATION
<input type="checkbox"/> REHIRE	<input type="checkbox"/> JOB CHANGE	<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> PAYROLL GROUP CHANGE	<input type="checkbox"/> INV. TERMINATION
<input type="checkbox"/> REINSTATE	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> DEMOTION	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> START/RETURN FROM LEAVE OF ABS.

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

EMPLOYEE STATUS	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	MI	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony	D	2232	02-10-2017

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE & REINSTATE

RATE BASE	PAY RATE	GRADE	STEP	JOB TITLE	DEPT. #	Position #
BI-Weekly <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY						

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

RATE BASE	PAY RATE	GRADE	STEP	JOB TITLE	DEPT #	POSITION #
FROM: <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY	22.77	15	05	Sergeant	3300.3326B	
TO: <input type="checkbox"/> HOURLY <input type="checkbox"/> DAILY <input type="checkbox"/> SALARY	23.68	19	02	Lieutenant	3300.3326B	

HUMAN RESOURCES USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES AND EMPLOYMENT STATUS CHANGES

FT HOURS (PER WEEK)	WORKER'S COMP. IND.	VACATION & SICK LEAVE IND.	PENSION INFORMATION
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> GENERAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> TEACHERS <input type="checkbox"/> JUDICIAL-STATE <input type="checkbox"/> NONE
PT HOURS (PER WEEK)			

COMPLETE FOR LEAVE OF ABSENCES AND RETURN FROM LEAVE

EEOC INFORMATION

PAID <input type="checkbox"/> UNPAID <input type="checkbox"/>	<input type="checkbox"/> MILITARY <input type="checkbox"/> PERSONAL <input type="checkbox"/> WORKER'S COMP <input type="checkbox"/> SUSPENSION FROM DUTIES <input type="checkbox"/> FMLA-EMP <input type="checkbox"/> FMLA-FAM	LEAVE BEGINNING DATE _____ ESTIMATED RETURN DATE _____ RETURN DATE _____	<input type="checkbox"/> A - AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> I - ASIAN OR PACIFIC ISLANDER <input type="checkbox"/> B - BLACK OR AFRICAN AMERICAN <input type="checkbox"/> H - HISPANIC <input type="checkbox"/> W - CAUCASIAN	GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
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CHECK REASON FOR EMPLOYMENT SEPARATION AND PROVIDE REMARK(S)

ELIGIBLE FOR REHIRE

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
QUIT VOLUNTARY	LAID OFF (LACK OF WORK)	INVOLUNTARY DISCHARGE	RETIREMENT	DEATH	LEAVE OF ABSENCE		

ADDITIONAL INFORMATION

APPROVALS AND REVIEW

AUTHORIZATION (SIGN BELOW)

Promotion to Lieutenant	DEPARTMENT HEAD APPROVAL 	HUMAN RESOURCES REVIEW 	DATE 2/13/17
	DIRECTOR OF HUMAN RESOURCES		DATE
	FINANCE/PAYROLL ACTION		DATE

THE ORIGINAL PERSONNEL ACTION FORM MUST BE SENT TO HUMAN RESOURCES FOR PROCESSING AND PLACED IN THE EMPLOYEE'S PERSONNEL FILE



Office of the Sheriff • Bibb County, Georgia
Sheriff David J. Davis

P.O.Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.org

February 10, 2017

Sergeant Anthony Colbert
Bibb County Sheriff's Office
668 Oglethorpe Street
Macon, GA 31201

Dear Sgt. Colbert:

I am extremely pleased to inform you that after careful consideration you have been selected for promotion to the rank of **Lieutenant**, effective immediately.

You are an outstanding officer and are doing a great job for the Bibb County Sheriff's Office. I am confident that you will continue to strive for excellence in your new position.

Congratulations!

Sincerely yours,

David J. Davis
Sheriff, Bibb County

DJD/cg



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ Hire Date 04/01/91
 Employee Name (Last, First, MI): Colbert, Anthony Employee # 1139
 Title: Sergeant Department/Division: Corrections
 Date Assigned To Dept/Division: 06/20/2016 Evaluation Period: From 07/01/2016 To 12/31/16
 Evaluator's Name: Captain Chris Patterson Length of Time Supervised: 1 Year 5 Months (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Supervise a squad of deputies: document and input payroll: approve administrative documents: ensure that deputies follow policies and procedures: review of log books for completion and accuracy: patrols facility to ensures proper security.

2. Primary Job Duty:

Completes and/or approves work order requests, inmate disciplinary actions, ensures disciplinary hearings are conducted: oversees block checks, confiscates banned materials: forwards report of confiscated items to the division Captain.

3. Primary Job Duty:

Approves leave requests; reviews time sheets; compiles and submits uniform orders for squad; counsels deputies on policy infractions; oversee mail distribution.

COMMENTS:

Sgt. Colbert demonstrates a clear understanding of department goals and standards. He makes appropriate decisions and seeks out guidance and supervision when necessary.

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. **Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 3
- B. **Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 3
- C. **Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- | | |
|--|----------|
| A. Care of Materials/Tools: Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner. | 3 |
| B. Attendance: Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines. | 3 |
| C. Communication: Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. | 3 |
| D. Dependability: Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. | 3 |
| E. Interpersonal Relations: Employee promotes cooperation, and works effectively with fellow employees supervisors and others. | 3 |
| F. Attitude: Employee has a favorable attitude toward the organization. | 4 |
| G. Ability to Learn: Employee is quick to grasp new ideas and methods with an eagerness to learn. | 4 |
| H. Administrative Duties: Employee submits concise, accurate reports; reports are submitted in a timely manner. | 3 |
| I. Capacity to Grow: Employee is capable of developing beyond the present level of work. | 4 |

Supervisory Skills (Supervisory Personnel Only)

- | | |
|---|----------|
| A. Employee Development: Supervisor facilitates the development of employees through the proper assessment of their training needs and personal guidance and counsel. | 3 |
| B. Achievement of Objectives: Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. | 3 |
| C. Support of Macon-Bibb/Departmental Policies: Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. | 3 |

COMMENTS:

Sgt. Colbert assumes responsibility and decision making authority. He is fair and impartial in all situations and he shares knowledge and expertise with his employees. He provides employees the opportunity for training and overall development. He uses good judgment and decision making. Overall his performance meets standards and often exceeds them.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

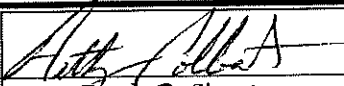
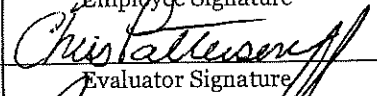
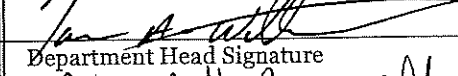

Identifying problems in assigned area or learns of problems from departmental sources.

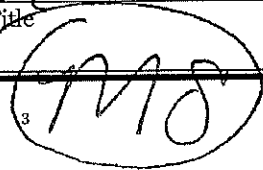
Areas in need of improvement:

Written communication skills (paperwork)

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

		01/12/2017
Employee Signature		Date
	Captain	01/12/2017
Evaluator Signature	Title	Date
		1-27-17
Department Head Signature	Title	Date
Colonel H. Coursey 02-09-2017		

3 

**MACON BIBB CONSOLIDATED GOVERNMENT
ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Macon Bibb Consolidated Government Alcohol and Drug-Free Workplace Policy revision date 9/2/14. I have carefully and thoroughly read this Policy. I understand that I can contact the Macon Bibb County Human Resource Department regarding any questions that I have regarding this policy. I agree, without reservation, to follow the policy and procedures. I understand I may be required to submit to an alcohol and/or drug test. I also understand that failure to comply with the policy and procedures is the basis for discipline, including termination.

08/25/16
DATE


EMPLOYEE'S SIGNATURE

ANTHONY COLBERT
EMPLOYEE'S NAME (PRINTED)



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ Hire Date 04-01-1991
 Employee Name (Last, First, MI): Colbert, Anthony Employee # 1139
 Title: Sergeant Department/Division: Corrections (B Squad)
 Date Assigned To Dept/Division: 04-01-1991 Evaluation Period: From January 1, 2016 To June 30, 2016
 Evaluator's Name: Lt. Keiran Bray Length of Time Supervised: 1 year, 9 months (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Oversee squad of 23 deputies; document and input payroll; approve administrative documents; ensure that deputies follow policies and procedures; review of log books for completion and accuracy; patrols facility to ensure proper security; discusses the training progress with new deputy trainees.

2. Primary Job Duty:

Completes and/or approves work order requests, inmate disciplinary actions, ensures disciplinary hearings are conducted; oversees block checks, confiscates banned materials; meets with division Captain to discuss confiscated materials and policy violations.

3. Primary Job Duty:

Compiles and submits uniform orders for the squad; counsels deputies on policy infractions; reviews and discusses inmate injury and illness reports; approves medical and injury documentation for deputies; oversee mail distribution; attends staff meetings to discuss safety and efficiency.

COMMENTS:

Sgt. Colbert counsels deputies on the importance of security protocols. He ensures that all reports are timely written, reviews them and forwards them to the division Captain.

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 - Unsatisfactory, seldom or never meets stated performance behavior
 - 1 - Needs Improvement, has not consistently met stated performance behavior
 - 2 - Satisfactory, has satisfactorily met stated performance behavior
 - 3 - Exceeds, has exceeded stated performance behavior
 - 4 - Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. Factor: Knowledge of Laws, Safety and Security

- A. Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 3
- B. Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 3
- C. Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- A. **Care of Materials/Tools:** Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner. 3
- B. **Attendance:** Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines. 3
- C. **Communication:** Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. 3
- D. **Dependability:** Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. 3
- E. **Interpersonal Relations:** Employee promotes cooperation, and works effectively with fellow employees supervisors and others. 3
- F. **Attitude:** Employee has a favorable attitude toward the organization. 4
- G. **Ability to Learn:** Employee is quick to grasp new ideas and methods with an eagerness to learn. 4
- H. **Administrative Duties:** Employee submits concise, accurate reports; reports are submitted in a timely manner. 3
- I. **Capacity to Grow:** Employee is capable of developing beyond the present level of work. 4

Supervisory Skills (Supervisory Personnel Only)

- A. **Employee Development:** Supervisor facilitates the development of employees through the proper assessment of their training needs and personal guidance and counsel. 3
- B. **Achievement of Objectives:** Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. 3
- C. **Support of Macon-Bibb/Departmental Policies:** Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. 3

COMMENTS:

Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with his employees and has the ability to teach them to grow in their careers.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

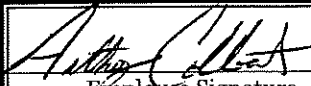
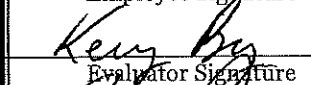
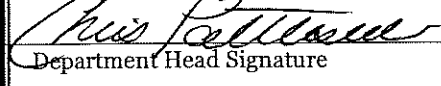
Sgt. Colbert has a wealth of knowledge and experience. He is well versed pertaining to policies and procedures and gets along well with others. He is an asset to the organization.

Areas in need of improvement:

N/A

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

 Employee Signature		<u>07/25/16</u> Date
 Evaluator Signature	<u>LT</u> Title	<u>7/26/16</u> Date
 Department Head Signature	<u>Captain</u> Title	<u>07-26-16</u> Date



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: SEMI-ANNUAL Other (specify): _____ **Hire Date:** 7/16/1991

Employee Name (Last, First, MI): Colbert, Anthony **Employee #** 2232

Title: Sergeant **Department/Division:** Sheriff/Corrections

Date Assigned To Dept/Division: _____ **Evaluation Period:** From 7/1/2015 To 12/31/15

Evaluator's Name: Lt. K. Bray **Length of Time Supervised** 3 Months (years/months)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

Directs, coordinates and manages the daily assignments and activities of the corrections division.

2. Primary Job Duty:

Ensure efficiency of all sworn personnel under your command. Oversees training requirements are met and mandatory department assignments are completed.

3. Primary Job Duty:

Maintain proficiency in all areas of training, education, and skills as a Bibb County Deputy Sheriff.

COMMENTS:

Sgt. Colbert supervises a squad of 22 deputies and clerks.

Part II – Evaluation of Behavioral Performance Factors

Rating Scale:	0 – Unsatisfactory, seldom or never meets stated performance behavior 1 – Needs Improvement, has not consistently met stated performance behavior 2 – Satisfactory, has satisfactorily met stated performance behavior 3 – Exceeds, has exceeded stated performance behavior 4 – Outstanding, has consistently exceeded stated performance behavior
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Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. **Factor: Productivity and Application of Job Knowledge**
- A. **Planning:** Employee sets realistic goals, objectives and establishes logical solutions. 4
- B. **Use of time:** Employee starts assignments promptly and makes constructive use of time. 4



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

2. Factor: Work Habits

- | | |
|---|--------------------------------|
| A. Care of Materials/Tools: Employee is responsible and careful in using materials/tools provided for the performance of duties. | <input type="text" value="4"/> |
| B. Attendance: Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb Absenteeism and Tardiness guidelines. | <input type="text" value="4"/> |
| C. Communication: Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. | <input type="text" value="3"/> |
| D. Dependability: Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. | <input type="text" value="4"/> |
| E. Interpersonal Relations: Employee promotes cooperation, and works effectively with fellow employees supervisors and others. | <input type="text" value="4"/> |
| F. Attitude: Employee has a favorable attitude toward the organization. | <input type="text" value="4"/> |
| G. Ability to Learn: Employee is quick to grasp new ideas and methods with an eagerness to learn. | <input type="text" value="4"/> |
| H. Judgment: Employee thinks logically and quickly; judgment is usually of a high degree. | <input type="text" value="3"/> |
| I. Capacity to Grow: Employee is capable of developing beyond the present level of work. | <input type="text" value="4"/> |

Supervisory Skills (Supervisory Personnel Only)

- | | |
|---|--------------------------------|
| A. Employee Development: Supervisor facilitates the development of employees through the proper Assessment of their training needs and personal guidance and counsel. | <input type="text" value="3"/> |
| B. Achievement of Objectives: Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. | <input type="text" value="3"/> |
| C. Support of Macon-Bibb/Departmental Policies: Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. | <input type="text" value="3"/> |

COMMENTS:

Sgt. Colbert is an experienced and knowledgeable supervisor. His squad is the shortest in manpower od all squads working in the Corrections Division. While it is the shortest squad he still manages the squad in a way to get the job done daily.



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
OFFICE AND FIELD PERSONNEL**

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)


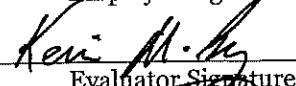

Demonstrated Strengths:

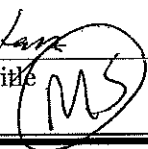
Sgt. Colbert is a strong leader. The deputies working for him respect him and follow his lead.

Areas in need of improvement:

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

		<u>04/27/16</u>
Employee Signature		Date
	<u>Lt.</u>	<u>1/27/16</u>
Evaluator Signature	Title	Date
	<u>Captain</u>	<u>1-28-16</u>
Department Head Signature	Title	Date





Macon-Bibb County Human Resources
P.O. Box 247
Macon, Georgia 31202
Tel: (478) 751-2720 – Fax: (478) 751-2735

July 6, 2015

COLBERT ANTHONY D
SHERIFF

Dear COLBERT ANTHONY D:

The Macon Bibb County Commission has approved a new pay scale to be effective July 5, 2015. The pay scale assigns positions to various pay grades.

All pay changes will be effective in the July 24, 2015 pay check. Effective July 5, your title and pay will be as follows:

	Current Information	New Information
Job Title	DEPUTY SHERIFF (CERTIFIED)	SERGEANT
Rate of Pay	22.4	22.43
Pay Grade		15
Pay Step		5

Thank you for your hard work and being a part of Macon Bibb County.

Please contact me at [REDACTED] if you have any questions.

Sincerely yours,

Benjamin Hubbard
Human Resources Director



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

Evaluation Type: Quarterly Other (specify): Semi Annual Hire Date 04/01/1991
 Employee Name (Last, First, MI): Colbert, Anthony Employee # 1139
 Title: Sergeant Department/Division: Corrections
 Date Assigned To Dept/Division: 04/15/2008 Evaluation Period: From 02/01/2014 To 08/11/2014
 Evaluator's Name: Lt. Paul Edwards Length of Time Supervised: 6 months (months/years)

Part I – Primary Job Duties

Instructions: List the employee's primary job duties. They should be written in order of the most time consuming to the least time consuming and should also be written so that a person not familiar with the employee's job would have basic understanding of the job after reading the listed duties.

1. Primary Job Duty:

To assist the Squad Lieutenant with scheduling of deputies for each shift to ensure proper manpower. To assist the Lt. to make sure day to day task are completed.
--
2. Primary Job Duty:

To assist the Squad Lieutenant by making sure court details start on time, security for the Judge, ADA, defense attorneys and others entering the court, To monitor the security of the jail at various times

3. Primary Job Duty:

Pass onto the other Lieutenants and Sergeants updated information on policies and procedures. Assist with "shakedowns", yard calls, funeral details. To ensure mail is sorted, searched and distributed to correct blocks.
--

COMMENTS:

Sgt. Colbert was promoted from Deputy to Sergeant and transferred to my Squad. Sgt. Colbert knows how to supervise a squad in the corrections division. Sgt. Colbert needs very little supervision. Deputy Colbert is an assist to the Corrections Division.
--

Part II – Evaluation of Behavioral Performance Factors

- Rating Scale:**
- 0 – Unsatisfactory, seldom or never meets stated performance behavior
 - 1 – Needs Improvement, has not consistently met stated performance behavior
 - 2 – Satisfactory, has satisfactorily met stated performance behavior
 - 3 – Exceeds, has exceeded stated performance behavior
 - 4 – Outstanding, has consistently exceeded stated performance behavior

Instructions: Select the number that most closely reflects the employee's level of performance on behavior factors.

1. **Factor: Knowledge of Laws, Safety and Security**
 - A. **Security and Safety:** Employee makes required inspections of assigned areas and accurately notes inconsistencies and takes appropriate action. 4
 - B. **Judgment:** Employee exhibits sound and accurate judgment to recognize potential problems or emergencies and takes effective action to minimize problems before they occur; avoids hasty, impulsive or dangerous action. 3
 - C. **Laws and Regulations:** Employee exhibits a thorough knowledge and understanding of relevant laws, rules and regulations and consistently applies them in an appropriate manner. 3
2. **Factor: Work Habits,**
 - A. **Care of Materials/Tools:** Employee maintains equipment and/or weapons and uniforms in excellent condition, practices preventive maintenance and reports defective equipment in a timely manner. 4
 - B. **Attendance:** Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb's Absenteeism and Tardiness guidelines. 4
 - C. **Communication:** Employee keeps supervisors, subordinates and associates appropriately informed and handles sensitive or confidential information with discretion. 3
 - D. **Dependability:** Employee exhibits willingness to perform new and/or additional duties and can be relied upon to complete job assignments without avoidable delays. 3



**MACON-BIBB COUNTY
PERFORMANCE APPRAISAL FORM
LAW ENFORCEMENT**

- E. **Interpersonal Relations:** Employee promotes cooperation, and works effectively with fellow employees supervisors and others. 4
- F. **Attitude:** Employee has a favorable attitude toward the organization. 4
- G. **Ability to Learn:** Employee is quick to grasp new ideas and methods with an eagerness to learn. 3
- H. **Administrative Duties:** Employee submits concise, accurate reports; reports are submitted in a timely manner. 3
- I. **Capacity to Grow:** Employee is capable of developing beyond the present level of work. 4

Supervisory Skills (Supervisory Personnel Only)

- A. **Employee Development:** Supervisor facilitates the development of employees through the proper Assessment of their training needs and personal guidance and counsel. 3
- B. **Achievement of Objectives:** Supervisor facilitates the achievement of departmental/unit objectives through the proper scheduling and delegation of work assignments. 4
- C. **Support of Macon-Bibb/Departmental Policies:** Supervisor exhibits a clear understanding of Macon-Bibb and departmental policies and ensures decisions reflect consistency of employee treatment and compliance with applicable policies. 4

COMMENTS:

Sergeant Colbert is a newly promoted Sergeant who leads by example. He works side by side other squad members when needed. He has the ability to grow. Sergeant Colbert is up to date on current policy and procedure and is a team member of Bibb County S.O.

Part III – Summary Comments (Required)

Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the space provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free to attach additional sheets if you need more space.)

Demonstrated Strengths:

Sgt. Colbert has good supervisory skills. He has a fast knowledge of corrections, which include daily task for each of the three shifts. He has good communication skill, which he uses for other deputies and for inmates.

Areas in need of improvement:

None noted during this time period.

Employee Comments (Please feel free to attach additional sheets if you need more space):

Employee's signature below indicates that the evaluation was conducted and a conference held with the employee. It does not mean that the employee agrees with the evaluation. **Signatures are required.**

		09/22/14
Employee Signature		Date
	Lieutenant	09/22/2014
Evaluator Signature	Title	Date
	Colonel	09/22/14
Department Head Signature	Title	Date



Office of the Sheriff • Bibb County, Georgia

Sheriff David J. Davis

P.O. Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.org

September 19, 2014

Deputy Anthony Colbert

The Power DMS System indicates that you have not signed off on any policies. The signing off on these policies is essential to State Certification which BCSO is working towards. Your signing of these policies also ensures that you are aware of the rules and regulations you are expected to follow as a Bibb County deputy sheriff.

A deadline of October 27th has been set for the completion of all signatures in Power DMS. If this task is not completed by this date you may be subject to disciplinary actions.

If you have any questions about Power DMS or if you have received this letter in error please contact the Policy and Certification Unit at [REDACTED]

Thank you in advance for prompt attention to this matter.

Erica L. Jackson
Director, Support Operations

cc: Sheriff Davis
Captain Schlageter
Major Grabowski



Office of the Sheriff • Bibb County, Georgia

Sheriff David J. Davis

P.O. Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.org

May 29, 2014

To: Lieutenants and Sergeant

From: Colonel, Mike Scarbary

SUBJECT: Written Warning

Please make an appointment with myself, which will also include Major Evins, to discuss this matter.

CMS/rs

EMPLOYEE NOTICE OF DISCIPLINARY ACTION

EMPLOYEE: Anthony Colbert

DATE: 05-29-14

DEPARTMENT: Bibb County Sheriff's Office Corrections Division

A. NATURE OF INFRACTION

- ATTENDANCE POOR SAFETY HABITS
- TARDINESS VIOLATION OF DEPARTMENT RULES
- CONDUCT OTHER: _____
- WORK QUALITY

B. SUPERVISORS COMMENTS: An audit of cell acceptance sheets was conducted on May, 20th 2014. The jail's acceptance sheets were not being recorded properly. This is a direct result of the Lieutenant not holding their officers accountable.

C. ACTION TAKEN

- WRITTEN WARNING RECOMMENDED TERMINATION
- SUSPENSION TERMINATED
- ___ DAYS
- OTHER: _____

This employee has been warned previously a bout this offense: YES NO

Previous Warning: ORAL WRITTEN SUSPENSION

DATES OF ACTION: 05-29-14//Warned 04-18-14

SUPERVISOR'S SIGNATURE: Maj. Avery Evers

DEPARTMENT HEAD SIGNATURE: Col. M. Sculley

SIGNATURE OF EMPLOYEE
ACKNOWLEDGEING RECEIPT OF NOTICE: Sgt. Anthony Colbert

May 20, 2014

Colonel Scarbary,

Sgt. Wiley and I went to every cell block in our facility to do an audit on the cell acceptance sheets. I have listed the individual cell blocks and these are the names of the inmates that did not have a cell acceptance sheet completed.

TA Section

TA26 Freeman, Keshef no cell acceptance form but Sgt. Wiley did one on this inmate

West Control

A Block

A301 Anthony, Christopher

A313 Haywood, Quentin

A412 Grier, Rashaun

B Block

Found numerous sheets not signed by an inmate or deputy

B113 Kendrick Jeremy

B214 Byrd, Rashad

B217 Taylor, Edward

B318 Howell, Dominick

B319 Bonner, Andre

B407 McCullough, Talsey

B417 Moore, James

B420 Diadell, Migel

Dep. Denny was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheets.

East Control

C Block

C101 James, Terrance

C105 Mace, Fowentay

C108 Smith, Antonio

C110 Sanford, Raymond

C115 Marchman, Neil

C120 Robinson, Richard
C205 Greene, Moses
C214 Thomas, Sarvorris
C219 Felton, Reginald
C305 Thomas, Tavoris
C401 Williams, Murray
C403 Wright, Javan
C410 Taylor, Deandre

D Block

D105 Hall, John
D118 Mano, Kenneth
D411 Williams, Aubrey
D419 Tipton, Benjamin
Admin 2 Tagger, Jerome

Dep. Prichard was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheet.

I Block

I101 Childers, James
I102 Brown, Johnny
I104 Rozier, Bobby
I105 Smith, William
I108 Stewart, William

Dep. Patterson was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheet.

J Block

J101 Jackson, Telvin
J107 Greene, Dwayne
J108 Corey, Benjamin
J109 Boyd, Rodrick
J113 Beavers, Michael
J118 Rozier, Anthony
J119 Chatfield, Treshawn
J121 Jenkins, Rube
J204 Cowart, Eric
J209 Stephens, Johnny

J219 Little, Demartez
J221 Brown, Shairk
J305 Randall, Kenneth
J308 Brown, Cory
J310 Rodriguez, Jose
J317 Smith, Chancelor
J321 Williams, Reginald
J322 Lawrence, Algie

K100 Block

K101 Dawley, Fredrick
K101 Jump, Brian
K102 Cartwright, Darrell
K105 Banks, Marcus
K107 Glover, Milton
K108 Fuller, James
K110 Koon, Daniel
K110 Pollard, Kendall
K111 Holt, Christopher

Dep. Mason was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheet.

K200 – K400 Blocks

K301 Phillips, Tasha
K305 Veal, April
K405 Archer, Carolyn
K407 Maloy, Conisha
K413 Tufts, Carice
K416 Warren, Ashley

H Block

H105 Rankin, Jessica

Dep. Robinson was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheet.

F Block

F104 Harris, Tyrell
F113 Ruest, Richard
F115 Vanzant, Shaun

F118 Sandifer, Marcus
F202 Davis, Michael
F216 Roquemore, LJ
F218 Hogart, Timothy

Dep. Robinson was assigned by me to go to each individual cell, check the cell, and have the inmate sign off on the cell acceptance sheet.

All blocks were checked and this is accurate up until 1145hrs on today's date.

Lt. Annette C. Horn

A handwritten signature, appearing to be "AC H", is enclosed within a hand-drawn circle.

BIBB COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES COMPUTERIZED DISK
RECEIPT

I, the undersigned, acknowledge receipt of one Bibb County Sheriff's Office Policy and Procedure Computerized Disk.

It is understood that this disk is the property of the Bibb County Sheriff's Office and shall be treated as such. It is further understood that these manuals are used for official use only and it is my responsibility to keep up to date on changes to the Policies and Procedures Manual as they occur and are distributed. Policy and Procedure updates and changes can be viewed on Power DMS.

Name: ANTHONY COLBERT

Signature: *Anthony Colbert*
(Print Name)

Witness: SGT. *Paul Seal*

Date: 03-11-14

Original: Policy and Certification Unit

Copies: Personnel File

LRD: (PERSONNEL USE)

MO.	DAY	YEAR
-----	-----	------

BIBB COUNTY HUMAN RESOURCES ACTION FORM

T/C

KEY: (PERSONNEL USE)

FROM:	
TO:	

REV. 07/21/2008

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

A	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAY CHANGE	<input type="checkbox"/> RECLASS	<input type="checkbox"/> PERSONAL DATA CHANGE	<input type="checkbox"/> VOL. TERMINATION
	<input type="checkbox"/> REHIRE	<input type="checkbox"/> JOB CHANGE	<input checked="" type="checkbox"/> PROMOTION	<input type="checkbox"/> PAYROLL GROUP CHANGE	<input type="checkbox"/> INV. TERMINATION
	<input type="checkbox"/> REINSTATE	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> DEMOTION	<input type="checkbox"/> START LEAVE OF ABS.	<input type="checkbox"/> RETURN FROM LEAVE OF ABS.

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

B	EMPLOYEE STATUS	EMPLOYEE'S LAST NAME	FIRST NAME	MI	EMPLOYEE'S NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)
	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony		2232 28001	02-07-14

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE & REINSTATE

C	RATE BASE		PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO#
	WEEKLY 22	BI-MONTHLY						
	<input type="checkbox"/> HOUR	<input type="checkbox"/> DAILY	\$					

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFER, RECLASSES, PROMOTIONS

D	RATE BASE		PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO#
	FROM WEEKLY 22	SEMI-MONTHLY						
	<input checked="" type="checkbox"/> HOUR	<input type="checkbox"/> DAILY	\$ 21.53	517	11	423	Deputy	412
	TO WEEKLY 22	SEMI-MONTHLY	\$ 22.40	519	10	424	Sergeant	412

PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES & EMPLOYMENT STATUS CHANGES

E	FT HOURS (PER WK)	WORKER'S COMP. IND.	VACATION & SICK LEAVE IND.	F	COMPLETE PENSION INFORMATION		
	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> GENERAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> STATE <input type="checkbox"/> TEACHERS <input type="checkbox"/> NONE		
	PT HOUR (PER WK)						

PERSONAL DATA:

COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES

ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS

G	SOCIAL SECURITY NUMBER	MARITAL STATUS	BIRTH DATE	EMPLOYEE'S TELEPHONE NUMBER	
		<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		()	
	EMPLOYEE'S STREET ADDRESS OR P O BOX NUMBER		CITY	STATE	ZIP CODE
	IF NAME CHANGED, ENTER FORMER NAME		EDUCATION (CIRCLE)	SPOUSE'S FULL NAME	
			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18		
	PRIMARY EMERGENCY CONTACT PERSON (NAME)		PHONE NUMBER	ADDRESS	
	SECONDARY EMERGENCY CONTACT PERSON (NAME)		PHONE NUMBER	ADDRESS	

COMPLETE FOR LEAVE OF ABSENCES & RETURN FROM LEAVE

EEOC INFORMATION

H	<input type="checkbox"/> PAID	<input type="checkbox"/> MILITARY	<input type="checkbox"/> FMLA-EMP	<input type="checkbox"/> LOA BEGINNING DATE.	I	<input type="checkbox"/> A - American Indian or Alaskan Native	GENDER
	<input type="checkbox"/> UNPAID	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> FMLA-DEP	ESTIMATED RETURN DATE.		<input type="checkbox"/> I - Asian or Pacific Islander	
		<input type="checkbox"/> WORKER'S COMP				<input type="checkbox"/> B - Black or African American	
		<input type="checkbox"/> SUSPENSION FROM DUTIES				<input type="checkbox"/> H - Hispanic	
	<input type="checkbox"/> RETURN FROM LEAVE		DATE		<input type="checkbox"/> W - Caucasian	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE

CHECK REASON FOR EMPLOYMENT SEPARATION AND PROVIDE BRIEF REMARK(S)

J	TERMINATION AND OFF PAYROLL					ELIGIBLE FOR REHIRE	
	1 <input type="checkbox"/> QUIT VOLUNTARY	2 <input type="checkbox"/> LAID-OFF LACK OF WORK	3 <input type="checkbox"/> INVOLUNTARILY DISCHARGED	4 <input type="checkbox"/> RETIREMENT	5 <input type="checkbox"/> DEATH	6 <input type="checkbox"/> LEAVE OF ABSENCE	<input type="checkbox"/> Y <input type="checkbox"/> N

ADDITIONAL INFORMATION

APPROVALS AND REVIEW

K	Promotion to Sergeant same Grade as Jr. Lt. per Sheriff Davis via: Cindy Gresham 3300-424-60	AUTHORIZATION (SIGN BELOW)	
		DEPARTMENT HEAD APPROVAL	DATE
		HUMAN RESOURCES REVIEW	DATE
		DIRECTOR OF HUMAN RESOURCES APPROVAL	DATE
		FINAL HUMAN RESOURCES REVIEW	DATE
FINANCE/PAYROLL ACTION TAKEN	DATE		

SEND ENTIRE FORM TO HUMAN RESOURCES FOR PROCESSING

WHITE ORIGINAL WILL BE PLACED IN PERSONNEL FILE, YELLOW COPY WILL BE RETURNED TO DEPARTMENT, PINK COPY TO FINANCE



Office of the Sheriff • Bibb County, Georgia
Sheriff David J. Davis

P.O.Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.org

February 7, 2014

Admin. Sergeant Anthony Colbert
Bibb County Sheriff's Office
668 Oglethorpe Street
Macon, GA 31201

Dear Sergeant Colbert:

I am extremely pleased to inform you that after careful consideration you have been selected for promotion to the rank of **Sergeant**, effective immediately. You are an outstanding officer and are doing a great job for the Bibb County Sheriff's Office. I am confident that you will continue to strive for excellence in your new position.

Congratulations!

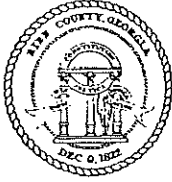
Sincerely yours,

A handwritten signature in black ink that reads 'David J. Davis'.

David J. Davis
Sheriff, Bibb County

DJD/cg

BIBB COUNTY HUMAN RESOURCES

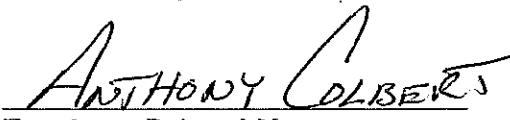


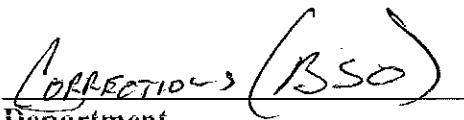
601 MULBERRY STREET
COURTHOUSE ROOM 410
P. O. BOX 4708
MACON, GA 31208
(478) 621-6343
FAX (478) 621-6688


BIBB COUNTY GOVERNMENT POLICIES AND PROCEDURES ACKNOWLEDGEMENT FORM

I have received a copy of the Bibb County Government Policies and Procedures Manual approved and adopted March 9, 2012. I understand it is my responsibility to become familiar with the policies of Bibb County.


Employee Signature


Employee Printed Name


Department


Date



**Bibb County Sheriff's Office
Social Media/Social Networking Policy
Acknowledgement**

AC
(initial) By my signature below, I acknowledge receipt of a copy of the Bibb County Sheriff's Office *Social Media/Social Networking Policy*.

AC
(initial) I further acknowledge that I am personally responsible for reading the Social Media/Social Networking Policy in its entirety and becoming familiar with its contents.

AC
(initial) I understand that within two weeks (14 days) from the date signed below, I am to make any necessary adjustments to my use of social media to be in complete compliance with this policy.

ANTHONY COLBERT
Print name legibly

Anthony Colbert
Signature

07-25-13
Date

H. B. Brinkley C. G. Galt
Witness #1157

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: LtPatterson/Johnson

Position: Deputy Sheriff

Date: 07/09/13

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional.
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/ herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Anthony Colbert

05/02/13

I DEPUTY ANTHONY (TE) COLBERT

HAVE NEVER RECIEVEDS A PHOTO ID AND
CERTIFICATION CARD.

X 

Anthony Colbert



Office of the Sheriff • Bibb County, Georgia

Sheriff David J. Davis

P.O.Box 930 • Macon, Georgia 31202-0930 • (478) 746-9441
www.bibbsheriff.org

TO ALL BIBB COUNTY SHERIFF'S OFFICE PERSONNEL

It is of utmost importance that Bibb County Sheriff's Office personnel safeguard the security of identification cards, folders and badges which are issued to them. When not carried on the employee's person, these articles should be left in a secure location, either at home or at the office, and **never displayed or stored within an automobile**, where they are an easy target for thieves who could steal and misuse them.

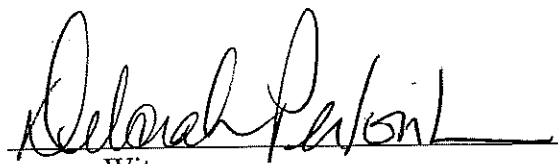
Personnel who lose their Sheriff's Office identification articles must, immediately upon realizing that the article is missing, submit a written report outlining when, where and how they lost the articles. Said report should be submitted to the employee's supervising major and captain, and a copy should be sent to Sheriff Davis's office. Failure to do so will be grounds for disciplinary action.

Individuals who lose their identification card and/or credential set will be required to pay to have the article(s) replaced. The cost for replacing clip-on photo ID cards will be \$20.00 each, and the cost for replacing a set of credentials which includes the folder, badge and cards will be \$80.00. Please note that this applies only to lost or stolen materials. Personnel will not be charged for items which need replacing due to normal wear and tear as long as the damaged item is returned. (Note: credential folders ARE NOT made to serve as wallets and will not hold up to such use.)

All identification credentials, badges, uniforms, and issued equipment are the property of the Bibb County Sheriff's Office, and must be turned in to the employee's division major IMMEDIATELY if the employee ceases to be employed by the Bibb County Sheriff's Office.



Employee Signature



Witness

04/10/13

Date

Office of the Sheriff
Bibb County, Georgia

Official Oath of Office

I, ANTHONY D COLBERT, do solemnly swear that I will faithfully execute all writs, warrants, precepts, and processes directed to me as a Deputy Sheriff of this county, or which are directed to all Sheriffs of this State, or to any other Sheriff specially, which I can lawfully execute, and true returns make, and in all things well and truly, without malice or partiality, perform the duties of the office of Deputy Sheriff of Bibb County, during my continuance therein, and take only my lawful fees.

I do further solemnly swear that I am not the holder of any unaccounted for public money due this State, or any political subdivision or authority thereof; that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which I am prohibited from holding by the laws of the State of Georgia; and that I am otherwise qualified to hold said office, according to the Constitution of the United States and Laws of Georgia; and that I will support the Constitutions of the United States and of this State.

So help me God.

Anthony D Colbert

Addendum for civilian employees only:

(initial)

I understand that taking this oath does not provide me with the power of arrest, or alter my current job description in any way. The oath does provide the authority to execute service of civil documents as necessary to fulfill my duties with the Bibb County Sheriff's Office.

Sworn to and subscribed before me, this 8th day of February, 2013.

David J. Davis
David J. Davis
Sheriff, Bibb County



BIBB COUNTY SHERIFF'S OFFICE REQUIRED TRAINING ACKNOWLEDGMENT FORM

Every officer who has completed POST Basic Law Enforcement Certification (Mandate School) is required to sign this document and receive a copy. Officers will initial beside each topic and then sign and date at the bottom. A witness to the document is required at the time of signing.

AC I understand that it **is my personal responsibility** to obtain the annual training required by the Georgia POST Council to maintain my certification. In January of each year, POST will suspend the certification of any officer who fails to follow through with this requirement for the previous year.

AC I understand that **it is my personal responsibility** to register as a user of the POST Data Gateway system (via www.gapost.org) and to keep my personal information updated on the system so that POST may communicate with me as necessary.

AC I understand that **it is my personal responsibility** to monitor my training record using the POST Data Gateway system to make sure that all training I complete is posted.

AC I understand that if I attend an out-of-state class or a class taught by an individual who is not a POST Certified Instructor, **it is my personal responsibility** to submit documentation of such training to POST using POST-approved forms and procedures.

AC I understand that if I completed Basic Law Enforcement Certification (Mandate) after January 1, 2012, **it is my personal responsibility** to be re-certified every 4 years by completing POST-specified re-certification training and submitting a new application for certification. I understand that if I fail to do so, POST will suspend my certification and disciplinary action may be imposed.

Anthony Colbert
Officer's Signature

ANTHONY COLBERT
Printed Name

Trishelle C. Cole
Witness

01/15/13
Date

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt.Patterson/Johnson

Position: Deputy Sheriff

Date: 12/17/12

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm.
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert is a senior F.T.O officer who is familiar with the policies and procedures within the corrections division. He helps run the day to day operations of the jail.

Supervisor: _____

Date: _____

Officer: _____

Date: _____

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt.Patterson/Johnson

Position: Deputy Sheriff

Date: 08/15/12

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/herself well but occasionally needs directions and supervision.
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- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Fto.Colbert continues to perform his duties in a professional manner and can always be relied upon to complete all tasks assigned to him.

Supervisor: _____

Date: 08-15-12

Officer: _____

Date: 08-15-12

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt.Patterson

Position: Deputy Sheriff

Date: 04/30/12

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert continues to assist Lieutenant Johnson and myself in the running of B squad. Deputy Colbert is a senior officer who is very familiar with the policies and procedures and helps to enforce them within the corrections division. Deputy Colbert is professional, courteous and respectful towards the public and his co-workers. He is a asset to B squad.

Supervisor: _____

Date: 4-30-12

Officer: _____

Date: 4-30-12

**BIBB COUNTY HUMAN RESOURCES DEPARTMENT
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/12 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/30/12

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF (CERTIFIED)

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON: 10/01/12 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S17 STEP: 09 RATE OF PAY: 1,725.16 SEMI-MONTHLY
TO: GRADE: STEP: RATE OF PAY: MERIT RAISES FROZEN FY 2012

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE USED AN EXCESSIVE AMOUNT OF SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH
 SUPERVISOR POLICIES & PROCEDURES OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL EMPLOYEE HAS:
MADE LITTLE OR NO CHANGE PERFORMED EFFECTIVELY IMPROVED
HAS NOT PERFORMED EFFECTIVELY
- 8. EMPLOYEE'S OVERALL JOB PERFORMANCE:
EXCEEDS EXPECTATIONS MEETS EXPECTATIONS BELOW EXPECTATIONS

COMMENTS: Eto Colbert continues to perform his duties as a senior officer
and Eto. He is professional and courteous to the public and his co-workers
He can always be relied upon to complete all tasks assigned to him

XX
XX

BASED ON THIS EVALUATION (RECOMMEND DO NOT RECOMMEND THIS EMPLOYEE
BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: [Signature] DATE: 09.15.12
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: [Signature] DATE: 09.15.12

DEPARTMENT HEAD: [Signature] DATE: 9-17-12

DEER COUNTY HUMAN RESOURCES
Performance Evaluation



Employee Name: Colbert, Anthony D Supervisor: Lt. Patterson / Johnson

Job Title: Deputy Sheriff (Certified) Date: 09-15-12

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Quality is exceptional in all respects.
2. Usually high-grade work is consistently performed.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies to his/her work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situation, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comment: _____

If applicable, list Employee's **special** job accomplishments since last evaluation:

If applicable, specify needed action for Employee's improvement:

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. Clowers

Position: Deputy Sheriff

Date: 12/21/11

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

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- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
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- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Field Training Officer Colbert continues assist in the training of members assigned to the squad. Deputy Colbert is a senior officer who is very familiar with the policies and procedures and helps to enforce them within the corrections division.

Supervisor: _____

St. Ben Patton

Date: _____

12/21/11

Officer: _____

Anthony Colbert

Date: _____

12/21/11

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. Clowers/Patterson

Position: Deputy Sheriff

Date: 10/05/201

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
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- 5. Amount of work entirely inadequate.

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- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert continues assist in the training of members assigned to the squad. Deputy Colbert is a senior officer who is very familiar with the policies and procedures used by the corrections division.

Supervisor: L. Marie Claus

Date: 10-3-11

Officer: Deputy Colbert

Date: 10-5-11

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/11 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/29/11

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON 10/01/11 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: 501 STEP: 13 RATE OF PAY: 1,711.67 SEMI-MONTHLY
TO: GRADE: _____ STEP: _____ RATE OF PAY: * LONGEVITY REACHED *
* REVIEW ONLY *

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
- 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: Deputy Colbert continues to a very productive Senior officer that assists in the training of new officers. Deputy Colbert is a asset to the corrections division.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D Colbert DATE: 9-7-11
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: Lt Maurice Clouery DATE: 9-7-11

DEPARTMENT HEAD: Majr Dale A. Jackson DATE: 9-8-11

BIDD COUNTY HUMAN RESOURCES
Performance Evaluation



Employee Name: Colbert Anthony Supervisor: Lt. Maurice Clowers
Job Title: Deputy Sheriff Date: 9-7-11

(Circle the correct response).

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Quality is exceptional in all respects.
2. Usually high-grade work is consistently performed.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies to his/her work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situation, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Colbert, A.

Ability to learn. Consider employ. mental ability in mastering new rout. grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comment: _____

If applicable, list Employee's special job accomplishments since last evaluation:

If applicable, specify needed action for Employee's improvement:

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. Clowers/Patterson

Position: Deputy Sheriff

Date: 04/21/11

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/ herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert is a senior field training officer assigned to the corrections division. Deputy Colbert is a hard worker whose experience in the corrections division allows him to perform his duties with very little supervision

Supervisor: Lt. Clous

Date: 4/21/11

Officer: Anthony Colbert

Date: 4/21/11

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor:

Position: Deputy Sheriff

Date: 12/15/10

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/ herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert is a senior officer who works extremely well with his co-workers. Deputy Colbert also assists with the supervision and training of squad members.

Supervisor: St. Maurice Clow

Date: 12/13/10

Officer: Anthony Colbert

Date: 12/13/10

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. Clowers/Patterson

Position: Deputy Sheriff

Date: 08/25/10

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself/ herself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert is a senior officer whose experience has been very valuable in assisting with problems presented during each shift.

Supervisor: Lt. Marie Clow

Date: 8-25-10

Officer: Anthony Colbert

Date: 08-25-10

DIBB COUNTY HUMAN RESOURCES DEPARTMENT
MERIT INCREASE REVIEW FORM

** RETURN TO PERSONNEL BY: 09/15/10 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/30/10

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON: 10/01/10 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 13 RATE OF PAY: 1,711.67 SEMI-MONTHLY

TO: GRADE: _____ STEP: _____ RATE OF PAY: * LONGEVITY REACHED *

* REVIEW ONLY *

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE USED AN EXCESSIVE AMOUNT OF SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH
 SUPERVISOR POLICIES & PROCEDURES OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL EMPLOYEE HAS: PERFORMED EFFECTIVELY IMPROVED
MADE LITTLE OR NO CHANGE HAS NOT PERFORMED EFFECTIVELY
- 8. EMPLOYEE'S OVERALL JOB PERFORMANCE:
EXCEEDS EXPECTATIONS MEETS EXPECTATIONS BELOW EXPECTATIONS

COMMENTS: Deputy Colbert is a senior training officer. He is quick to assist others and provide guidance when needed.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D. Colbert DATE: 9-9-10
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: Lt. Maurice Chunn DATE: 9-9-10

DEPARTMENT HEAD: Mary Helen C. Jackson DATE: 9-10-10

DIBB County Human Resources
Performance Evaluation



Employee Name: Colbert Anthony Supervisor: Lt. Maurice Chouros
Job Title: Deputy Sheriff Date: 9-9-10

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Quality is exceptional in all respects.
2. Usually high-grade work is consistently performed.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies to his/her work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situation, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comment: _____

If applicable, list Employee's **special** job accomplishments since last evaluation:

If applicable, specify needed action for Employee's improvement:

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor: Lt. Fred Williams

Position: Deputy Sheriff Date: 3-19-10

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
- ③ Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert continues to perform well. He has really worked well assisting with the training of the newly hired deputies. His experience at the Sheriff's office makes him a prime candidate for promotion to the level of supervision.

Supervisor: Lt. Fred William Date: 3-19-10
Officer: Deputy Colbert Date: 3-19-10

Employee Name: Colbert, Anthony Supervisor Lt. Fred. Williams
Position: Deputy Sheriff Date: 1-28-10
Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
- ③ Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
- ② Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
- ② Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert is a veteran Law Enforcement officer. He displays a positive attitude which makes it easy for him to train newly hired officers, as a field Training Officer, He constantly volunteers to work with other squads whenever they are short on manpower, which helps to accomplish the mission of the Corrections Division.

Supervisor: H. Fredy Willic

Date: 1-28-10

Officer: Anthony Colbert

Date: 1-28-10

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor: Lt. Fred Williams

Position: Deputy Sheriff Date: 09-03-09

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
- ③ Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- ① Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert is an experienced officer. He uses his experience to assist with the training of younger officers. He can be depended upon to complete all assigned tasks with a high level of accuracy.

Deputy Colbert has been written up for failure to report to the rear lobby in a timely manner to handle court in the new courtroom in the visitation area.

Supervisor: St. Fredy William Date: 09-03-09
Officer: Anthony Colbert Date: 09-09-09

BIBB COUNTY HUMAN RESOURCES DEPARTMENT
MERIT INCREASE REVIEW FORM

** RETURN TO PERSONNEL BY: 09/15/09 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/27/09

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON: 10/01/09 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: 501 STEP: 13 RATE OF PAY: 1,711.67 SEMI-MONTHLY
TO: GRADE: _____ STEP: _____ RATE OF PAY: * LONGEVITY REACHED *
* REVIEW ONLY *

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE USED AN EXCESSIVE AMOUNT OF SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH
 SUPERVISOR POLICIES & PROCEDURES OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL EMPLOYEE HAS: PERFORMED EFFECTIVELY IMPROVED
MADE LITTLE OR NO CHANGE HAS NOT PERFORMED EFFECTIVELY
- 8. EMPLOYEE'S OVERALL JOB PERFORMANCE:
EXCEEDS EXPECTATIONS MEETS EXPECTATIONS BELOW EXPECTATIONS

COMMENTS: Deputy Colbert is an experienced officer. He uses his experience to assist with the training of younger officers. He can be depended upon to complete all assigned tasks with a high level of accuracy.

BASED ON THIS EVALUATION I (RECOMMEND - DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D. Colbert DATE: 09-03-09
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: St. Fred Wilkins DATE: 09-01-09

DEPARTMENT HEAD: Maja Stella Lopez DATE: 9-3-09

Performance Evaluation



Employee Name: Colbert, Anthony D. Supervisor: Lt. Fred Williams

Job Title: Deputy Sheriff Date: 09-01-09

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Quality is exceptional in all respects.
- 2. Usually high-grade work is consistently performed.
- ③ Quality is of high grade, but not exceptional.
- 4. Work is reasonably complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies to his/her work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. A minimum of supervision required.
- ② Applies himself well but occasionally needs direction and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied upon to get desired results without considerable supervision.
- 5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situation, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
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- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
- ③ Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- ① Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comment: _____

If applicable, list Employee's **special** job accomplishments since last evaluation:

If applicable, specify needed action for Employee's improvement:

Employee Name: Colbert, Anthony Supervisor Lt. Fred Williams
Position: Deputy Sheriff Date: 5-7-09

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
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3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert has a lot of experience in the
Corrections and Patrol Divisions. He uses his experience
to assist with the development of less experienced
Co-workers.

Supervisor: Lt. Fred Willis

Date: 5-7-09

Officer: Anthony Colbert

Date: 5-7-09



**Office of the Sheriff
Jerry M. Modena, Sr.
Bibb County, Georgia**

P.O. Box 930
Macon, Georgia 31202-0930
(478) 746-9441
FAX (478) 621-5681

David J. Davis
Chief Deputy
Law Enforcement Services

Russell Nelson
Chief Deputy
Corrections & Court Services

March 19, 2009

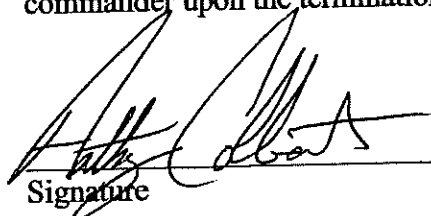
TO ALL SHERIFF'S OFFICE PERSONNEL

It is of utmost importance that Bibb County Sheriff's Office personnel safeguard the security of identification cards, folders and badges which are issued to them. When not carried on the employee's person, these articles should be left in a secure location, either at home or at the office, and never displayed or stored within an automobile, where they are an easy target for thieves who could steal and misuse them.

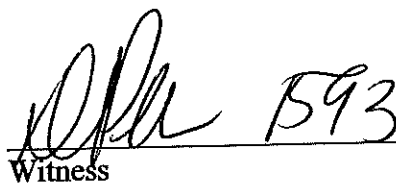
As has been the policy in the past, personnel who lose their Sheriff's Office identification articles must submit a written statement outlining when, where and how they lost the articles immediately upon realizing that an article is missing. Failure to do so will be grounds for disciplinary action.

Individuals who lose their identification card or folder will be required to pay retail cost to have the articles replaced. Please note that this applies only to lost or stolen materials. Personnel will not be charged for items which need replacing due to normal wear and tear.

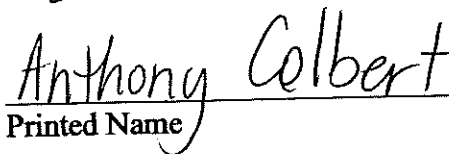
All identification cards, badges and folders are to be turned in to your division commander upon the termination of your employment from the Bibb County Sheriff's Office.



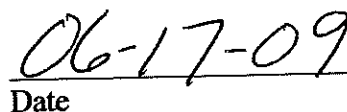
Signature



Witness



Printed Name



Date

\$5

JUNE 00, 2001

TO: CINDY GRESHAM

FROM: ANTHONY (T.C.) COLBERT

RE: ID BADGE REPLACEMENT

I AM REQUESTING ANOTHER GOLD BIBB ID BADGE
DUE TO THE FACT THAT I CANNOT LOCATE MY ISSUED
ONE AT THIS TIME.

ANTHONY (T.C.) COLBERT

Anthony Colbert #1139

04-23-09

To: Major Jackson

I, ANTHONY COLBERT have already attended mandate school.

Signature/ Badge# Anthony Colbert #1139

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. E. Taylor

Position: Deputy Sheriff / Corrections

Date: 12-31-08

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
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- 4. Work is reasonable complete, accurate, and presentable.
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Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

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Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
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Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
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- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
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Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

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- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Officer Colbert is veteran officer well versed in several aspects of law enforcement. The experience he possesses provides a useful resource to A-Squad.

Supervisor: _____

Officer: _____

Date: _____

Date: _____



Georgia Department Of
DRIVER SERVICES

MVR Search Results as of 11/3/2008 12:47:31 PM

Confirmation#: 01683207010966000

COLBERT, ANTHONY DWAYNE

DOB: [REDACTED]
License Number: [REDACTED]
Gender: Male

Documents Issued

License Class: C
Issued: 01/11/2005
Expires: [REDACTED]

Type: Veteran
Restrictions: None

Non-Commercial Privilege: Valid
Commercial Privilege: Not Licensed
Limited Permit: NA
Current Points: 00
Original Issue Date: [REDACTED]

Driver History
Years Requested: 7

Citation(s)
No Citation information was found on this Individual.

Withdrawal(s)
No Withdrawal information was found on this Individual.

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony

Supervisor: Lt. E. Taylor

Position: Deputy Sheriff / Corrections

Date: 8-25-08

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

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Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
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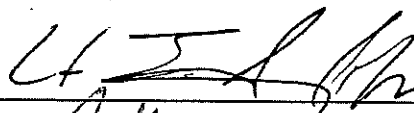
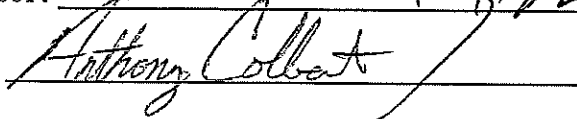
Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
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- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Officer Colbert is veteran officer well versed in several aspects of law enforcement. The experience he brings to the table is a useful resource to A-Squad.

Supervisor: 
Officer: 

Date: 8-25-08
Date: 08-25-08

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/08 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/28/08

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON 10/01/08 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 13 RATE OF PAY: 1,711.67 SEMI-MONTHLY
TO: GRADE: _____ STEP: _____ RATE OF PAY: * LONGEVITY REACHED *
* REVIEW ONLY *

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
- 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

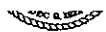
COMMENTS: Officer Colbert is veteran officer well versed in several aspects of law enforcement. The experience he brings to the table is a useful resource to the squad as well as the division.

BASED ON THIS EVALUATION I (RECOMMEND - DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony Colbert DATE: 9-3-08
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: [Signature] DATE: 9-3-08

DEPARTMENT HEAD: [Signature] DATE: 9-05-08



Employee Name: Anthony Colbert Supervisor: H. E. Taylor
 Job Title: Deputy - Sheriff (Comm.) Date: 9-3-08

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
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5. Amount of work entirely inadequate.

Comments: _____

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Comments: _____

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4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situation, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
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4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routines, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comment: _____

If applicable, list Employee's **special** job accomplishments since last evaluation:

If applicable, specify needed action for Employee's improvement:

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert Anthony

Supervisor: Lt Taylor, Lt Jordan

Position: Deputy Sheriff

Date: 4-30-08

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert is a veteran officer that knows his job well. He's very dependable and he justifies the utmost confidence and minimum supervision is required. Given the opportunity Deputy Colbert could go far in this organizations.

Supervisor: 

Date: 5-6-08

Officer: DEPUTY 

Date: 5-6-08

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: T C Colbert

Supervisor: Capt W Ennis

Position: Deputy

Date: 05-14-07

Is this employee's job properly described in the job description? Yes No

(Check the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade of work is consistently performed.
- 2. Quality is exceptional in all respects.
- 3. Quality is of high grade, but not exceptional
- 4. Work is reasonable complete, accurate, and presentable.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

- 1. Justifies utmost confidence. Minimum of supervision required.
- 2. Applies himself well but occasionally needs directions and supervision.
- 3. Fairly reliable and conscientious. Normal supervision required.
- 4. Cannot always be relied on to get desired results w/o considerable supervision.
- 5. Work usually lacking in thoroughness, accuracy, or neatness.

Judgement. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgment in unusual situations, where discretion is allowed.

- 1. Thinks quickly and logically in all situations. Judgment can always be depended on.
- 2. Judgment usually of a high degree.
- 3. Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

- 1. Brilliant and keen-minded, coupled with eagerness to learn.
- 2. Quick to grasp new ideas and methods.
- 3. Learns satisfactorily.
- 4. Learns by excessive repetition. Needs guidance.
- 5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

- 1. Enthusiastic about type of work; booster of firm
- 2. Happy on job; favorable attitude toward firm.
- 3. Seems to be satisfied with job and firm.
- 4. Shows little interest in either job or firm.
- 5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

- 1. Exceptionally successful in working with and assisting others.
- 2. Quick to volunteer to work with and assist others.
- 3. Generally works well with and assists others.
- 4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
- 5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- 1. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations.
- 2. Capable of developing beyond present level of work.
- 3. Has probably reached most suitable job or level of work.
- 4. Barely capable of handling present level of work.
- 5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments. Deputy Colbert is performing well in the Corrections Division.

Supervisor: Capt W. Grumi

Date: 5-14-07

Officer: Anthony Colbert

Date: 5-30-07

PERFORMANCE EVALUATION

Employee Name: COLBERT ANTHONY Supervisor LT TAYLOR, LT JORDAN

Position: DEPUTY SHERIFF Date: 12-25-07

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
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Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

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2. Applies himself well but occasionally needs direction and supervision.
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4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions, and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
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4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
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3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- ① Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: DEPUTY COLBERT IS A VETERAN OFFICER THAT KNOWS HIS JOB WELL. HE WORKS WELL WITH OTHERS AND ASSISTING OTHERS. DEPUTY COLBERT IS AN OUTSTANDING CANDIDATE FOR FUTURE DEVELOPMENT.

Supervisor: _____

LT J. Senla

Date: _____

12-25-06

Officer: _____

Anthony Colbert

Date: _____

12-25-06

PERFORMANCE EVALUATION

Employee Name: COLBERT ANTHONY Supervisor LT TAYLOR / LT JORDAN

Position: DEPUTY SHERIFF / CORRECTION Date: 8-25-07

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

- 1. Extraordinary volume of work completed.
- 2. Consistently turns out a good volume of work.
- 3. Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.
- 5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

- 1. Unusually high-grade work is consistently performed.
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Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

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Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions, and judgement in unusual situations, where discretion is allowed.

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Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
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3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

Supervisor: LT JORDAN

Date: 8-25-07

Date: 8-25-07

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/07 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/29/07

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON 10/01/07 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 12 RATE OF PAY: 1,645.80 SEMI-MONTHLY
TO: GRADE: S01 STEP: 13 RATE OF PAY: 1,711.67 SEMI-MONTHLY

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
- 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: DEPUTY COLBERT IS A VETERAN OFFICER, THAT KNOWS HIS JOB AND WORKS WELL WITH HIS CO-WORKERS. GIVEN THE OPPORTUNITY DEPUTY COLBERT COULD GO FAR IN THIS ORGANIZATION.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D. Colbert DATE: 09-10-07
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: LT Jones DATE: 9-10-07

DEPARTMENT HEAD: Mykayl Reed DATE: 9/11/07

Bibb County Department of Personnel

Performance Evaluation



Employee Name: ANTHONY COLBERT Supervisor LT TAYLOR. LT JORDAN
Job Title: DEPUTY SHERIFF - CORRECTION Date: 9-10-07

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
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4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
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5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

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4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

If applicable, list Employee's **special** job accomplishments since last evaluation: _____

If applicable, specify needed action for Employee's improvement: _____

LRD: (PERSONNEL USE)

BIBB COUNTY

PERSONNEL ACTION FORM

T/C

KEY: (PERSONNEL USE)

MO.	DAY	YEAR
-----	-----	------

FROM:			
TO:			

REV. 8/82

A CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAY CHANGE	<input type="checkbox"/> RECLASS	<input type="checkbox"/> CHANGE IN PERSONAL DATA	<input type="checkbox"/> TERMINATION
<input type="checkbox"/> REHIRE	<input type="checkbox"/> JOB CHANGE	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> CHANGE IN PAYROLL GROUP	<input type="checkbox"/> START LEAVE OF ABS.
	<input checked="" type="checkbox"/> TRANSFER			<input type="checkbox"/> RETURN LEAVE OF ABS.

B COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

EMPLOYEE STATUS	EMPLOYEE'S LAST NAME	FIRST NAME	MID. INT.	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)		
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony	D	28001	MO. 06	DAY 08	YEAR 07

C COMPLETE THIS SECTION FOR NEW HIRE, REHIRE, CHANGE IN PAYROLL GROUP

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> MONTHLY \$ <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY <input type="checkbox"/> 23						

D COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> MONTHLY \$ <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> 23		S01	12	071	Deputy Sheriff	409
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> MONTHLY \$ <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> 23		S01	12	071	Deputy Sheriff	412

E PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES

<input type="checkbox"/> FT. HOURS WORKED <input type="checkbox"/> PT. (PER WEEK)	WORKER'S COMPENSATION IND. <input type="checkbox"/> Y <input type="checkbox"/> N	VACATION: SICK LEAVE IND. <input type="checkbox"/> Y <input type="checkbox"/> N
--	---	--

F COMPLETE PENSION INFORMATION

<input type="checkbox"/> GENERAL	<input type="checkbox"/> LAW ENFORCEMENT
<input type="checkbox"/> STATE	<input type="checkbox"/> TEACHERS <input type="checkbox"/> NONE

G COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES. ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS.

PERSONAL DATA:

SOCIAL SECURITY NO.	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	BIRTH DATE	EMPLOYEE'S TELEPHONE NO. ()
EMPLOYEE'S STREET ADDRESS OR P.O. BOX NO.		CITY	STATE ZIP
IF NAME CHANGED, ENTER FORMER NAME		EDUCATION (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	SPOUSE'S FULL NAME
INSURANCE BENEFICIARY: FULL NAME		RELATIONSHIP	ADDRESS
PENSION BENEFICIARY: FULL NAME		ADDRESS	

H COMPLETE FOR LEAVE OF ABS. OR RETURN FROM LEAVE

<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID	<input type="checkbox"/> MILITARY <input type="checkbox"/> MATERNITY <input type="checkbox"/> PERSONAL <input type="checkbox"/> ILLNESS <input type="checkbox"/> SUSPENSION FROM DUTIES	ESTIMATED RETURN DATE: _____
<input type="checkbox"/> RETURN FROM LEAVE	DATE RETURNED: _____	

I EEOC INFORMATION

<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> ORIENTAL <input type="checkbox"/> AMERICAN-INDIAN <input type="checkbox"/> SPANISH-SURNAME <input type="checkbox"/> OTHER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
---	--

CHECK REASON AND EXPLAIN COMPLETELY BELOW IN REMARKS

J TERMINATION/OFF RAYROLL

<input type="checkbox"/> QUIT 1 VOLUNTARY	<input type="checkbox"/> LAID-OFF 2 LACK OF WORK	<input type="checkbox"/> INVOLUNTARILY 3 DISCHARGED	<input type="checkbox"/> RETIREMENT 4	<input type="checkbox"/> DEATH 5	<input type="checkbox"/> LEAVE OF ABSENCE 6	ELIGIBLE FOR REHIRE <input type="checkbox"/> YES <input type="checkbox"/> NO
--	---	--	--	-------------------------------------	--	---

ADDITIONAL INFORMATION

K REMARKS

Employee was transferred to Patrol on paper on 02-26-07 to make room for new hires in corrections but was not ever physically... This... rev use the...

APPROVALS AND REVIEW

1. DEPT. HEAD APPROVAL	DATE 06/28/07
2. PERSONNEL REVIEW	DATE 6-3-07
3. DIR. OF PERSONNEL APPROVAL	DATE 6-28-07
4. PAYROLL ACTION TAKEN	DATE 6-25-07

JUN 08 2007
BENEFITS OFFICE

Filled Vacans 91747
Created Vacans 91762

RECEIVED

FEB 2 8 2007

RECEIVED

FEB 2 1 2007

T. BROWN

BIBB COUNTY PERSONNEL ACTION FORM

LRD: (PERSONNEL USE)
 MO. DAY YEAR

T/C FROM: 23 412
 TO: 23 409

REV. 6/82

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

NEW HIRE PAY CHANGE RECLASS CHANGE IN PERSONAL DATA TERMINATION
 REHIRE JOB CHANGE PROMOTION CHANGE IN PAYROLL GROUP START LEAVE OF ABS.
 TRANSFER CHANGE IN PAYROLL GROUP RETURN LEAVE OF ABS.

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

EMPLOYEE STATUS	EMPLOYEE'S LAST NAME	FIRST NAME	MID. INT.	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony	D	28001	MO. DAY YEAR 02 26 07

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE, CHANGE IN PAYROLL GROUP

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> BI-MONTHLY \$ <input type="checkbox"/> HOUR DAILY <input type="checkbox"/> 23						

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> BI-MONTHLY \$ <input type="checkbox"/> HOUR DAILY <input type="checkbox"/> 23		S01	12	071	Deputy Sheriff	412
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> BI-MONTHLY \$ <input type="checkbox"/> HOUR DAILY <input type="checkbox"/> 23		S01	12	071	Deputy Sheriff	409

PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES			COMPLETE PENSION INFORMATION			
<input type="checkbox"/> FT HOURS WORKED <input type="checkbox"/> PT (PER WEEK)	WORKER'S COMPENSATION IND. <input type="checkbox"/> Y <input type="checkbox"/> N	VACATION: SICK LEAVE IND. <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> GENERAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> STATE <input type="checkbox"/> TEACHERS <input type="checkbox"/> NONE			

COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES. ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS.

PERSONAL DATA:

SOCIAL SECURITY NO.	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	BIRTH DATE	EMPLOYEE'S TELEPHONE NO. ()
EMPLOYEE'S STREET ADDRESS OR P.O. BOX NO.		CITY	STATE ZIP
IF NAME CHANGED, ENTER FORMER NAME		EDUCATION (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	SPOUSE'S FULL NAME
INSURANCE BENEFICIARY: FULL NAME		RELATIONSHIP	ADDRESS
PENSION BENEFICIARY: FULL NAME		ADDRESS	

COMPLETE FOR LEAVE OF ABS. OR RETURN FROM LEAVE			EEOC INFORMATION			
<input type="checkbox"/> PAID <input type="checkbox"/> MILITARY <input type="checkbox"/> MATERNITY <input type="checkbox"/> UNPAID <input type="checkbox"/> PERSONAL <input type="checkbox"/> ILLNESS <input type="checkbox"/> SUSPENSION FROM DUTIES	ESTIMATED RETURN DATE: _____		<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> ORIENTAL <input type="checkbox"/> AMERICAN-INDIAN <input type="checkbox"/> SPANISH-SURNAME <input type="checkbox"/> OTHER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
<input type="checkbox"/> RETURN FROM LEAVE	DATE RETURNED: _____					

CHECK REASON AND EXPLAIN COMPLETELY BELOW IN REMARKS

TERMINATION/OFF PAYROLL						ELIGIBLE FOR REHIRE	
<input type="checkbox"/> QUIT VOLUNTARY 1	<input type="checkbox"/> LAID-OFF LACK OF WORK 2	<input type="checkbox"/> INVOLUNTARILY DISCHARGED 3	<input type="checkbox"/> RETIREMENT 4	<input type="checkbox"/> DEATH 5	<input type="checkbox"/> LEAVE OF ABSENCE 6	<input type="checkbox"/> YES <input type="checkbox"/> NO	

REMARKS	Lateral transfer, Corrections to Patrol	SIGN BELOW	
		APPROVALS AND REVIEW	
		1. DEPT. HEAD APPROVAL	DATE
		2. PERSONNEL REVIEW	DATE
		3. DIR. OF PERSONNEL APPROVAL	DATE
4. PAYROLL ACTION TAKEN	DATE		
5. FINAL PERSONNEL REVIEW	DATE		

Vacant 9/16/75



**Office of the Sheriff
Jerry M. Modena, Sr.
Bibb County, Georgia**

P.O. Box 930
Macon, Georgia 31202-0930
(478) 746-9441
FAX (478) 621-5681

David J. Davis
Chief Deputy
Law Enforcement Services

Russell Nelson
Chief Deputy
Corrections & Court Services

TO: Major Montford
Major Pearce
Major White
Captain Hall

FROM: Acting Chief Davis

DATE: February 19, 2007

RE: Personnel Transfers

On Monday, 02-26-07, the following transfers will take place:

Deputy Servando Saldivar will be transferred from Patrol to the Drug Task Force.
Deputy Scott Crosby will be transferred from Detention to Patrol.

Also on Monday, 02-26-07, the following transfers will take place on paper only. The officers will remain in their current positions until notified of the date they will move.

Deputy Anthony Colbert will be transferred from Corrections to Patrol.
Deputy Joretta Smith will be transferred from Corrections to Patrol.
Deputy David Morgan will be transferred from Corrections to Patrol.

The officers named above should contact the major of the division they are moving to, in order to receive reporting instructions.

DJD/cg

cc Chief Nelson
Deputy Saldivar
Deputy Crosby
Deputy Colbert
Deputy Smith
Deputy Morgan

Acting Chief David Davis

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/06 **

TO: SHERIFF-CORRECTIONS (JAIL) DATE: 08/29/06

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON 10/01/06 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM:	GRADE:	<u>SG1</u>	STEP:	<u>11</u>	RATE OF PAY:	<u>1,583.40</u>	<u>SEMI-MONTHLY</u>
TO:	GRADE:	<u>SG1</u>	STEP:	<u>12</u>	RATE OF PAY:	<u>1,645.80</u>	<u>SEMI-MONTHLY</u>

1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: Officer Colbert is a seasoned veteran who continues to display a high level of dependability.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony W. Colbert DATE: 09-13-06
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: [Signature] DATE: 9-10-06

DEPARTMENT HEAD: [Signature] DATE: 9/14/06

Bibb County Department of Personnel

Performance Evaluation



Employee Name: Anthony Colbert Supervisor Lt. Eli Taylor
Job Title: Deputy-Sheriff Date: 9-10-06

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

- ① Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

If applicable, list Employee's **special** job accomplishments since last evaluation: _____

If applicable, specify needed action for Employee's improvement: _____

BIBB COUNTY DEPARTMENT OF PERSONNEL MERIT INCREASE REVIEW FORM

*** RETURN TO HUMAN RESOURCES ASAP ***

TO: SHERIFF - CORRECTIONS (JAIL) DATE: 10/04/05

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 412 EMPLOYEE NO: 28001

ON 10/01/05 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 10 RATE OF PAY: \$1,521.87 SEMI-MONTHLY
 TO: GRADE: S01 STEP: 11 RATE OF PAY: \$1,583.40 SEMI-MONTHLY

1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
 EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
 EXCEPTIONAL GOOD SATISFACTORY POOR
5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
 EXCEPTIONAL GOOD SATISFACTORY POOR
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
 EXCEPTIONAL GOOD SATISFACTORY POOR
7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
 IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
 FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: Deputy Colbert has been recognized to be included in the Candidates list

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D. Colbert DATE: 10-05-05
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: Capt. W. Egan DATE: 10-5-05

DEPARTMENT HEAD: [Signature] DATE: 10-5-05



Bibb County Department of Personnel

Performance Evaluation

Employee Name: ANTHONY COLBERT Supervisor Capt. Ennis

Job Title: DEPUTY (CORRECTIONS DIV.) Date: 10-05-05

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routines, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

If applicable, list Employee's **special** job accomplishments since last evaluation: _____

If applicable, specify needed action for Employee's improvement: _____

RECEIVED

AUG 04 2005

LRD: (PERSONNEL USE)

MO.	DAY	YEAR

BIBB COUNTY PERSONNEL ACTION FORM

T/C

KEY: (PERSONNEL USE)

M:	23	412	
TO:			

REV. 6/82

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAY CHANGE	<input type="checkbox"/> RECLASS	<input type="checkbox"/> CHANGE IN PERSONAL DATA	<input type="checkbox"/> TERMINATION
<input type="checkbox"/> REHIRE	<input type="checkbox"/> JOB CHANGE	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> CHANGE IN PAYROLL GROUP	<input type="checkbox"/> START LEAVE OF ABS.
	<input type="checkbox"/> TRANSFER			<input checked="" type="checkbox"/> RETURN LEAVE OF ABS.

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

EMPLOYEE STATUS	EMPLOYEE'S LAST NAME	FIRST NAME	MID. INT.	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)		
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony	D	28001	MO. 07	DAY 26	YEAR 05

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE, CHANGE IN PAYROLL GROUP

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
WEEKLY 22 <input type="checkbox"/> MONTHLY <input type="checkbox"/>	\$				Deputy	
<input type="checkbox"/> HOUR <input type="checkbox"/> DAILY <input type="checkbox"/> 23						

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
WEEKLY 22 <input type="checkbox"/> MONTHLY <input type="checkbox"/>	\$					
<input type="checkbox"/> HOUR <input type="checkbox"/> DAILY <input type="checkbox"/> 23						

PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES

<input type="checkbox"/> FT HOURS WORKED	<input type="checkbox"/> PT (PER WEEK)	WORKER'S COMPENSATION IND. <input type="checkbox"/> Y <input type="checkbox"/> N	VACATION; SICK LEAVE IND. <input type="checkbox"/> Y <input type="checkbox"/> N
--	--	---	--

COMPLETE PENSION INFORMATION

<input type="checkbox"/> GENERAL	<input type="checkbox"/> LAW ENFORCEMENT
<input type="checkbox"/> STATE	<input type="checkbox"/> TEACHERS <input type="checkbox"/> NONE

PERSONAL DATA:

COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES. ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS.

SOCIAL SECURITY NO.	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	BIRTH DATE	EMPLOYEE'S TELEPHONE NO. ()
EMPLOYEE'S STREET ADDRESS OR P.O. BOX NO.		CITY	STATE ZIP
IF NAME CHANGED, ENTER FORMER NAME		EDUCATION (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	SPOUSE'S FULL NAME
INSURANCE BENEFICIARY: FULL NAME		RELATIONSHIP	ADDRESS
PENSION BENEFICIARY: FULL NAME		ADDRESS	

COMPLETE FOR LEAVE OF ABS. OR RETURN FROM LEAVE

<input type="checkbox"/> PAID	<input type="checkbox"/> MILITARY	<input type="checkbox"/> MATERNITY	ESTIMATED RETURN
<input type="checkbox"/> UNPAID	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> ILLNESS	DATE: _____
	<input type="checkbox"/> SUSPENSION FROM DUTIES		
<input checked="" type="checkbox"/> RETURN FROM LEAVE	DATE RETURNED: 07-26-2005		

EEOC INFORMATION

<input type="checkbox"/> BLACK	<input type="checkbox"/> MALE
<input type="checkbox"/> WHITE	
<input type="checkbox"/> ORIENTAL	
<input type="checkbox"/> AMERICAN-INDIAN	
<input type="checkbox"/> SPANISH-SURNAME	<input type="checkbox"/> FEMALE
<input type="checkbox"/> OTHER	

CHECK REASON AND EXPLAIN COMPLETELY BELOW IN REMARKS

TERMINATION/OFF RAYROLL						ELIGIBLE FOR REHIRE	
<input type="checkbox"/> QUIT VOLUNTARY	<input type="checkbox"/> LAID-OFF LACK OF WORK	<input type="checkbox"/> INVOLUNTARILY DISCHARGED	<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> DEATH	<input type="checkbox"/> LEAVE OF ABSENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ADDITIONAL INFORMATION

REMARKS	Back on job from military leave on 07-26-2005
---------	---

SIGN BELOW

APPROVALS AND REVIEW	
1. DEPT. HEAD APPROVAL <i>[Signature]</i>	DATE 8/8/05
2. PERSONNEL REVIEW <i>[Signature]</i>	DATE 7-4-05
3. DIR. OF PERSONNEL APPROVAL <i>[Signature]</i>	DATE 8-7-05
4. PAYROLL ACTION TAKEN <i>[Signature]</i>	DATE 8-30-05

Tuesday, March 29, 2005

RECEIVED
MAR 29 2005

TO: Captain Charles Gunnels
Patrol Division

FROM: Deputy Anthony Colbert

I appreciate the opportunity to remain on Patrol until I complete the next EVOC class. However, due to personal reasons, I respectfully request a transfer to the Corrections Division.

Respectfully submitted,

Deputy Anthony Colbert

cc: Lt. Wayne Hart
Major Robert L. White
Chief James Allen
Sheriff Jerry Modena



Georgia Public Safety Training Center

1000 Indian Springs Drive
Forsyth, Georgia 31029-9599

Phone (478) 993-4000 Fax (478) 993-4406

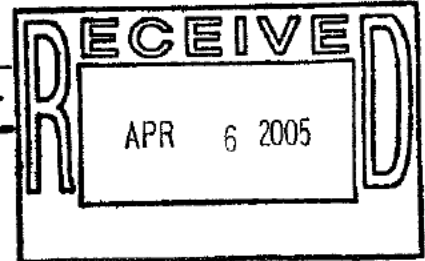
Sonny Perdue
Governor

J. Dale Mann
Director

March 25, 2005

Sheriff Jerry Modena
Bibb County Law Enforcement Center
P.O. Box 930
Macon, GA 31202

FILE
JDM
4-7-05



Dear Sheriff Modena:

In accordance with state mandated academy regulations and Training Center policy, this letter will serve as notification to you that **Anthony Colbert** [redacted] has failed to successfully complete the **Emergency Vehicle Operation** portion of the Basic Law Enforcement Training, for the reason(s) checked below. Failure, dismissal or withdrawal from any Georgia Public Safety Training Center course means that no training credit has been earned nor given to the student and any subsequent readmission to this class must be for the entire length of the course.

- Failure to achieve a minimum passing score on a required written examination.
- Inability to demonstrate minimum skill competence evidenced by failure to achieve a passing score on a required performance examination.
- Absence from scheduled class time for more that 5% of the course length.
- Voluntary withdrawal from the course effective 00/00/0000 at 0:00PM.
- Other: Pre-registered but failed to attend.

Please note that if a peace officer student is dismissed for disciplinary reasons, the Training Center is required to notify the Georgia Peace Officer Standards and Training council within five business days.

We regret any inconvenience this situation has caused and thank you for your continued support and participation in Training Center programs.

Sincerely,

JDM
J. Dale Mann
Director

JDM:wlp
cc: Course File

LRD: (PERSONNEL USE)

MO.	DAY	YEAR
10	1	04

REV. 6/82

BIBB COUNTY PERSONNEL ACTION FORM

T/C: M:

KEY: (PERSONNEL USE)

23	409	
23	412	

CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM

A

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAY CHANGE	<input type="checkbox"/> RECLASS	<input type="checkbox"/> CHANGE IN PERSONAL DATA	<input type="checkbox"/> TERMINATION
<input type="checkbox"/> REHIRE	<input type="checkbox"/> JOB CHANGE	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> CHANGE IN PAYROLL GROUP	<input type="checkbox"/> START LEAVE OF ABS.
<input type="checkbox"/>	<input checked="" type="checkbox"/> TRANSFER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> RETURN LEAVE OF ABS.

COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS

B

EMPLOYEE STATUS	EMPLOYEE'S LAST NAME	FIRST NAME	MID. INT.	EMPLOYEE NUMBER	EFFECTIVE DATE (NOT DATE PREPARED)		
<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	Colbert	Anthony		28001	MO. 04	DAY 06	YEAR 05

COMPLETE THIS SECTION FOR NEW HIRE, REHIRE, CHANGE IN PAYROLL GROUP

C

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY	<input type="checkbox"/> BI-MONTHLY \$ <input type="checkbox"/> 23					

COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS

D

RATE BASE	PAY RATE	GRADE	STEP	JOB CODE	JOB TITLE	DEPT. NO.
<input checked="" type="checkbox"/> WEEKLY 22 <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY	<input type="checkbox"/> BI-MONTHLY \$ 1521.87 <input type="checkbox"/> 23	S01	10	071	Deputy Sheriff	409
<input type="checkbox"/> WEEKLY 22 <input type="checkbox"/> HOUR <input type="checkbox"/> DAILY	<input type="checkbox"/> BI-MONTHLY \$ 1521.87 <input checked="" type="checkbox"/> 23	S01	10	071	Deputy Sheriff	412

PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES			COMPLETE PENSION INFORMATION		
<input type="checkbox"/> FT HOURS WORKED <input type="checkbox"/> PT (PER WEEK)	WORKER'S COMPENSATION IND. <input type="checkbox"/> Y <input type="checkbox"/> N	VACATION: SICK LEAVE IND. <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> GENERAL <input type="checkbox"/> STATE	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> TEACHERS	<input type="checkbox"/> NONE

COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES.
ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS.

G

PERSONAL DATA:			
SOCIAL SECURITY NO.	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	BIRTH DATE	EMPLOYEE'S TELEPHONE NO. ()
EMPLOYEE'S STREET ADDRESS OR P.O. BOX NO.		CITY	STATE ZIP
IF NAME CHANGED, ENTER FORMER NAME		EDUCATION (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	SPOUSE'S FULL NAME
INSURANCE BENEFICIARY: FULL NAME		RELATIONSHIP	ADDRESS
PENSION BENEFICIARY: FULL NAME		ADDRESS	

COMPLETE FOR LEAVE OF ABS. OR RETURN FROM LEAVE			EEOC INFORMATION		
<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID	<input type="checkbox"/> MILITARY <input type="checkbox"/> PERSONAL <input type="checkbox"/> SUSPENSION FROM DUTIES	<input type="checkbox"/> MATERNITY <input type="checkbox"/> ILLNESS	ESTIMATED RETURN DATE: _____	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> ORIENTAL <input type="checkbox"/> AMERICAN-INDIAN <input type="checkbox"/> SPANISH-SURNAME <input type="checkbox"/> OTHER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
<input type="checkbox"/> RETURN FROM LEAVE	DATE RETURNED: _____				

CHECK REASON AND EXPLAIN COMPLETELY BELOW IN REMARKS

J

TERMINATION/OFF PAYROLL						ELIGIBLE FOR REHIRE	
<input type="checkbox"/> QUIT 1 VOLUNTARY	<input type="checkbox"/> LAID-OFF 2 LACK OF WORK	<input type="checkbox"/> INVOLUNTARILY 3 DISCHARGED	<input type="checkbox"/> RETIREMENT 4	<input type="checkbox"/> DEATH 5	<input type="checkbox"/> LEAVE OF 6 ABSENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO

REMARKS	ADDITIONAL INFORMATION	SIGN BELOW
	Lateral transfer, Patrol to Corrections	APPROVALS AND REVIEW
		1. DEPT. HEAD APPROVAL DATE 040805
		2. PERSONNEL REVIEW DATE 4-18-05
		3. DIR. OF PERSONNEL APPROVAL DATE 4-18-05
		4. PAYROLL ACTION TAKEN DATE 4-20-05
	5. FINAL PERSONNEL REVIEW DATE 4/20/05	

RECEIVED

APR 21 2005

T. BROWN



Office of the Sheriff

Bibb County, Georgia

P.O. Box 930

MACON, GEORGIA 31202-0930

(478) 746-9441

FAX (478) 750-2181

Jerry M. Modena, Sr.
SHERIFF

James W. Allen
CHIEF DEPUTY

April 1, 2005

To: Major White
Major Pearce

From: Chief Allen *JWA*

I have received requests from Deputies Anthony Colbert and Jeffery Lary to transfer out of the Patrol Division.

Effective Wednesday, April 6, 2005 Deputy Anthony Colbert and Jeffery Lary are transferred from Patrol to the Corrections Division.

They will need to contact Major Pearce to receive the information concerning squad assignments and on what shift to report for duty.

cc: Sheriff Modena ✓

Tuesday, March 29, 2005

TO: Captain Charles Gunnels
Patrol Division

FROM: Deputy Anthony Colbert

I appreciate the opportunity to remain on Patrol until I complete the next EVOC class. However, due to personal reasons, I respectfully request a transfer to the Corrections Division.

Respectfully submitted,

Anthony Colbert
Deputy Anthony Colbert

cc: Lt. Wayne Hart
Major Robert L. White
Chief James Allen
Sheriff Jerry Modena



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Jerry M. Modena, Sr.
SHERIFF

James W. Allen
CHIEF DEPUTY

March 28, 2005

To: Deputy T.C. Colbert
Re: EVOC

Fr: Captain Gunnels

Deputy Colbert,

On March 25th you failed to satisfactorily complete the Emergency Vehicle Operation course at the GSPTC. There should be no reason for a deputy sheriff holding the rank of Sergeant not to pass a driving course.

Effective this date, you will no longer hold the rank of Administrative Sergeant. You will reschedule the EVOC class at the earliest possible time. Failure to complete the course will result in your reassignment to Corrections or Detention Division. You will park your Bibb County issued vehicle at the Bibb County Law Enforcement Center until you satisfactorily complete the EVOC class. During this period you will not use your Bibb County issued vehicle for personal use or off-duty employment. You are responsible for your transportation to and from work. Effective shift change on April 2nd, you will assume Saldivar's schedule in B-Sector.

Cc: Chief Allen
Major White
Lt. Hart
Personnel file

PERFORMANCE EVALUATION

Employee Name: SGT. T. COLBERT Supervisor LT. HART.

Position: PATROL SERGEANT Date: 03/08/05

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
- ③ Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
- ③ Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
- ② Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
- ③ Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
- ③ 3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
- ③ 3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
- ③ 3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② 2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: COLBERT IS A PATROL SERGEANT AND DOES
HIS DUTIES WELL.

Supervisor: LT. Wayne Hart

③

Date: 03-08-05

Officer: SGT. 1 Albert

Date: 03-09-05

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to division head prior to beginning of duty employment)

Officer's Name: ANTHONY COLBERT Date: 020305

Division: PATROL BSO Employment Date: 040191

Present Shift: MID Hours: 10pm to 6am Off Days: THUR & FRI

Business/Individual Offering O.D.E.: BEULAHLAND BIBLE CHURCH

Address of O.D.E. location: 1010 NEWBERG AV

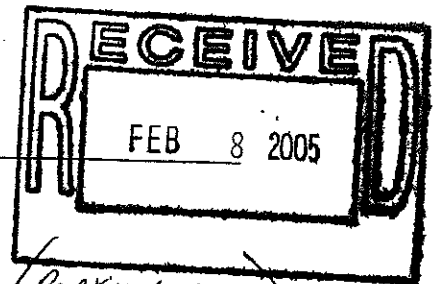
O.D.E. Starting Date: 021005 O.D.E. Ending Date: _____

O.D.E. Hours: Per Day 3 Per Week _____ Per Month 6-9

O.D.E. Salary (per hour): \$ 20⁰⁰ Regular duty hours date of O.D.E. 6pm to 9pm

County Equipment Required for O.D.E.:

Badge & I.D.	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Uniform	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Vehicle	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Weapon	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Radio	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Other	_____	_____



Factors to be considered:

Does business sell/serve alcoholic beverages? yes no

List briefly the duties expected by person offering O.D.E. SECURITY (PARKING LOT)

Does business provide W-2 form? yes no

Does business provide workers' compensation for injuries incurred in non-emergency situations? yes no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? yes no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? yes no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? yes no

Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? yes no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Anthony Colbert
Signature of Officer Requesting O.D.E.

LT. Wayne Hart
Squad Lieutenant's Approval

Captain Summers
Division Captain's Approval

Maj. L. White
Division Head Approval

[Signature]
Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned to division head prior to beginning of duty employment)

Officer's Name: ANTHONY COLBERT Date: 011005

Division: PATROL BSO Employment Date: 040191

Present Shift: DAY Hours: 6 to 2 Off Days: TUES & WEDS

Business/Individual Offering O.D.E.: SONIC

Address of O.D.E. location: PEAKE RD

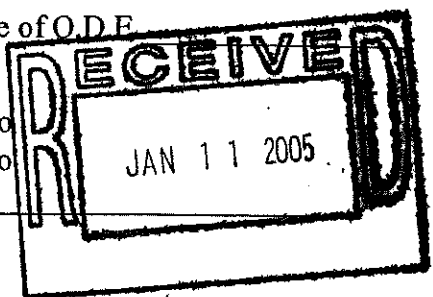
O.D.E. Starting Date: 011405 O.D.E. Ending Date:

O.D.E. Hours: Per Day Per Week Per Month 8

O.D.E. Salary (per hour): \$ 20.00 Regular duty hours date of O.D.E.

County Equipment Required for O.D.E.:

Badge & I.D. [x] yes [] no Uniform [x] yes [] no
Vehicle [x] yes [] no Weapon [x] yes [] no
Radio [x] yes [] no Other



Factors to be considered:

Does business sell/serve alcoholic beverages? [] yes [x] no
List briefly the duties expected by person offering O.D.E. SECURITY (PARKING AREA)

- Does business provide W-2 form? [x] yes [] no
Does business provide workers' compensation for injuries incurred in non-emergency situations? [] yes [x] no
Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? [x] yes [] no
Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? [x] yes [] no
Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? [x] yes [] no
Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? [x] yes [] no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Signature of Officer Requesting O.D.E. (Anthony Colbert)

Squad Lieutenant's Approval (Lt. Wayne Hart)

Division Captain's Approval (Captain Lunnell)

Division Head Approval (R. L. White)

Approval of Sheriff or Chief Deputy (Required if requesting officer is a Division Head)

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned to division head prior to beginning of duty employment)

Officer's Name: ANTHONY COLBERT Date: 01-10-05

Division: PATROL BSO Employment Date: 040191

Present Shift: DAY Hours: 6 to 2 Off Days: TUES & WEDS.

Business/Individual Offering O.D.E.: KRYSTAL

Address of O.D.E. location: RIVERSIDE DR. @ SPRING ST.

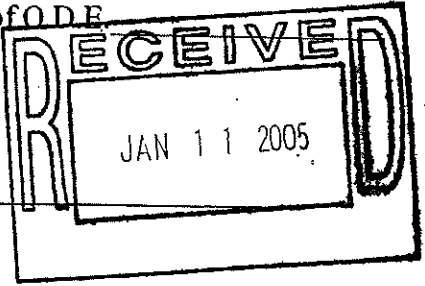
O.D.E. Starting Date: 012805 O.D.E. Ending Date:

O.D.E. Hours: Per Day Per Week Per Month 12

O.D.E. Salary (per hour): \$ 20 Regular duty hours date of O.D.E.

County Equipment Required for O.D.E.:

Badge & I.D. [x] yes [] no Uniform [x] yes [] no
Vehicle [x] yes [] no Weapon [x] yes [] no
Radio [x] yes [] no Other



Factors to be considered:

Does business sell/serve alcoholic beverages? [] yes [x] no

List briefly the duties expected by person offering O.D.E. SECURITY (LOBBY/PARKING AREA)

Does business provide W-2 form? [x] yes [] no

Does business provide workers' compensation for injuries incurred in non-emergency situations? [] yes [x] no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? [x] yes [] no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? [x] yes [] no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? [x] yes [] no

Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? [x] yes [] no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Signature of Officer Requesting O.D.E. (Anthony Colbert)

Squad Lieutenant's Approval (Lt. Wayne Hart)

Division Captain's Approval (Captain Punnels)

Division Head Approval (R. L. White)

Approval of Sheriff or Chief Deputy (Gina W. Allen)

(Required if requesting officer is a Division Head)

PERFORMANCE EVALUATION

Employee Name: A. Colbert (T.C.) Supervisor: Lt. Wayne Hart
Position: Sergeant (Patrol) Date: Jan. 03, 2005

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
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3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
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3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Sgt. Colbert is improving in his
role as shift supervisor.

Supervisor: Lt. Wayne Hart

Date: 01/03/45

Officer: SGT Colbert

Date: 01-03-05

BIBB COUNTY SHERIFF'S OFFICE
OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to Division head prior to beginning of off duty employment)

Officer's Name: ANTHONY COLBERT Date: 12 2001

Division: PATROL BSO Employment Date: 040191

Present Shift: MID Hours: 10PM to 6AM Off Days: THURS. & FRI

Business/Individual Offering O.D.E.: MEDICAL CENTER (CHRISTMAS PARTY)

Address of O.D.E. location: VFW (HARRISON RD)

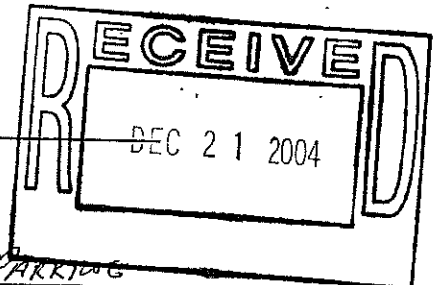
O.D.E. Starting Date: 122304 O.D.E. Ending Date: 122404 (9pm-1am)

O.D.E. Hours: Per Day 4 HRS Per Week _____ Per Month _____

O.D.E. Salary (per hour): \$ 25 Regular duty hours date of O.D.E. _____

County Equipment Required for O.D.E.:

Badge & I.D. yes no Uniform yes no
Vehicle yes no Weapon yes no
Radio yes no Other _____



Factors to be considered:

Does business sell/serve alcoholic beverages? yes no

List briefly the duties expected by person offering O.D.E. SECURITY/PARKING

Does business provide W-2 form? yes no

Does business provide workers' compensation for injuries incurred in non-emergency situations? yes no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? yes no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? yes no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? yes no

Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? yes no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Anthony Colbert
Signature of Officer Requesting O.D.E.

Lt. Wayne Hart
Squad Lieutenant's Approval

Captain Summels
Division Captain's Approval

Maj R. L. White
Division Head Approval

James W. Pitt
Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

BIBB COUNTY SHERIFF'S OFFICE
OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to Division head prior to beginning of off duty employment)

Officer's Name: ANTHONY COLBERT Date: 12 2004

Division: PATROL BSO Employment Date: 040191

Present Shift: MID Hours: 10pm to 6am Off Days: THURS & FRI

Business/Individual Offering O.D.E.: SONIC

Address of O.D.E. location: PEAKE RD.

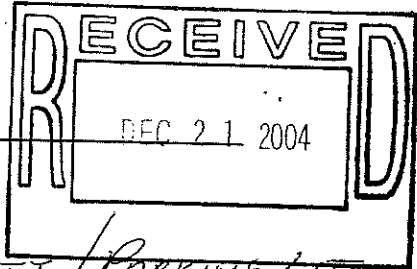
O.D.E. Starting Date: 122404 O.D.E. Ending Date: _____

O.D.E. Hours: Per Day 2 Per Week 4 Per Month 8

O.D.E. Salary (per hour): \$ 17.00 Regular duty hours date of O.D.E. varies

County Equipment Required for O.D.E.:

Badge & I.D.	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Uniform	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Vehicle	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Weapon	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Radio	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Other	_____	_____



Factors to be considered:

Does business sell/serve alcoholic beverages? yes no

List briefly the duties expected by person offering O.D.E. SECURITY / PARKING LOT

Does business provide W-2 form? yes no

Does business provide workers' compensation for injuries incurred in non-emergency situations? yes no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? yes no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? yes no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? yes no

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Anthony Colbert
Signature of Officer Requesting O.D.E.

LT. Wayne Hart
Squad Lieutenant's Approval

Captain Sums
Division Captain's Approval

Wayne R. White
Division Head Approval

James M. Alb
Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)



GRAHAM A. THORPE
CHIEF ASSISTANT DISTRICT ATTORNEY

ROBIN O. FLANDERS
SENIOR ADMINISTRATIVE ASSISTANT
DISTRICT ATTORNEY

OFFICE OF THE DISTRICT ATTORNEY
MACON JUDICIAL CIRCUIT
STATE OF GEORGIA

HOWARD Z. SIMMS
DISTRICT ATTORNEY

JIMMY L. MELVIN
CHIEF INVESTIGATOR

2ND FLOOR GRAND BUILDING
661 MULBERRY STREET
MACON, GA 31201
PHONE (478) 621-6427
FAX (478) 621-6418

December 10, 2004

Deputy Colbert
Bibb Co. Sheriff's Office
Macon, GA 31201

Re: B02-20589

Dear Deputy Colbert:

While we have discussed this case at the time of the reenactment of the wreck, I have never given you a formal answer on the prosecution of this case.

It is my determination, after reviewing all the information that no felony charges are warranted.

Please consider this case closed in that regard.

You and the other traffic officers, should be commended for the thorough investigation.

Call me if you have any questions.

Sincerely,

Elizabeth K. Bobbitt
Assistant District Attorney

EKB:ke

PERFORMANCE EVALUATION

Employee Name: Sgt. Colbert, Anthony Supervisor Lt. Hart

Position: Patrol Sergeant Date: Sept. 28, 2004

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

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4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

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4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

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2. Happy on job; favorable attitude toward firm.
- ③ Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

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- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Sgt. Colbert is a first time sergeant and is doing a fine job.

His duties in running the squad is tough and he seems to

Handle them quiet well.

Sgt. Colbert received a disciplinary action for work performance during the quarter.

Captain Lunnich

Supervisor: Lt. Wainwright

Date: 10/04/04

Officer: SGT. Anthony Colbert

Date: _____

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/04 **

TO: SHERIFF-PATROL (PATROL) DATE: 08/26/04

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 409 EMPLOYEE NO: 28001

ON 10/01/04 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 09 RATE OF PAY: 1,463.80 SEMI-MONTHLY
TO: GRADE: S01 STEP: 10 RATE OF PAY: 1,521.87 SEMI-MONTHLY

1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: Sgt. Colbert is making the adjustment from patrolman to a supervisor. Thus far he is doing a good job. He should improve with more experience.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony Colbert DATE: 9-9-04
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: Lt. Wayne Hart DATE: 9-9-04

DEPARTMENT HEAD: R. L. White DATE: 9-13-04

Bibb County Department of Personnel

Performance Evaluation



Employee Name: Colbert, Anthony Supervisor: L.T. Wayne Hart

Job Title: Deputy (Patrol Sgt.) Date: 9-9-84

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: *Adjusting from patrolman to Patrol Sgt, improving with experience.*

If applicable, list Employee's **special** job accomplishments since last evaluation: _____

If applicable, specify needed action for Employee's improvement: _____

PERFORMANCE EVALUATION

Employee Name: Sgt. Anthony Colbert Supervisor Lt. Wayne Hart

Position: Deputy (Patrol) Date: 06-30-04

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Sgt. Colbert is just learning his duties
as a sergeant, but thus far is doing a
fine job.

Supervisor: Det. Wayne Hart

Date: 6-30-04

Officer: Ally Colbert

Date: 06-30-04



Office of the Sheriff
Bibb County, Georgia
P.O. Box 930
MACON, GEORGIA 31202-0930
(478) 746-9441
FAX (478) 750-2181

Jerry M. Modena, Sr.
SHERIFF

James W. Allen
CHIEF DEPUTY

Monday, June 14, 2004

Deputy Anthony D. Colbert
Patrol Division

Dear Deputy Colbert,

It gives me great honor to inform you that effective today you are being promoted to the rank of Sergeant - Patrol Division.

I would like to commend you for your commitment to the law enforcement profession and for your thirteen (13) years of service with our agency. You have exhibited knowledge, skills and ability and this has not gone unnoticed.

Congratulations on a job well done Sgt. Colbert!

Sincerely,


Major Robert L. White

RLW/sw

cc: Capt. Wayne Ennis
Squad Supervisors
Sheriff Modena
Chief Allen
Cindy Gresham/Personnel files

PERFORMANCE EVALUATION

Employee Name: T. C. Colbert Supervisor: L. A. M. Hill Jr.
Position: Patrol Date: MARCH-31-04

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
- ④ Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
- ② Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
- ③ Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
- ③ Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
- ③ Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Good official and WORKS WELL WITH OTHERS.

Supervisor: L. A. M. Hill JR

Date: MARCH-31-04

Officer: T. C. B. D

Date: MARCH-31-04

PERFORMANCE EVALUATION

Employee Name: Deputy T. Colbert Supervisor Lt. Ted Jones

Position: Patrolman Date: 12-28-03

Is this employee's job properly described in the job description? XX YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
- ③ Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
- ② Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
- ③ Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge:

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert is one of my senior car commanders and proves
by his manner and attitude that he is a professional.

Supervisor: 

Date: 12-28-03

Officer: 

Date: 12-29-03

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/03 **

TO: SHERIFF-PATROL (PATROL) DATE: 08/28/03

NAME: COLBERT ANTHONY D JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23 DEPARTMENT: 409 EMPLOYEE NO: 28001

ON 10/01/03 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: SC1 STEP: 08 RATE OF PAY: 1,407.47 SEMI-MONTHLY
TO: GRADE: SC1 STEP: 09 RATE OF PAY: 1,463.80 SEMI-MONTHLY

- 1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
- 2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
- 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
- 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
- 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
- 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: Deputy Colbert works well and I have no complaints. Deputy Colbert is a pleasure to work with.

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: Anthony D. Colbert DATE: 09/003
(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: R. L. White DATE: 9-11-03

DEPARTMENT HEAD: R. L. White DATE: 9-11-03

Bibb County Department of Personnel

Performance Evaluation



Employee Name: Colbert, Anthony Supervisor: Lt Ted Jones
Job Title: Deputy Sheriff Date: 9-9-03

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Comments: _____

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Comments: _____

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Comments: _____

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Comments: _____

(Continued on Reverse Side)

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Comments: _____

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Comments: _____

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Comments: _____

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

If applicable, list Employee's **special** job accomplishments since last evaluation: _____

If applicable, specify needed action for Employee's improvement: _____

PERFORMANCE EVALUATION

Employee Name: Calbert, T.C. Supervisor LT JONES.

Position: PATROLMAN Date: 09/22/03

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
- ③ Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
- ③ Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

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- ② Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
- ③ Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

Supervisor: *R. L. [Signature]* Date: 09/22/03
Officer: *Anthony W. [Signature]* Date: 092203

PERFORMANCE EVALUATION

Employee Name: Deputy Colbert A. Supervisor Ted Jones

Position: Deputy Patrol Date: 06-21-03

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
- ③ Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
- ③ Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

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4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

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2. Judgment usually of a high degree.
- ③ Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: Deputy Colbert along with being one of my senior car commanders
is a training officer and is still an active member of this
country's Armed Forces. His happy go lucky attitude is refreshing
to the squad.

Supervisor: 

Date: 07-07-03

Officer: _____

Date: _____

PERFORMANCE EVALUATION

Employee Name: Anthony Colbert Supervisor LT. Wayne Hart

Position: Deputy (Patrol) Date: March 9, 2003

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
- ② Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
- ② Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
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4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

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1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: officer Colbert is a senior patrolman and F.T.O.
He does a good job training new officers and can be
counted on to set an example for the junior officers.

Supervisor: pt. Wayne Hart

Date: 3/9/03

Officer: Anthony Colbert

Date: 3-9-03

BIBB COUNTY SHERIFF'S OFFICE

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to division head prior to beginning of off duty employment)

Officer's Name: ANTHONY COLBERT Date: 022803

Division: PATROL BSO Employment Date: 040191

Present Shift: MID Hours: 10pm to 6am Off Days: SAT & SUN

Business/Individual Offering O.D.E.: KRISTAL

Address of O.D.E. location: RIVERSIDE DR AT SPRING ST

O.D.E. Starting Date: 1995 O.D.E. Ending Date: UNK

O.D.E. Hours: Per Day 5 Per Week Varies Per Month 6-12

O.D.E. Salary (per hour): \$ 18.00 Regular duty hours date of O.D.E.

County Equipment Required for O.D.E.:

Badge & I.D. [x] yes [] no Uniform [x] yes [] no
Vehicle [x] yes [] no Weapon [x] yes [] no
Radio [x] yes [] no Other

Factors to be considered:

Does business sell/serve alcoholic beverages? [] yes [x] no
List briefly the duties expected by person offering O.D.E. SECURITY

- Does business provide W-2 form? [x] yes [] no
Does business provide workers' compensation for injuries incurred in non-emergency situations? [] yes [x] no
Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? [x] yes [] no
Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? [x] yes [] no
Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? [x] yes [] no
Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? [x] yes [] no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Anthony Colbert
Signature of Officer Requesting O.D.E.

Lt. W. Hart
Squad Lieutenant's Approval

WWE
Division Captain's Approval
James W. Allen

Maj R. L. White
Division Head Approval

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

BIBB COUNTY SHERIFF'S OFFICE

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to division head prior to beginning of off duty employment)

Officer's Name: ANTHONY COLBERT Date: 022803

Division: PATROL BSO Employment Date: 0410191

Present Shift: MID Hours: 10pm to 6AM Off Days: SAT & SUN

Business/Individual Offering O.D.E.: APAC

Address of O.D.E. location: I 75

O.D.E. Starting Date: AUG 2002 O.D.E. Ending Date: UNK

O.D.E. Hours: Per Day 5 Per Week Varies Per Month 6 TO 12

O.D.E. Salary (per hour): \$25.00 Regular duty hours date of O.D.E. Varies

County Equipment Required for O.D.E.:

Badge & I.D. [x] yes [] no Uniform [x] yes [] no
Vehicle [x] yes [] no Weapon [x] yes [] no
Radio [x] yes [] no Other [x]

Factors to be considered:

Does business sell/serve alcoholic beverages? [] yes [x] no

List briefly the duties expected by person offering O.D.E. TRAFFIC CONTROL

Does business provide W-2 form? [x] yes [] no

Does business provide workers' compensation for injuries incurred in non-emergency situations? [] yes [x] no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? [x] yes [] no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? [x] yes [] no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? [x] yes [] no

Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? [x] yes [] no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Anthony Colbert
Signature of Officer Requesting O.D.E.

Lt. W. Hart
Squad Lieutenant's Approval

HWE
Division Captain's Approval
Gina W. Allen

May R. L. White
Division Head Approval

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

BIBB COUNTY SHERIFF'S OFFICE

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turned in to division head prior to beginning of off duty employment)

Officer's Name: ANTHONY COLBERT Date: 022803

Division: PATROL BSO Employment Date: 0410191

Present Shift: MID Hours: 10pm to 6am Off Days: SAT & SUN

Business/Individual Offering O.D.E.: DOT

Address of O.D.E. location: I 75 (BRIDGE CONSTRUCTION)

O.D.E. Starting Date: FEB 2003 O.D.E. Ending Date: unk

O.D.E. Hours: Per Day 5 Per Week Varies Per Month 6 to 12

O.D.E. Salary (per hour): \$ 25⁰⁰ Regular duty hours date of O.D.E. Varies

County Equipment Required for O.D.E.:

Badge & I.D.	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Uniform	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Vehicle	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Weapon	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Radio	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Other		

Factors to be considered:

Does business sell/serve alcoholic beverages? yes no

List briefly the duties expected by person offering O.D.E. TRAFFIC CONTROL

Does business provide W-2 form? yes no

Does business provide workers' compensation for injuries incurred in non-emergency situations? yes no

Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? yes no

Does the officer take the responsibility on himself for any injury he may incur while employed in an off-duty job where the employer will not provide workers' compensation? yes no

Does the officer understand that Bibb County will not make any payment or provide any defense for claims against the officer arising while the officer is engaged in off-duty employment, including any claims involving the officer's use of a Bibb County vehicle? yes no

Does the officer understand he will immediately become an on-duty officer when an emergency situation arises where a violation of the law occurs in his presence? yes no

THE SIGNATURE OF THE OFFICER BELOW ACKNOWLEDGES HIS/HER UNDERSTANDING OF THE ABOVE FACTORS AND THAT THE SHERIFF RETAINS THE RIGHT TO RESCIND PERMISSION FOR ANY OFF DUTY JOB THAT PLACES THE DEPUTY IN JEOPARDY, ENDANGERS THE PUBLIC, AFFECTS THE GOOD NAME OF THE SHERIFF'S OFFICE, OR AFFECTS THE ABILITY OF THE DEPUTY TO PERFORM HIS/HER ASSIGNED DUTIES.

Anthony Colbert
Signature of Officer Requesting O.D.E.

Lt. W. Hart
Squad Lieutenant's Approval

HCOE
Division Captain's Approval
James W. Allen

Maj R. L. White
Division Head Approval

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

PERFORMANCE EVALUATION

Employee Name: A. Colbert Supervisor LT. Wayne Hart

Position: Deputy Patrol Division Date: _____

Is this employee's job properly described in the job description? _____ YES _____ NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
2. Quality is exceptional in all respects.
3. Quality is of high grade, but not exceptional.
4. Work is reasonably complete, accurate, and presentable.
5. Work usually lacking in thoroughness, accuracy, or neatness.

Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on time, and the amount of supervision required to get the desired results.

1. Justifies utmost confidence. A minimum of supervision required.
2. Applies himself well but occasionally needs direction and supervision.
3. Fairly reliable and conscientious. Normal supervision required.
4. Cannot always be relied upon to get desired results without considerable supervision.
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed.

1. Thinks quickly and logically in all situations. Judgment can always be depended upon.
2. Judgment usually of a high degree.
3. Occasionally makes errors in judgment. Needs some general instruction.
4. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
2. Quick to grasp new ideas and methods.
3. Learns satisfactorily.
4. Learns by excessive repetition. Needs guidance.
5. Slow in learning even simple procedures. Needs constant guidance.

Attitude. Consider attitude toward job and firm.

1. Enthusiastic about type of work; booster of firm.
2. Happy on job; favorable attitude toward firm.
3. Seems to be satisfied with job and firm.
4. Shows little interest in either job or firm.
5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
2. Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with or assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

Supervisor: St. Wayne Hart Date: _____

Officer: Anthony Colata Date: _____

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor LT. Wayne Hart

Position: Deputy (Patrol) Date: Sept. 25, 2002

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

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2. Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____

Supervisor: *W. Wayne Hart*

Date: 9-25-02

Officer: *Arthur Colby*

Date: 09-30-02

**BIBB COUNTY DEPARTMENT OF PERSONNEL
MERIT INCREASE REVIEW FORM**

** RETURN TO PERSONNEL BY: 09/15/02 **

TO: SHERIFF-PATROL (PATROL)

DATE: 08/28/02

NAME: COLBERT ANTHONY D

JOB TITLE: DEPUTY SHERIFF

PAY GROUP: 23

DEPARTMENT: 409

EMPLOYEE NO: 28001

ON 10/01/02 THE ABOVE NAMED EMPLOYEE WILL HAVE COMPLETED THE SERVICE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOLLOWS:

FROM: GRADE: S01 STEP: 07 RATE OF PAY: 1,352.87 SEMI-MONTHLY
TO: GRADE: S01 STEP: 08 RATE OF PAY: 1,407.47 AN SEMI-MONTHLY

1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? YES NO
2. HAS EMPLOYEE ABUSED SICK LEAVE? YES NO
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:
EXCELLENT GOOD POOR NEEDS MORE EXPERIENCE
4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPLOYEES AND PUBLIC IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:
EXCEPTIONAL GOOD SATISFACTORY POOR
7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUED TO PERFORM EFFECTIVELY
IMPROVED MADE LITTLE OR NO CHANGE HAS SLIPPED BACK
8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY POOR
FAIR GOOD VERY GOOD OUTSTANDING

COMMENTS: _____

BASED ON THIS EVALUATION I (RECOMMEND -DO NOT RECOMMEND) THIS EMPLOYEE BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSATION PLAN REGULATIONS.

EMPLOYEE'S SIGNATURE: _____

DATE: 7-4-02

(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW)

SUPERVISOR'S SIGNATURE: _____

DATE: 9-9-02

DEPARTMENT HEAD: Maj R. L. White

DATE: 9-9-02

DISTRIBUTION: ORIGINAL — PERSONNEL DEPT.
1st COPY — EMPLOYEE
2nd COPY — DEPARTMENT FILE

3rd COPY — PAYROLL

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor Lt. Wayne Hart
Position: Deputy (Patrol) Date: Sept. 3, 2002

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
- ② Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

1. Unusually high-grade work is consistently performed.
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Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge.

1. Brilliant and keen-minded, coupled with eagerness to learn.
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3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____



**FIELD TRAINING OFFICER
REQUEST FOR CERTIFICATION**

Name: COLBERT ANTHONY D [REDACTED]
(Last) (First) (M.I.) (Social Security No.)

Agency Name & Address: BIBB COUNTY SHERIFF'S OFFICE
668 OGLETHORPE ST. MACON, GA. 31201

LAW ENFORCEMENT EXPERIENCE (Minimum 3 Years):

Present Agency: From: 04/01/91 To Present (Minimum 2 years)

BIBB COUNTY SHERIFF'S OFFICE From: / / / /

From: / / / /

POST Certification or Registration Number: PBLE-92-0420-5

Completed 40-Hour FTO on: 080902 at MIDDLE GA. POLICE ACADEMY
(Date) (Site)

NOTE: Academy Issued Certificate of F.T.O. Course Completion Must Be Attached

The above Officer's request for Field Training Officer Certification is recommended by this Law Enforcement Agency.

Head of Agency: [Signature] 8-8-02
(Signature) (Date)

Notary: [Signature] 080802
My Commission Expires June 5, (Signature) (Date)

Mail Certificate To: BIBB COUNTY SHERIFF'S OFFICE
668 OGLETHORPE ST
MACON, GA. 31201

Mail Request for Certification To:
Georgia Peace Officer Standards and Training Council
Lavista Perimeter Office Park
5000 Austell-Powder Springs Road
Suite 261
Austell, Georgia 30106

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor LT. Wayne Hart

Position: Deputy Sheriff (Patrol) Date: JUNE 30, 2002

Is this employee's job properly described in the job description? YES NO

(Circle the correct response)

Amount of work. Consider number of assignments completed and volume of output in relation to nature and conditions of the work performed. Disregard quality of work.

1. Extraordinary volume of work completed.
2. Consistently turns out a good volume of work.
3. Amount of work completed is satisfactory but not unusual.
4. Output barely acceptable.
5. Amount of work entirely inadequate.

Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.

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5. Disgruntled on job; critical of firm.

Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact.

1. Exceptionally successful in working with and assisting others.
- ② Quick to volunteer to work with and assist others.
3. Generally works well with and assists others.
4. Cooperation must be solicited. Seldom volunteers to work with or assist others.
5. Fails to cooperate. Unwilling to work with a assist others.

Capacity and ambition for future growth. Review all the factors previously considered and judge employee's capacity and ambition for future advancement both in present department or branch and in the organization.

1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
- ② Capable of developing beyond present level of work.
3. Has probably reached most suitable job or level of work.
4. Barely capable of handling present level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Comments: _____



Office of the Sheriff
Bibb County, Georgia

P.O. BOX 930
MACON, GEORGIA 31202-0930
(478) 746-9441
FAX (478) 750-2181

Jerry M. Modena, Sr.
SHERIFF

James M. Allen
CHIEF DEPUTY

March 25, 2002

Captain James "Bubba" Roquemore
Middle Georgia Fugitive Squad
433 Cherry Street
Thomas Jefferson Building
Macon, Georgia 31201

Dear Captain Roquemore,

Thank you for your letter of March 21, 2002 and the complimentary remarks you had for Deputy Anthony "T. C." Colbert. T. C. is very dependable and can be relied upon in any situation. The professionalism he displayed while working with you is but one of his many attributes.

I am pleased that the two of you were able to apprehend Mr. Delph without any further incident. If we may be of any assistance to you in the future, please call on us.

Sincerely,

Jerry M. Modena
Sheriff, Bibb County

JMM/dp



MIDDLE GEORGIA FUGITIVE SQUAD

433 Cherry Street
Thomas Jefferson Bldg. 1st Floor
Macon, Georgia 31201

RECEIVED
MAR 25 2002

March 21, 2002

Sheriff Jerry Modena
Bibb County Sheriff's Office
668 Oglethorpe Street
Macon, Georgia 31201

Dear Sheriff Modena:

I would like to express my thanks to you for the cooperation and assistance that Deputy "T.C." Colbert gave to the Middle Georgia Fugitive Squad in the arrest of Kevin Lee Delph. Kevin Delph was wanted by the Houston County Sheriff's Office for Theft by Receiving Stolen Property and the Middle Georgia Fugitive Squad had been looking for him for some time.

On March 16, 2002, at 0900 hours, Capt. Roquemore received a call that Kevin Delph was at the Magnolia Court motel on Hwy 247. Capt. Roquemore and Deputy Colbert arrived at the motel, but Delph had already left.

On March 16, 2002, at 1200 hours, Capt. Roquemore received another call that Delph was at the Magnolia Court motel once again. Capt. Roquemore called Deputy Colbert and he met me at the motel again. Capt. Roquemore met Deputy Colbert at the Magnolia Court motel and Kevin Delph was taken into custody.

Again, I would like to express my thanks and gratitude to Deputy Colbert for his timely and professional response in this case. Deputy Colbert is a valuable asset to the Bibb County S.O. and it is encouraging to know that he was there when assistance was needed.

Sincerely,

Captain James "Bubba" Roquemore
Middle Georgia Fugitive Squad

cc: Deputy "T.C." Colbert