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:

Sianed.

Date:

GEORGIA CRIME INFORMATION CENTER AWARENESS STATEMENT

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

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

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) 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 Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All databases accessible via 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 OLBERT

Signed: All Si

GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

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

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

The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90 et seq) 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 Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. 35-3-31. All data bases accessible via 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.

Signed: Anthony Collect Date: 10-08-0

Witnessed: 37581 Date: 10 -08 - 2000

GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

Access to criminal justice information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal justice information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

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

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) 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 \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All databases accessible via 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 acknowledg	e that I have read and understand this Awareness
Statement.	
Print Name: /WTHONY (02.	BERT
	- 10.08 24
Signed: They about	Date: 10-28-04
Witnessed: Awly Willia	emr

GCIC Awarenese Statement Rev. March 2004



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

Anthony Coldert	#1109	received a copy of the bibb	COOMI
NAME	BADGE#		
SHERIFF'S OFFICE OPER	ATIONS MANUAL	A0403-B098	
		I. D. Number	

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.

Anthony Dwayne Colbert

EMPLOYEE

EMPLOYEE NUMBER 2232

DEPARTMENT Sheriff-Detention		EMPLOYM	ENT DATE <u>04-01-19</u> 91	
JOB TITLE Lieutenant		TERMINATION DATE <u>02-29-2</u>		
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				
VestedNon-Vested Retirement				
* (CIRCLE ITEMS) 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	1/			
LE Only: Removed from Police Central	1/			
Computer access & email disabled				
Exit Interview in Human Resources				
Received Pay Check Type: DATE:	Employee Signat			

LT. ANTHONY D. COLBERT

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

LRD: (Human Resources t	Jse) `		ľ	VIACON	I-BIBB CO	UNT	′	ADTC	r	(Huma	n Resources Use)
MO DAY YEA	AR			HUMA	N RESOU	RCES			FROM:		
			PEI	RSONN	EL ACTIOI	V FOI	RM		то:	~	
			CHECK	ALL PERSON	NNEL ACTIONS IN	ITIATED	BY THIS FORM				
NEW HIRE REHIRE REINSTATE] 	AY CHANGE B CHANGE ANSFER		RECLASS PROMOTION DEMOTION	☐ P	ETIREMEN AYROLL G USPENSIO	ROUP CHANGE		INV.	TERMINAT TERMINAT	
	<i></i>		сом	PLETE THIS S	SECTION FOR ALL	PERSON	NEL ACTIONS				
EMPLOYEE STATUS		EMPLOYEE LA	AST NAME		EMPLOY	EE FIRST	NAME	MI	EMPLO\ NUMBI	1	EFFECTIVE DATE (NOT DATE PREPARED)
FULL TIME PART TIME TEMPORARY		Colb				nthony		D	2232	2	09-16-2019
DATE DACE	DAVBATE	CDADE	COMPLE STEP	TE THIS SEC	TION FOR NEW H		IRE & REINSTA		PT. #		Position #
RATE BASE Bi-Weekly	PAY RATE	GRADE	3157		700 FIR						
HOURLY DAILY SALARY					D/OR JOB CHANG	TEC TRA	NSEGDS BECLA	2222	MACTICALS		
RATE BASE	PAY RATE	GRADE	STEP	FOR PAT AN	JOB TITI		Hai Lita, NECL		PT#		POSITION #
FROM: HOURLY DAILY SALARY TO: HOURLY											'
DAILY SALARY											
	HUMAN	RESORUCES WORKER'S (HIS SECTION FOR ON & SICK LEAVE		RES AND EMPI	OYMENT	PENSION INF	-	IN .
	(PER WEEK)	Y	N N	VACATI	Y N	. 1140.	GENE TEAC				ENFORCEMENT
	(PER WEEK)			L				1		C INFORT	
PAID UNPAID V	MILITARY PERSONA WORKER' SUSPENSI FMLA-EM FMLA-FAN	L S COMP ON FROM DL P	TTIES -	ESTIMAT	EGINNING DATE ED RETURN DATI		I – ASI B – BL H – HI W – C	AN OR PA	IDIAN OR ALI CIFIC ISLAND FRICAN AMEI	ASKAN N	ATIVE GENDER MALE FEMALE
	Cŀ	IECK REASON	FOR EMPLO	YMENT SEP	ARATION AND P	ROVIDE					ELIGIBLE FOR REHIRE
QUIT VOLUNTARY AI Paid suspension, p	LAID OFF (L				HARGE RETI APPROVA ART MENT HEAD APPROVAL MAN RESOURCES REVIEW	REMENT US AND R		- h	EAVE OF ABS		SIGN BELOW) ODATE ODATE ODATE
					CTOR OF HUMAN RESOURCES ANCE/PAYROLL						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.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,

Chief Deputy Michael Scarbary Bibb County Sheriff's Office

MS/rs

Cc: David Davis

Colonel Aubrey Evins

Colonel Henderson Carswell

Chief Paperty Michael Toulay

Major Greg Rachel

Executive Assistant Cindy Gresham

Captain Ted Jones

LT. ANTHONY D. COLBERT

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

Gresham, Cindy

From:

helpdesk@gapost.org

Sent:

Tuesday, February 4, 2020 3:19 PM

To:

Davis, David

Cc: Subject:

POST Suspension notification

[WARNING - EXTERNAL EMAIL] This email originated from outside Macon-Bibb County Government. Do <u>NOT</u> 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 <u>SOC@maconbibb.us</u>.

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



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

ACKNOWLEDGEMENT OF RECEIPT REGARDING TITLE VI INFORMATION

I TWIHOUT (OLBERT	_, 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 participatio	n in, denial of benefits of, and
discrimination under any federal fi	nancially assisted program or activity
on the ground of race, color, sex, g	ender, age, disability or national
origin, including those with limited	l English proficiency.
4/11/	08/23/19
	Date
Cionature	Date



JACON-BIBB COUNTY PERI-ORMANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Type: SEMI-ANNUA	AL Other (enerify)	Hire Da	ate
Evaluation Type:	Colbert. Anthony	Employ	1139
Employee Name (Last, First, MI):		Employ Corrections Division / Det	ention Center
Title: Lieutenant	Departmen	nt/Division: Corrections Division / Det	I 20 2010
	04-24-2017	Jan 01, 2017	m. (dir 50, 201)
Evaluator's Name: Captain Ted J	ones	Length of Time Supervised:	ar 1 month (months/years)
<u>Part I – Primary Job Duties</u>			
Instructions: List the employee's consuming and should also be writted after reading the listed duties.	s primary job duties. They ten so that a person not fan	should be written in order of the most tim niliar with the employee's job would have	basic understanding of the job
1. Primary Job Duty:	100 000 5	. G. A. I I are set the detention contentor	hooks so as to ascertain that
information is recorded and in confo necessary.	of the Sheriff's Office Detent formance with regulations. To	tion Center. Inspect the detention center log assist subordinates in the performance of t	heir duties and reliving them when
2. Primary Job Duty:		1 - i-t-i-itts unksom and goowitst Obe	perve activities of the squads for
To inspect the Detention Center but evidence of inefficiency and miscon	ldings and it's outer premise iduct. Prepare reports conce	s and maintain it's upkeep and security. Obs rning efficiency of the squads and submit th	em to his supervisors.
3. Primary Job Duty:			
He is responsible for seeing that the details are preformed as they are requester.	Detention Center is kept at a puested. To assist the Captain	it's fullest inmate capacity. To oversee and notes it's fullest inmate capacity. To oversee and notes for the deputi	nake sure all community service es and inmates of the Detention
COMMENTS:			
him maintain his composer in the	e most stressful situations is always considering way	the squads, while also giving them the s s. Lt. Colbert projects a professional attit ys to streamline procedures and reduce kills. He shows a sincere interest in emp	ude while inspiring the personner errors. He maintains a
<u>Part II – Evaluation of Beha</u>	vioral Performance Fa	actors	
2 – Satisfactory, l	y, seldom or never meets stat vement, has not consistently has satisfactorily met stated p exceeded stated performance has consistently exceeded st	met stated performance behavior performance behavior e behavior	
Instructions: Select the numbe	r that most closely reflects	the employee's level of performance on be	havior factors.
1. Factor: Knowledge of Lo	aws, Safety and Secur	<u>ity</u>	
	ıployee makes required insj	pections of assigned areas and accurately	notes 4
emergencies and takes effect or dangerous action.	tive action to minimize pro	ndgment to recognize potential problems of blems before they occur; avoids hasty, im	puloive r——-
C. Laws and Regulations: rules and regulations and c	Employee exhibits a thorou consistently applies them in	ngh knowledge and understanding of relev n an appropriate manner.	ant laws,



JACON-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 tirmanner.	nely 4
I. Capacity to Grow: Employee is capable of developing beyond the present level of work.	4
Supervisory Skills (Supervisory Personnel Only)	
_	4
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.	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 shown the ability to come up with innovative solutions, when faced by challenges. He inspires confide being willing to help squad members. His skill set compliments his job requirements. Lt. Colbert is very assigned. His training and experience gives him good problem solving skills. Lt. Colbert demonstrate daily basis while completing his job tasks.	ence along with always ry confident in his duties



ACON-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 at to attach additional sheets if you need more space.)	nd training needs. (Please feel free
Demonstrated Strengths:	
Lieutenant Colbert has the ability to work well with the inmates. His methods allow him to stop pot the first to understand and adjust to the latest changes. His supervisory skills has the inmates will dorm. He is a value to the squads and supervisors alike. Lt. Colbert is very punctual and has beet time. Lt. Colbert is good at adapting to changing situations and displays an ability to learn rapidly proper training to handle the needs of the job at the Detention Center.	en consistently coming to work on
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
Employee's signature below indicates that the evaluation was conducted and a comercine note when the employee agrees with the evaluation. Signatures are required.	
Employee Signature Apraw	17/25/19 Date 7-26-2019. Date 8-21-19
Department Head Signature Title Title	8 -21-19 Date

Chief Michael Ocabony



IACON-BIBB COUNTY PERFORMANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Type: SEMI-ANNUAL Other (speci	ify):Hire Date	1991
Evaluation Type: SEMI-ANNUAL Other (special Employee Name (Last, First, MI):	Employee #	
Lieutenant	Corrections Division / Detention Cent	ter
Title: Lieutenant Depar Date Assigned To Dept/Division: 04-24-2017 Evaluator's Name: Captain Ted Jones	Jun 30, 2018	Dec 31, 2018
Date Assigned To Dept/Division:	Evaluation Period: From	_To
Evaluator's Name:	Length of Time Supervised:	(months/years)
Part I – Primary Job Duties		
Instructions: List the employee's primary job duties. consuming and should also be written so that a person reafter reading the listed duties.	They should be written in order of the most time consumi ot familiar with the employee's job would have basic unde	ing to the least time erstanding of the job
1. Primary Job Duty:		
To direct, and coordinate activities of the Sheriff's Office I information is recorded and in conformance with regulation necessary.	Detention Center. Inspect the detention center logbooks so as ns. To assist subordinates in the performance of their duties	s to ascertain that and reliving them when
2. Primary Job Duty:		
To inspect the Detention Center buildings and it's outer pre- evidence of inefficiency and misconduct. Prepare reports c	emises and maintain it's upkeep and security. Observe activit concerning efficiency of the squads and submit them to his st	ties of the squads for upervisors.
3. Primary Job Duty:		
He is responsible for seeing that the Detention Center is ke details are preformed as they are requested. To assist the Center.	pt at it's fullest inmate capacity. To oversee and make sure a aptain with developing procedures for the deputies and inma	Il community service ates of the Detention
COMMENTS:		
giving them the same. His prior training lets him main professional attitude while inspiring the personnel with	e is becoming a leader who receives respect from the tain his composer in the most stressful situations. Lt. Conconfidence by example. He is always considering wasional demeanor with both inmates and squad membe	colbert projects a ys to streamline
Part II – Evaluation of Behavioral Performance	e Factors	
Rating Scale: 0 - Unsatisfactory, seldom or never meets 1 - Needs Improvement, has not consiste 2 - Satisfactory, has satisfactorily met sta 3 - Exceeds, has exceeded stated perform 4 - Outstanding, has consistently exceeds	ently met stated performance behavior ated performance behavior nance behavior	
Instructions: Select the number that most closely refle	ects the employee's level of performance on behavior factor	ors.
1. Factor: Knowledge of Laws, Safety and Se	<u>curity</u>	
A. Security and Safety: Employee makes required inconsistencies and takes appropriate action.	inspections of assigned areas and accurately notes	4
B. Judgment: Employee exhibits sound and accura emergencies and takes effective action to minimize or dangerous action.	te judgment to recognize potential problems or e problems before they occur; avoids hasty, impulsive	4
C. Laws and Regulations: Employee exhibits a th rules and regulations and consistently applies the	orough knowledge and understanding of relevant laws, m 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.)

to attach additional sheets if you need more sp	acc.,	. •	
Demonstrated Strengths:			
Lieutenant Colbert has the ability to work we the first to understand and adjust to the lates dorm. He is a value to the squads and super time. Lt. Colbert is adapting to changing situ proper training to handle the needs of the join	st changes. His supervisory skill rvisors alike. Lt. Colbert is very p ations well. He is a good listene	ls has the inmates willing to l punctual and has been cons	help in the upkeep of thei istently coming to work or
)			
, in the second sec			
Areas in need of improvement:			
I cas arriced or improvements			
	•		
			•
	1 1		*
Employee Comments (Please feel free to at	iach additional sheets if you need	i more space):	
	1-		
Employee's signature below indicates that the the employee agrees with the evaluation. Sign			
Employee Signature			/ &- 30/9. Date
Laddone	CAPTAINS		<i>F. 3619</i> Date
Evaluator Signature	Title		Date
Mid bellet	Mosin	/-	22-19

Chief Michael Jeanson

Department Head Signature



Office of the Sheriff

Bibb County, Georgia

Sheriff David J. Davis

668 Oglethorpe Street • Macon, Georgia 3 1201 • (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 the contact with Mike Schlageter

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 PERF MANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Type: SEMI-ANNUAL Other (specify):	Hire Da	te
Employee Name (Last, First, MI):	Employe	ee #
Lieutenant Department/Division	Corrections	
Title: Lieutenant Department/Division Date Assigned To Dept/Division: 04-01-1991 Evaluation Evaluator's Name: Captain Christopher E. Patterson Lengt	n Period: From 1-1-18	6-30-18
Evaluator's Name: Captain Christopher E. Patterson Lengt	h of Time Supervised: 1 yea	ur/6 months (months/years)
Part I – Primary Job Duties		* * * * * * * *
Instructions: List the employee's primary job duties. They should be a consuming and should also be written so that a person not familiar with after reading the listed duties.	vritten in order of the most time the employee's job would have b	e consuming to the least time pasic understanding of the job
ı. Primary Job Duty:		
Supervise 30 deputies in B Squad; approve payroll; approve administrative og books for completion and accuracy; patrols facility to ensure proper sections.		
e. Primary Job Duty:		
Completes and/or approve work order requests; inmates disciplinary actions checks, confiscate banned materials; meets with division Captain to discuss		
3. Primary Job Duty:		
Counsels deputies on policy infractions, reviews and discusses inmate injury leputies; oversee mail distribution; attends staff meetings to discuss safety a	and illness reports, approve med and efficiency	lical and injury documentation for
COMMENTS:		
t. Colbert is a loyal, dedicated and proactive supervisor. He has out kill/knowledge; and management level interpersonal skills. He approximately approximately approximately demonstrates the abilituations. He is a proactive member of the jail. He complete all assume current assignment and work well with all entities. As the day shift leputies to efficiently provide quality police service in the jail and to provide the provide of the provide and the provide a	paches his duties and respons ity to defuse tense situations a signments, details and duties. It supervisor for A Squad, on a	sibilities with integrity and and he work well in tense He is very knowledgeable in a daily basis he motivates his
<u> Part II – Evaluation of Behavioral Performance Factors</u>		
Acting Scale: o - Unsatisfactory, seldom or never meets stated performa 1 - Needs Improvement, has not consistently met stated per 2 - Satisfactory, has satisfactorily met stated performance 3 - Exceeds, has exceeded stated performance behavior 4 - Outstanding, has consistently exceeded stated perform	erformance behavior behavior	
nstructions: Select the number that most closely reflects the employe	e's level of performance on beha	avior factors.
. Factor: Knowledge of Laws, Safety and Security		
A. Security and Safety: Employee makes required inspections of a inconsistencies and takes appropriate action.	ssigned areas and accurately no	tes 3
B. Judgment: Employee exhibits sound and accurate judgment to remergencies and takes effective action to minimize problems before or dangerous action.		lsive 4
C. Laws and Regulations: Employee exhibits a thorough knowled rules and regulations and consistently applies them in an appropriate the control of the contr	ge and understanding of relevan late manner.	at laws,



MACON-BIBB COUNTY PERF & MANCE 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 pelow. Comments must be in detail and identify employee strengths, areas in need of improvement and training needs. (Please feel free o attach additional sheets if you need more space.)

Demonstrated Strengths:					
Dependable Reliable Communication Skills Supervisor Skills					
		· .			
Areas in need of improvement:					
					•
				·	
Employee Comments (Please feel fre	e to attach additional	sheets if you need n	nore space):	* · · · · · · · · · · · · · · · · · · ·	
	•				

imployee's signature below indicates the employee agrees with the evaluation	at the evaluation was . Signatures are re	conducted and a co	nference held w	rith the employee	e. It does not mean that
Employee Signature Mustifle Cutters		Elm		7.3	//8 Date
Evaluator Signature Department Head Signature	·	Title Maja Title	01:1	Modael S	Date 3 / f Date Moony
и formative Approisal-Law Enforcement Employees		3	My		PALEC090314



EMPLOYEE DISCIPLINARY ACTION FORM

	Employee: Sr. Lt. Anthony Colbert		Badge #	1139				
	Division: Sheriff/Corrections		Date:	April 13, 2018				
A.	Nature of Infraction:							
	☐ Attendance	Poor Safety Habits						
	☐ Tardiness	☐ Violation of BCSO pe	olicies					
	☐ Conduct	Other: (Explain Below						
	◯ Work Quality	(Explain Below)	,					
В.	Supervisor's explanation of situation: On A		T)+ C	id: transported				
	on May 17, 2018. The block deputy the appropriate sections on the accept proper procedure by checking the fo	otance form. Lt. Colb	ert failed to	o follow the				
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 er	nployee has been warned previously about th	uis offense: X	es [□ NO				
	ting/ Additional documentation attached?	⊠ Y	ES	□ NO				
	yee Statement Attached?	. 🗆 Y	ES	□ NO				
Previo	us Warnings:	□ o	RAL	⊠ WRITTEN				
Dates (of Action: Previous action April 13, 2	018, current May 17,	2018					
Signat	ure of Employee:							
Superv	risor Signature: Restople	v E' fatti	www					
_	tment Head Signature:	ajos Alfel	Bh	6/14/18				
REVISI	ED 2014 Colonel F	(. Casall	6-20-	-2018 M.				

Bibb County Sheriff's Office Cell Acceptance/Inventory Sheet

11144 ac Cell#	J-111	Date 121	116
ed:		3.00	1-13
_	•		•
liriefs:	Bar Soa	p:	
	Toilet P	aper:	
Triuth Brush.	Face Clo	th:	
Touth Paste:	Towei:		
	•		
× 1	1 1	7111	9/
≰ € . /	<i>[</i>	MAIN 1	1
	•	ENNE 1-/16	uLl2
			·
<u> </u>	Badge #:		
No		<u>'</u>	
	Water Operational:	Υ=ς	-
lights:	Bargate Operational	Yes No_	·
-			
If this lerter I have fully a	Franta J.C.		
Stolen, or damaged.	o/pue leipueur dand/o	r criminal	
write,scribble, or paste	anything on the		
from or fashion. Any th	eft of or damaged	or put up a clothes	
1:1/1-	annaged to BIF	b County property	
illatan el			
a de la la falla	west		
L	٦.	. ,	
	Date:	•	•
			~
Release	· .	•	=
: 	-		
	·		
perty			
· · · · · · · · · · · · · · · · · · ·			
·			
			.,
			•
	•	••	
	Bades #		•
	nange #		,
	No No No No No Ights: At this letter I have fully a stolen, or damaged. write, scribble, or paster form or fashion. Any the Adams of the Release Release	d: 1-ihirt: Bar Soa Iriefs: Face Clo Iriefs: Face Clo Iriefs: Towel: Iri	d: Trillint:

Status	Scheduled	Actual	Mo√ To	Summ _L ,
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	E	AST		ı	K-BLOCK (FEMALE)
Davis/Lt Robertson	White		Strode			Woo	od
Sandifer	Osman		Myers				mbers
Dupree	Joiner		1,0			Pitts	
		A-1-				1 1003	<u> </u>
Patterson							
N. SERVICE DESK	MASTER	CEN. CC	NTROL	F-1	WING		J-BLOCK
Noltion	Grooms	Owens		Billing	slea		Saidi
Collins		Love		Watso	n		Mays
							Coleman
s. SERVICE DESK	SOUTH	т/л	4	INF	IRMARY		KITCHEN
Rhodes	Osborne	Hardy/Jo	nes	Dixon/	Stokes		
ON DUTY DEPUT		DETAI				OFF I	OUTY DEPUTIES
U.X = U.Y = = 1.						•	
1)Bittick		Hospital Detail: Jon	es sitting on N	/1814	1)Lewis5		•
2)Myers		Henderson/Bittick	sitting on E318	3	2)Moore		
3)Grooms	:	Drewry/Woodard s	itting on EC14		3)Renfroe		
4)Chambers		Chaney.			4)Lundy—	Militar	y
5)Wood			•		5)		
6)Woodard		Laundry Detail: J/K	/F-Wing		6) 7)		
7)Pitts-12hrs ot 8)Osborne			-		7) 8)		
9)Mays		Medical:			9)		
10)Strode					10)		
11)White		Visitation:			11)		
12)Hardy					12)		
13)Osman					13)		-
14)Billingslea		,			14)		
15)Saidi		•			15)		
16)Rhodes4hrs ot	•						
17)Owens12hrs ot		Clerks: Dupree					
18)Dixon12hrs ot		Ciciks, bupiec					
19)Stokes4hrs ot 20)Love4hrs ot							
21)Collins4hrs ot							
22)Coleman—4hrs ot							
23)Noition-4hrs otnm							
24)							
25)							
26)							
27)							
28)							
29)		·					
30)							
31) 32)							
33)							
34)							
35)							
Ť							



PER PRIMACON-BIBB COUNTY PER PRIMANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Tv	pe: SEMI-ANNUAL	Other (specify):	Hire Date	1-01-1991
	ne (Last, First, MI):	_	Employee #	
Employee Nar	ne (Last, First, MI):			
Title:	I.	Departme	ent/Division: Corrections (Supervisor B Squad	x 00.004
Date Assigned	To Dept/Division: $\frac{0}{2}$	4-01-1991	Evaluation Period: From January 1, 2017	To
Evaluator's Na	me: Captain Christophe	r E. Patterson	Length of Time Supervised: 1 year	(months/years)
	ary Job Duties			
Instructions: consuming and s after reading the	hould also be written so	nary job duties. The that a person not fa	y should be written in order of the most time cons amiliar with the employee's job would have basic u	ruming to the least time understanding of the job
1. Primary Jol	Duty:			
Deputies follow	visor. Oversee Squads B policies and procedures; ress with new Deputy train	review of log books f	document and input payroll; approve administrative for completion and accuracy; patrols facility to ensure	e documents; ensure that re proper security; discusses
2. Primary Jo				
Completes and/o confiscates banno	r approve work order req ed materials; meets with	uests inmate discipling division Captain to d	nary actions; ensures disciplinary hearings are condiscuss confiscated materials and policy violations.	acted; oversees block checks,
3. Primary Jo	b Duty:			
Compiles and sul reports, approves efficiency.	omits uniform orders for medical and injury docu	the squad; counsels c mentation for depution	deputies on policy infractions; reviews and discusses es; oversee mail distribution; attends staff meetings	inmate injury and illness to discuss safety and
COMMENTS:				
			· · · · · · · · ·	
<u>Part II – Eval</u>	<u>uation of Behaviora</u>	<u>d Performance I</u>	Factors	
Rating Scale:	 1 – Needs Improvement 2 – Satisfactory, has sat 3 – Exceeds, has exceed 	r, has not consistently isfactorily met stated ed stated performand	ated performance behavior met stated performance behavior performance behavior ce behavior tated performance behavior	·
Instructions:	Select the number that	most closely reflects	the employee's level of performance on behavior	factors.
1. Factor: Ki	nowledge of Laws,	Safety and Secu	<u>rity</u>	
A. Security		e makes required ins	spections of assigned areas and accurately notes	4
R Judemei	it: Employee exhibits s es and takes effective ac	ound and accurate i	udgment to recognize potential problems or oblems before they occur; avoids hasty, impulsive	4
C. Laws and rules and	l Regulations: Emploregulations and consist	oyee exhibits a thoro ently applies them i	ugh knowledge and understanding of relevant law n an appropriate manner.	78,

Performance Appraisal-Law Enforcement Employees

PALEC090314



PER PRIMACON-BIBB COUNTY PER PRIMANCE 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.	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.	4
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.	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.	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.	4

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.



PER RMANCE 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 wit the employee agrees with the evaluation. Signatures are required.	h the employee. It does not mean that
the employee agrees with the evaluation.	
X A STATE OF	02/05/18
Employee Signature	02/05/18 Date 02-05-18 Date
Chustoflu E fattersen Captain Evaluator Signature Title	
Evaluator Signature Title	3-8-18
Department Head Signature Title	Date
Affenderson Ceuswill Citonel of	3-20-2018
Performance Appraisal-Law Enforcement Employees 3	Michael Carbony PALECO90314



EMPLOYEE DISCIPLINARY ACTION FORM

	Employee:	Sr. Lt. Anthony Colber	<u>t </u>	_ Badge #	1139		
	Division:	Sheriff/Corrections		_ Date:	April 13, 2018		
A.	Nature of Infra	action:					
	☐ Attendanc	e	☐ Poor Safety Habits				
	☐ Tardiness		☐ Violation of BCSO	policies			
	☐ Conduct		Other: (Explain Below	w)			
	⊠ Work Qua	llity	(DAPIRIII DOIO	·· <i>'</i>			
В.	G	xplanation of situation: On A	A mail 10, 2019 hoofsi	nor Danutry S	aidi transported		
	inmate Will acceptance failed to che acceptance	ie Hudson to cell A118 as sheets were found to be eck the cell condition and form. Lt. Colbert failed to the end of his shift te	and Jeremiah Duggar deficient on April 13 d complete the appro to follow the proper	n to cell A21 , 2018. The priate section procedure b	to. Both cell block deputy ons on the y checking the		
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.						
					7 20		
		n warned previously about th			NO		
		documentation attached?		_	□ NO		
Employee Statement Attached?			<u> </u>	ÆS [NO		
Previous Warnings: ORAL WRITTEN					_ writen		
Dates o	Dates of Action: April 13, 2018						
Signatu	ire of Employee	At the flat					
Superv	isor Signature:	/ Jun /detteren					
Departs REVISE	ment Head Sign D 2014		fry to		A		
	alul Illa	al N. Cerrofally	105-02-2018	K////(\)			

B squad

A118

Name: that says In		A : a	<u>-</u>	·
Name Husson, M	Cell#	411.8	Date: 4/10/	18
Clothing	•			
Clothing and Supplies Issued:	<u> </u>		•	
Mat Condition:	"I-"hirt!	Bar Soap		•
Uniform Size:	liriefs:	Toilet Pa		
Socks:	Blanket:	Face Clot		
Shower Shoes:	Touth Brush:	. Towel:	''' '	
Sheets:	Touth Paste:	- ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	· · · · · · · · · · · · · · · · · · ·	•
	,		•	
Booking Deputy: (print)			11: 11	10
a Fact- (biniti		_ Inmate:	11 2 AM	
				
Block Deputy:(print)		Badge #:		
Toilet Operational: You			· · · · · · · · · · · · · · · · · · ·	•
Toilet Operational: Yes Sink Operational: Yes	No	Water Operational:	Vac .	
List any marks on cell walls or lig	NO	Bargate Operational	Yes No.	
	ints			
I understand that by endorsing responsibility if anything is lost, I also understand that I will not line or cover the cell light in any will result in criminal prosecution.	Bea.			
Inmate Signature	Mell L	Mula		•
Deputy Signature: (print)	•		•	
		Date:	·	•
		•		
	D-1		<u>.</u>	
·	Release	, _		
Release Date and Time:				
let a court of				•
ist any damage, lost ot stolen pro	herty			· ····································
· -	1		<u></u>	
			-	
				•
		<u> </u>		÷
mate Signature:	•	•		•
		•	•	
eputy Signature: (print)				
1		Badge #		

Movement Log for WILLIE LEE HUDSON, JR (SSN 260-43-1014). Printed by KBRAY. Page 1 of 1

Status	Scheduled	Actual	M. ad To	
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

A210

		<u> </u>
Name December	remiah cell# A-215	Date: 4/10/18.
.Clothing and Supplies Issued:	T-Shirt:	
Mat Condition: Uniform Size: Socks:	Briefs: Blanket:	Bar Soap:
Shower Shoes: Sheets:	Touth Paste:	owei:
Booking Deputy: (print)	remiah Dugga Inmate	General Mura
Block Deputy:(print)		
Toilet Operational: Yes Sink Operational: Yes List any marks on cell walls or lig	No Water Operat	ional: Yes No ational Yes No
l also understand that i dim	this letter I have fully accepted financial stolen, or damaged. write, scribble, or paste anything on the form or fashion. Any theft of or damage	•
Inmate Signatur	weni & Sugar	
Deputy Signature: (print)	Date	2:
	Release	
Release Date and Time:		-
ist any damage, lost ot stolen pro	perty	· · · · · · · · · · · · · · · · · · ·
Imate Signature:		
eputy Signature: (print)		#

Status	Scheduled		No.ed To	
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; Odie, 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, Zelda; Lawrence, Kevin; Barkley, Charlease; Blash, Kimberly; Butler, Anthony; Elizabeth Herndon; Owens, Daniel; Grable, Maurice; Daniel, Robert; Campbell, John Scarbary, Michael; Carswell, Henderson; Patterson, Chris E; Boatwright, Billy; Jones, Ted

Cc:

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.



PER RMANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Type: SEMI-ANNUAL	L Other (cnecify)	Hire Date 04-01-1991 Employee #		
Employee Name (Last, First, MI): _	Colbert, Anthony			
Employee Name (Last, First, MI): _	-	I & C Squad)		
Title:	Departmen	nt/Division: Corrections (Supervisor B Square	June 30, 2017	
Date Assigned To Dept/Division	:I	Evaluation Period: From January 1, 2017	To	
Evaluator's Name: Captain Christo	pher E. Patterson	Length of Time Supervised: 1 year	(months/years)	
Part I - Primary Job Duties				
consuming and should also be writte after reading the listed duties.	orimary job duties. They n so that a person not fan	should be written in order of the most time con niliar with the employee's job would have basic	suming to the least time understanding of the job	
1. Primary Job Duty:	,	A. A	-t Duties follow policies	
Oversee Squads B & C of 46 Deputies and procedures; review of log books f new Deputy trainees.	s; document and input pays or completion and accurac	roll; approve administrative documents; ensure they; patrols facility to ensure proper security; discu	at Deputies follow policies sses the training progress with	
2. Primary Job Duty:				
Completes and/or approve work order confiscates banned materials; meets w	requests inmate disciplina vith division Captain to dis	ary actions; ensures disciplinary hearings are conceuss confiscated materials and policy violations.	lucted; oversees block checks,	
3. Primary Job Duty:				
reports, approves medical and injury of efficiency.	for the squad; counsels de locumentation for deputies	eputies on policy infractions; reviews and discusses; oversee mail distribution; attends staff meetings	to discuss safety and	
COMMENTS:				
Part II – Evaluation of Behavi	ioral Performance Fa	actors		
2 – Satisfactory, has 2 – Evereds, has ex	nent, has not consistently i s satisfactorily met stated p ceeded stated performance	met stated performance behavior performance behavior		
		the employee's level of performance on behavio	r factors.	
1. Factor: Knowledge of Lau	vs, Safetu and Secur	<u>ity</u>		
	oyee makes required insp	pections of assigned areas and accurately notes	3	
B. Judgment: Employee exhib emergencies and takes effectiv or dangerous action.	its sound and accurate ju re action to minimize pro	dgment to recognize potential problems or blems before they occur; avoids hasty, impulsiv		
C. Laws and Regulations: En rules and regulations and con	nployee exhibits a thorou asistently applies them in	igh knowledge and understanding of relevant la an appropriate manner.	ws, 4	



PER RMANCE APPRAISAL FORM LAW ENFORCEMENT

2.	Factor:	Work	<u>Habits</u>

exce	re of Materials/Tools: Employee maintains equipment and/or weapons and uniforms in ellent condition, practices preventive maintenance and reports defective equipment in a timely	3
R Atte	nner. endance: Employee reports to assigned job sites at the time designated and is in formance with Macon-Bibb's Absenteeism and Tardiness guidelines.	3
C. Con	mmunication: Employee keeps supervisors, subordinates and associates appropriately or confidential information with discretion.	3
D. Dej	pendability: Employee exhibits willingness to perform new and/or additional duties and can be ied upon to complete job assignments without avoidable delays.	3
E. Inte	erpersonal Relations: Employee promotes cooperation, and works effectively with fellow loyees supervisors and others.	3
F. Att	titude: Employee has a favorable attitude toward the organization.	4
G. Abi	ility to Learn: Employee is quick to grasp new ideas and methods with an eagerness to learn.	
H. Adı	ministrative Duties: Employee submits concise, accurate reports; reports are submitted in a timely	3
	eacity 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.



PER PRAISAL 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:	
U Colbert Ban Outstanding Super User and Cledicated I answeren Duel	nu
enforcement Obres	
Areas in need of improvement:	
NA	
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 the employee agrees with the evaluation. <u>Signatures are required.</u>	does not mean that
Hether III	1/17
Sus latteran Capter (7-20	ŧ
Evaluator Signature Title Date	(max 117)
Department Head Signature Department Head Signature Date Of 200	2017
H. Carswell Colonel 08-21,	<i>/</i> - ' <i>/</i>

LRD: (Human Resources	Use)		j 1		N-BIBB CO		r	ADTC	FROM:	(Hun	nan Resou	urces Use)
<u> </u>			DE		EL ACTIO		Į.					
					NNEL ACTIONS IN				то:			
NEW HIRE REHIRE REINSTATE		'AY CHANGE OB CHANGE RANSFER		reclass Promotion Demotion	R	ETIREMEN	IT ROUP CHANGE		INV.	TERMINA TERMINA	ATION	EAVE OF ABS.
			сом	PLETE THIS	SECTION FOR ALL	PERSON	NEL ACTIONS	1	u .			
EMPLOYEE - STATUS		EMPLOYEE L	AST NAME	•	EMPLOY	EE FIRST	NAME	MI	EMPLO\ NUMBI			ECTIVE DATE DATE PREPARED)
FULL TIME PART TIME TEMPORARY		Colb				anthony	- LUV	D	2232	· .	02	2-10-2017
RATE BASE	PAY RATE	GRADE	STEP STEP	TE THIS SEC	TION FOR NEW H JOB TITI		IRE & REINSTA		PT. #		Posi	tion#
Bi-Weekly												
HOURLY DAILY SALARY										٠		
	7	COMPLETE TH	IIS SECTION	FOR PAY AN	D/OR JOB CHAN		NSFERS, RECLA			<u> </u>		
RATE BASE	PAY RATE	GRADE	STEP		JOB TITI	LE		DI	EPT#		POSI	TION #
FROM: HOURLY DAILY SALARY	22.77	15	05		Sergea	nt	,	3300	.3326B			
TO: HOURLY DAILY SALARY	23.68	. 19	02		Lieuten	ant		3300	.3326В	·		
	HUMAN	RESORUCES	USE ONLY:	COMPLETE T	HIS SECTION FOR	NEW HI	RES AND EMPL	OYMENT				
FT HOURS	(PER WEEK)	WORKER'S	OMP. IND	VACATI	ON & SICK LEAVE	IND.	L CENE	2.01	PENSION INF		ON V ENFOR	CERENT
PT HOURS	(PER WEEK)	Y	N		Y N		GENEI TEACH		וסטנ	CIAL-ST		NONE
	COMPLETE	FOR LEAVE O	ABSENCES	AND RETUR	N FROM LEAVE				EEO	C INFOR	RMATION	[
PAID	MILITARY PERSONA WORKER' SUSPENSI FMLA-EM FMLA-FAI	L S COMP ON FROM DU P	TIES —	ESTIMAT	EGINNING DATE ED RETURN DATE TURN DATE			AN OR PA	IDIAN OR ALA CIFIC ISLAND FRICAN AMEF	ER	NATIVE	GENDER MALE FEMALE
, B	CI	IECK REASON	FOR EMPLO	YMENT SEP	ARATION AND PI	ROVIDE	II.		•		ELIGI	BLE FOR REHIRE
1 QUIT VOLUNTARY	LAID OFF (L	2 ACK OF WORK)	INVOLU	3 NTARY DISC		4 REMENT	5 DEATH	L	EAVE OF ABS	_		Y N
A Promotion to Lieu	DDITIONALINFO tenant	RMATION			APPROYA ARTMENT HEAD APPROVAL	LSAND R	BUD N	Bu	AUTHORI	ZATION	(SIGN BELC	DATE
		٠		HUN	IAN RESOURCES REVIEW						i	pate (
				1	TOR OF HUMAN RESOURCES ANCE/PAYROLL		erang-rayun , intro-					DATE
,				Liles	ACTION						•	



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

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

Sheriff, Bibb County

DJD/cg



Performance Appraisal-Law Enforcement Employees

MACON-BIBB COUNTY PERFORMANCE APPRAISAL FORM LAW ENFORCEMENT

Evaluation Type: SEMI-ANNUAL Other (specify):	Hire Date	01/91
Employee Name (Last, First, MI):		139
Title: Sergeant Department/I		
11tte:	07/01/2016	12/31/16
Date Assigned To Dept/Division: Eval	1Year 5 Mo	nths
Date Assigned To Dept/Division: 06/20/2016 Evaluator's Name: Captain Chris Patterson	Length of Time Supervised:	(months/years)
Part I – Primary Job Duties		
Instructions: List the employee's primary job duties. They show consuming and should also be written so that a person not familia after reading the listed duties.	ıld be written in order of the most time consu r with the employee's job would have basic ur	ming to the least time nderstanding of the job
1. Primary Job Duty:		0.73
Supervise a squad of deputies: document and input payroll: approve procedures: review of log books for completion and accuracy: patrol	administrative documents: ensure that deputies s facility to ensures proper security.	follow policies and
2. Primary Job Duty:		
Completes and/or approves work order requests, inmate disciplinary checks, confiscates banned materials: forwards report of confiscated	actions,ensures disciplinary hearings are conduitems to the division Captain.	icted: oversees block
3. Primary Job Duty:		
Approves leave requests; reviews time sheets; compiles and submits mail distribution.	uniform orders for squad; counsels deputies on	policy infractions; oversee
COMMENTS:		
Sgt. Colbert demonstrates a clear understanding of departme out guidance and supervision when necessary.	nt goals and standards. He makes appropr	iate decisions and seeks
		· · · · · · · · · · · · · · · · · · ·
<u>Part II – Evaluation of Behavioral Performance Facto</u>		
Rating Scale: 0 - Unsatisfactory, seldom or never meets stated per 1 - Needs Improvement, has not consistently met seldom or never meets stated per 2 - Satisfactory, has satisfactorily met stated performance beh 3 - Exceeds, has exceeded stated performance beh 4 - Outstanding, has consistently exceeded stated	stated performance behavior rmance behavior avior	
Instructions: Select the number that most closely reflects the	mployee's level of performance on behavior f	actors.
1. Factor: Knowledge of Laws, Safety and Security		,
A. Security and Safety: Employee makes required inspecti- inconsistencies and takes appropriate action.	ons of assigned areas and accurately notes	3
B. Judgment: Employee exhibits sound and accurate judgm emergencies and takes effective action to minimize problem or dangerous action.	ent to recognize potential problems or is before they occur; avoids hasty, impulsive	3
C. Laws and Regulations: Employee exhibits a thorough k rules and regulations and consistently applies them in an a	nowledge and understanding of relevant laws appropriate manner.	4

PALEC090314



2. <u>Factor: Work Habits</u>	
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

I. Capacity to Grow: Er	mployee 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.

H. Administrative Duties: Employee submits concise, accurate reports; reports are submitted in a timely

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. 3___

COMMENTS:

manner.

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.



Part III - Summary Comments (Required)

Performance Appraisal-Law Enforcement Employees

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 lear	ns of problems from departmental	sources.
Areas in need of improvement:		
Written communication skills (paperwork)		
·		
Employee Comments (Please feel free to at	tach additional sheets if you need m	ore space):
Employee's signature below indicates that the	evaluation was conducted and a cor	nference held with the employee. It does not mean the
the employee agrees with the evaluation. Sig	natures are required.	'
Mu MIA	No.	01/12/2017
State of olland		Date
Employee Signature	Captain '	01/12/2017
Evaluator Signature	Title	Date
Byanuaro Dignatury	Millian	1-27-17
Department Head Signature	Title	Date
Colonel H. Cousquell	17-U9-247/ / / 1	
	171/1	

PALEC090314

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.

DATE

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME (PRINTED)



Evaluation Type: SEMI-ANNUAL Other (speci-	fy):Hire Date	Hire Date				
Employee Name (Last, First, MI): Colbert, Anthony	Employee #					
Title: Sergeant Depar	tment/Division: Corrections (B Squad)					
Pate Assigned To Dept/Division 04-01-1991	Evaluation Period: From January 1, 2016 Ju	ine 30, 2016				
Evaluator's Name: Lt. Keiran Bray	Evaluation Period: From1anuary 1, 2016 To To To	(months/years)				
Part I – Primary Job Duties						
Instructions: List the employee's primary job duties. To consuming and should also be written so that a person no after reading the listed duties.	They should be written in order of the most time consuming to ot familiar with the employee's job would have basic understand	the least time ding of the job				
1. Primary Job Duty:						
Oversee squad of 23 deputies; document and input payroll; procedures; review of log books for completion and accura new deputy trainees.	approve administrative documents; ensure that deputies follow pocy; patrols facility to ensures proper security; discusses the training	olicies and				
2. Primary Job Duty:						
Completes and/or approves work order requests, inmate dischecks, confiscates banned materials; meets with division (sciplinary actions, ensures disciplinary hearings are conducted; ov Captain to discuss confiscated materials and policy violations.	ersees block				
3. Primary Job Duty:						
Compiles and submits uniform orders for the squad; counse reports; approves medical and injury documentation for deperficiency.	els deputies on policy infractions; reviews and discusses inmate in puties; oversee mail distribution; attends staff meetings to discuss	jury and illness safety and				
COMMENTS:						
	security protocols. He ensures that all reports are timely writ	lten, reviews ther				
Part II – Evaluation of Behavioral Performance	ce Factors					
Rating Scale: o - Unsatisfactory, seldom or never meets 1 - Needs Improvement, has not consiste 2 - Satisfactory, has satisfactorily met sta 3 - Exceeds, has exceeded stated perform 4 - Outstanding, has consistently exceed	ently met stated performance behavior ated performance behavior nance behavior					
Instructions: Select the number that most closely refl	ects the employee's level of performance on behavior factors.					
1. Factor: Knowledge of Laws, Safety and Se	ecurity					
A. Security and Safety: Employee makes required inconsistencies and takes appropriate action.		3				
R Judgment: Employee exhibits sound and accura	ate judgment to recognize potential problems or e problems before they occur; avoids hasty, impulsive	3				
C. Laws and Regulations: Employee exhibits a the rules and regulations and consistently applies the	orough knowledge and understanding of relevant laws, em in an appropriate manner.	4				



2	Factor:	Work	Habite
	J'HULLUII.	VV 171 N.	11111/113

. Puctor. Work Huotes	
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
A. Employee Development: Supervisor facilitates the development of employees through the proper	3
 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 	
 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. 	
 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 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3
 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: Sgt. Colbert ensures that his employees are familiar with applicable policies and procedures. He is patient with he 	3



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. well with others. He is an asset to the organization.	He is well versed	pertaining to policie	s and procedures and gets along	
Areas in need of improvement: N/A				
Employee Comments (Please feel free to attach addition	nal sheets if you nee			
Employee's signature below indicates that the evaluation we the employee agrees with the evaluation. Signatures are	vas conducted and a	conference held with	a the employee. It does not mean th	 1at
Employee Signature Evaluator Signature Risk Sellasee Department Head Signature	It- Title aptain Title	(MS)	07/25/16 Date 7/26/16 Date 07-26-16 Date	The state of the s



Evaluation Type: SEM	MI-ANNUAL	Other (specify):	Hire Date: _	7/16/1991
				2232
			Sheriff/Corrections	
Title:		Department/Division:	7/1/2015	12/31/15
Date Assigned To Dept	/Division:	Evaluation Perio	d: From	To
Evaluator's Name:	, K. Bray	Length of Tin	ie Supervised	(years/months)
Part I – Primary Job I Instructions: List the e time consuming and show of the job after reading the	employee's primary uld also be written :	y job duties. They should be written so that a person not familiar with th	in order of the most time co e employee's job would hav	onsuming to the least e basic understanding
1. Primary Job Duty:				
Directs, coordinates and n	nanages the daily ass	signments and activities of the correc	tions division.	
•		·		
2. Primary Job Duty:				
Ensure efficiency of all sw	vorn personnel unde	r your command. Oversees training i	equirements are met and ma	adatory department
assignments are completed	d.			
3. Primary Job Duty:	l areas of training or	lucation, and skills as a Bibb County	Denuty Sheriff	
Maintain proficiency in ai	r areas or training, et	nication, and skins as a bibb county	Deputy onemi.	
COMMENTS:				,
Sgt. Colbert supervises a s	squad of 22 deputies	and clerks.		
·				
Part II – Evaluation	of Behavioral P	erformance Factors		
Rating Scale:	o – Unsatisfactor	y, seldom or never meets stated per	formance behavior	
Kating Search	1 - Needs Improv	ement, has not consistently met sta	ted performance behavior	
	2 – Satisfactory, b	nas satisfactorily met stated perform exceeded stated performance behavi	or	
	4 – Outstanding,	has consistently exceeded stated per	formance behavior	
Instructions: Select th	e number that mos	t closely reflects the employee's leve	el of performance on behavi	or factors.
1. Factor: Productiv	ity and Applicat	ion of Job Knowledge	-11	4
A. Planning: Emplo	oyee sets realistic go	oals, objectives and establishes logic	ai solutions.	
B. Use of time: Em	ployee starts assign	ments promptly and makes constru	ctive use of time.	4



. <u>F</u>	actor: Work Habits	
Α.	Care of Materials/Tools: Employee is responsible and careful in using materials/tools provided for the performance of duties.	4
В.	Attendance: Employee reports to assigned job sites at the time designated and is in conformance with Macon-Bibb 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.	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.	4
H.	Judgment: Employee thinks logically and quickly; judgment is usually of a high degree.	3
I.	Capacity to Grow: Employee is capable of developing beyond the present level of work.	4
	Supervisory Skills (Supervisory Personnel Only)	
Α.	Employee Development: Supervisor facilitates the development of employees through the proper Assessment of their training needs and personal guidance and counsel.	3
В.	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
COM	IMENTS:	
		ıads
r, C	olbert is an experienced and knowledgeable supervisor. His squad is the shortest in manpower od all squ	aus a iob

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 h	nis lead.
1 - £2		
Areas in need of improvement:		
Employee Comments (Please feel free to attac	h additional sheets if you need more space):	
Employee's signature below indicates that the even mean that the employee agrees with the evaluation	aluation was conducted and a conference held on. Signatures are required.	l with the employee. It does not
Employee Signature		01/27/16 Date
Ken M. h. Evaluator Signature	Title	1/27/16 Date 1-28-16
Department Head Signature	Title (MS)	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 if you have any questions.

Sincerely yours,

Benjamin Hubbard Human Resources Director



Evaluation Type:	Quarterly	Other (specify	Semi Annual	Hire Date 04	1/01/1991
Employee Name (Last First MT).			Employee # 1139	
Title: Sergeant	Last, Flist, Mi).	Departr			
	Dept/Divisio		nent/Division: _ Evaluation Per	riod: From 02/01/2014	то 08/11/2014
Evaluator's Name:	Lt. Paul E	dwards	Length of T	riod: From 02/01/2014 ime Supervised: 6 months	(months/years)
Part I – Primary . Instructions: List th	Job Duties ne employee's p l also be writter	orimary job duties. The	y should be written in	n order of the most time consumin oyee's job would have basic under	g to the least time
1. Primary Job Duty:	To assist the S the Lt. to mak	quad Lieutenant with s e sure day to day task a	cheduling of deputie re completed.	s for each shift to ensure proper m	anpower. To assist
2. Primary Job Duty:				ls start on time, security for the Ju curity of the jail at various times	dge, ADA, defense
3. Primary Job Duty:				ormation on policies and procedur is sorted, searched and distributed	
COMMENTS:					
Sgt. Colbert was prom- corrections division, S	oted from Dept gt. Colbert nee	ds very little supervision	n. Deputy Colbert is	. Sgt. Colbert knows how to super an assist to the Corrections Divisi	vise a squad in the on.
<u> Part II – Evaluati</u>	on of Behav	vioral Performanc	e Factors		1 f beautiful 1 1 females
1-] 2- 3-	Needs Improve Satisfactory, ha Exceeds, has ex	, seldom or never meets ment, has not consister as satisfactorily met stat acceded stated perform as consistently exceede	ntly met stated perfor ted performance beha ance behavior	mance behavior avior	
Instructions: Select	the number th	at most closely reflects	the employee's level	of performance on behavior factor	s.
1. <u>Factor: Knowle</u> A. Security and S inconsistencies a	Safety: Emplo		t pections of assigned	areas and accurately notes	4
B. Judgment: En emergencies and or dangerous act	l takes effective	ts sound and accurate ju action to minimize pro	ıdgment to recognize ıblems before they oc	potential problems or cur; avoids hasty, impulsive	3
		ployee exhibits a thoro sistently applies them in		nderstanding of relevant laws, ner.	3
2. Factor: Work E. A. Care of Mater excellent condit manner.	ials/Tools: E	Employee maintains equoreventive maintenance	ipment and/or weap and reports defective	ons and uniforms in equipment in a timely	4
		rts to assigned job sites o's Absenteeism and Tar		d and is in	4
		keeps supervisors, sub e or confidential inform			3
D. Dependability relied upon to o	y: Employee ex complete job as	whibits willingness to pe signments without avoi	rform new and/or addable delays.	lditional duties and can be	3



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 neet 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.	eded. He has				
Part III – Summary Comments (Required) Instructions: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the sp provided below. Comments must be in detail and identify employee strengths, areas in need of improvement and training ne (Please feel free to attach additional sheets if you need more space.) Demonstrated Strengths:	eds.				
Sgt. Colbert has good supervisory skills. He has a fast knowledge of corrections, which include daily task for each of the thre has good communication skill, which he uses for other deputies and for inmates.	e smis. He				
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):	N N 1				
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 that the employee agrees with the evaluation. Signatures are required.	ot mean				



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

Thank you in advance for prompt attention to this matter.

Erica L. Jackson

Director, Support Operations

view L. Jackson

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. <u>SUPERVISORS COMMENTS:</u> An audit of cell acceptance sheets was conducted on May, 20 th ,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 □ RECOMMENDEDS TERMINATION				
☐ SUSPENSION ☐ TERMINATED DAYS				
OTHER:				
This employee has been warned previously a bout this offense: X YES XO				
Previous Warning: ORAL WRITTEN SUSPENSION				
DATES OF ACTION: <u>05-29-14//Warned 04-18-14</u>				
SUPERVISOR'S SIGNATURE: Maj July Evins				
DEPARTMENT HEAD SIGNATURE: Col. M. Scaulary				
SIGNATURE OF EMPLOYEE ACKNOWLEDGEING RECEIPT OF NOTICE: SGT. Little Color				

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

1101 Childers, James

1102 Brown, Johnny

1104 Rozier, Bobby

1105 Smith, William

1108 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 Rodriquez, 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. Ho

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 OLISERT

(Print/Name)

Witness: SCT Jan Sch

Date: 03-11-14

Original: Policy and Certification Unit

Copies: Personnel File

LRD: (PERS	ONNEL USE)	•	4 1		BIE	B COL	JNTY		T/C	KEY: (PERSONNEL USE)	
MO.		AR		н		N RES		FS ·	FROM:		
			'	1;		ION F			То:		
REV. 07/21/2008						L PERSONNEL		IATED BY TH	···········		
	□ NEW HIRE		☐ PAY CHA	NGE	☐ RECLAS			AL DATA CH		TERMINATION	
Α	□ REHIRE ·		☐ JOB CHAN	NGE	EXPROMO:	TION	D PAYROL	L GROUP CH	ANGE INV. T	ERMINATION	
	REINSTATE		☐ TRANSFE	R	DEMOTE			EAVE OF AB		RN FROM LEAVE OF ABS.	·
	EMPLOYEE STAT	us	EMPL	OYEE'S LAST N		TE THIS SECTION	N FOR ALL PE	RSONNEL A	CTIONS EMPLOYEE'S NUMBER	EFFECTIVE DATE (NOT DA	ATE PREPAREDI
В	EFULL TIME			,					2230		
P	☐ PART TIME		Col	ber	+	Ant	hony		70001	02-07	-14
L	DIEMPORARY			·	CONG		<u> </u>	N DIDE DEDI	RE & REINSTATE		
		ATE BASE		PAY RATE	GRADE	STEP	JOB CODE	``	JOB TITLE		DEPT. NOW
C	WEEKLY :	DAILY	BI-MONTHLY D23	i							
L	LI ROUR	DARLT		COMPLET	<u>i</u> E THIS SECTIO	ON FOR PAY AN	D/OR JOB CH/	I ANGES, TRAI	NSFER, RECLASSES, PROM	OTIONS	
			BASE SEMII-MONTHLY	PAY RATE	GRADE	STEP	JOB CODE		JOB TITLE		DEPT, NO#
D	FROM WEEKLY 2	☐ DAILY	D23	21.53	517	11	423	De	n. tu		412
	TO WEEKLY 2		SEMI-MONTHLY	22.40	0	 		4	1 6.29	*	
L	HOUR	DAILY	□23	\$	217	10	424	Se	rgeant		412
	PERSONNEL USE			SECTION FOR N	IEW HIRES	.					
	EMPLOYMENT ST FT HOURS (PER WK									E PENSION INFORMATION	*
E	PT HOUR (PER WK)		WORKER'S	COMP. IND.	VACATION &	SICK-LEAVE IND.	F	☐ GENE	RAL	☐ LAW ENFORCE	EMENT
			ΩY	DN	ץם	אם		☐ STAT	E 🔲 TEACH	ERS	□ NONE
	DEDDOVA				. (COMPLETE A	I L DATA IN	THIS SEC	TION FOR NEW HIRES,	RE-HIRES	100
	PERSONAL						LY DATA CHA		LL OTHER PERSONNEL AC	TIONS	
	SOCIAL SECURITY NUMBER MARITAL STATUS			<u> </u>	BIRTH DATE EMPLOYEE'S TELEPHONE NUMBER			JER			
[☐ SINGLE ☐ MARRIED EMPLOYEE'S STREET ADDRESS OR P O BOX NUMBER				CITY		()	TIS SORT			
	EMPLOTLE S STREET ADDRESS ON TO BOX NOMBER				IUMBER		ын		STATE	ZIP CODE	
							<u> </u>	1-004-1-10			
G	IF NAME CHANGED, ENTER FORMER NAME				<u> </u>	EDUCATION (CIRCLE)			SPOUSE'S FULL NAMI		
					1	45678 3141516					
	PRIMARY EMERGENCY CONTACT PERSON (NAME)					ONE NUMBE			ADDRESS		
						'					
	SECONDARY EME	RGENCY	CONTACT PERS	ON (NAME)		PH	ONE NUMBE	R		ADDRESS	
<u> </u>					······································	<u> </u>					
	COMPLETE FOR L									EEOC INFORMATION	
ļ <u>.</u> .	☐ PAID —	MILITARY PERSONAL	DEMLA-EMP	DATE.	6			_	o A - American Indian or		GENDER
H	. [WORKER'S D		ESTIMATED RETU	RN DATE.			ı	n B - Black or African Arr		# MALE
	D UNPAID C	Suspension	FROM DUTIES						ಬ H - Hispanic		n FEMALE
<u> </u>	RETURN FROM LEA	NVE	DATE						⊕ W - Caucasian		-
			T-I	CH ERMINATION AND		FOR EMPLOYA	MENT SEPARA	TION AND P	ROVIDE BRIEF REMARK(S)	ELIGIBLE FOR REH	IRE
J	1		2	3		4	5		6		
	OUIT VOLUNTARY		AID-OFF OF WORK	DISCHA		☐ RETIREMENT	□ DEATH	O LEAVE	OF ABSENCE	_ Y _	N .
,	n	A		FIONAL INFORMA				7		OVALS AND REVIEW RIZATION (SIGN BELOW)	
	Prom.			9				DEPARTMENT H			DATE 1 1/4
	Same	Gra	de as	Jr.L	t. per	Sleriff	Sleriff Davis HUMAN RESOURCES PI		RCES REVIEW		0ATE
K			y Gree		1			DIRECTOR OF HUMAN RESOURCES APPROVAL			2-26/14
V			0-42					115e	namun t	Luliband	2-26 1V
]	550	0-42	4-60	> '		FINAL-HOMAN RESDURÉES REVIEW DA			DATE	
		• .						FINANCE/PAYRO	OLL ACTION TAKEN		DAYE
							4.				-



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

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

David J. Ďavis

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.
All (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.
	Print name legibly Author Signature
	01-25-15 Date

4. Brigette C. Juh Witness #1151

Bibb County Sheriff's Office

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony	Supervisor: <u>LtPatterson/Johnson</u>			
Position: Deputy Sheriff	Date: <u>07/09/13</u>			
Is this employee's job properly described in the job description? Xes No				
(Check the correct	response)			
Amount of work. Consider number of assignm in relation to nature and conditions of the work work. 1. Extraordinary volume of work completed 2. Consistently turns out a good volume of 3. Amount of work completed is satisfactor 4. Output barely acceptable. 5. Amount of work entirely inadequate.	c performed. Disregard quality of d. work.			
Quality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled.				
Unusually high-grade of work is consiste 2. Quality is exceptional in all respects. 3. Quality is of high grade, but not exception 4. Work is reasonable complete, accurate, as 5. Work usually lacking in thoroughness, accurate.	nal nd presentable.			
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.				

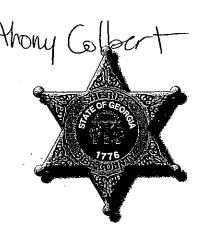
Anthony Colbert

DEPUTY ANTHONY (TE) COLBERT

HAVE NEVER RECIEVEDS A PHOTO ID AND

CERTIFICATION CARD.

X Athy Collaboration



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.

<u>realizing that the article is missing, submit a written report</u> 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

Revised 03-04-13

Office of the Sheriff Bibb County, Georgia

Official Oath of Office

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.

(initial)

Addendum for civilian employees only:

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 Sheriff, Bibb County



BIBB COUNTY SHERIFF'S OFFICE REQUIRED TRAINING ACKNOWLEDGMENT FORM

is requ	officer who has completed POST Basic Law Enforcement Certification (Mandate School ired to sign this document and receive a copy. Officers will initial beside each topic and gn and date at the bottom. A witness to the document is required at the time of signing.
HC	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.
AL	I understand that <u>it is my personal responsibility</u> 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.
<u>AC</u>	I understand that if I completed Basic Law Enforcement Certification (Mandate) after January 1, 2012, <u>it is my personal responsibility</u> 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.
	Officer's Signature ANTHONY OLBERT Printed Name

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 th	e job description? Xes No
(Check the correct	et response)
Amount of work. Consider number of assigning in relation to nature and conditions of the work.	nents completed and volume of output k performed. Disregard quality of
 □ 1. Extraordinary volume of work complet □ 2. Consistently turns out a good volume of □ 3. Amount of work completed is satisfact □ 4. Output barely acceptable. □ 5. Amount of work entirely inadequate. 	of work.
Ouality of work. Consider thoroughness, accurate job. Disregard amount of work handled. 1. Unusually high-grade of work is consicular consicul	stently performed.
Dependability. Consider the manner in which whether jobs are done on time, and the amou desired results. \[\sum 1. \] \[\sum 2. \] \[\text{Applies himself/herself well but occased to the conscientions.} \] \[\sum 3. \] \[\sum 4. \] \[\text{Cannot always be relied on to get desired to the conscientions.} \] \[\sum 5. \] \[\text{Work usually lacking in thoroughness.} \]	n worker applies himself to his work, ant of supervision required to get the sionally needs directions and supervision. mal supervision required. ired results w/o considerable supervision. s, accuracy, or neatness.
Judgement. Consider the wisdom of employed instructions and judgment in unusual situations. 1. Thinks quickly and logically in all situations. 2. Judgment usually of a high degree. 3. Occasionally makes errors in judgment. When the strength of the str	ons, where discretion is anowed. uations. Judgment can always be depended on. nt. Needs some general instruction.

	Ability to lear	n. Consider employee's mental ability in mastering new routine,	
		anations, and retaining this knowledge.	
		Brilliant and keen-minded, coupled with eagerness to learn.	
	$\boxtimes \overset{\circ}{2}$.	Quick to grasp new ideas and methods.	
	3,	Learns satisfactorily.	
	<u> </u>	Learns by excessive repetition. Needs guidance.	
-	☐ 5.	Slow in learning even simple procedures. Needs constant guidance.	
	Attitude. Con	sider attitude toward job and firm.	
	<u> </u>	Enthusiastic about type of work; booster of firm	
	<u>⊠</u> 2.	Happy on job, favorable attitude toward firm.	
•		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		
		·	
	contact.	th fellow employees, supervisors, and others with whom he comes in	
		Dycontionally avecageful in wording with and assisting athers	
	∐ 1. ⊠ 2.	Exceptionally successful in working with and assisting others. 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.	
	<u></u>	Fails to cooperate. Unwilling to work with or assist others.	
	Capacity and	ambition for future growth. Review all the factors previously	
		d judge employee's capacity and ambition for future advancement	
		it department or branch and in the organization.	
		Outstanding candidate for future development. Given opportunity, could be expected to	
	L., -,	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.	
		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:	1th Statue Date: 12-812	
		12 (h) Date: 12-8-12 Date: 12-8-12	
	Officer:	that offer Date: 17-8-12	
	1 1/1		

. . .

. . . .

Employee Name: Colbert, Anthony	Supervisor: <u>Lt.Patterson/Johnson</u>			
Position: Deputy Sheriff	Date: <u>08/15/12</u>			
Is this employee's job properly described in the job description? X Yes No				
(Check the correct response)				
Amount of work. Consider number of assignment in relation to nature and conditions of the work work. 1. Extraordinary volume of work complete 2. Consistently turns out a good volume of Amount of work completed is satisfactor output barely acceptable. 3. Amount of work entirely inadequate.	d. work.			
Ouality of work. Consider thoroughness, accurately job. Disregard amount of work handled. 1. Unusually high-grade of work is consisted to the consistency of the con	tently performed. ional and presentable.			
 3. Fairly reliable and conscientious. Norn 4. Cannot always be relied on to get desir 5. Work usually lacking in thoroughness, 	of supervision required. of supervision required. conally needs directions and supervision. nal supervision required. red results w/o considerable supervision. accuracy, or neatness.			
Judgement. Consider the wisdom of employed instructions and judgment in unusual situation. 1. Thinks quickly and logically in all situation. 2. Judgment usually of a high degree. 3. Occasionally makes errors in judgment. When the situation is a situation. 4. Makes frequent errors in judgment. When the situation is a situation.	at Needs some general instruction.			

•	·	
17 ****		
Ability to lea	urn. Consider employee's mental ability in mastering new routine,	
grasping exp	nanations, and retaining this knowledge	
□ 1. □ 2.	Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods.	•
☐ 3.	Learns satisfactorily.	
<u> </u>	Learns by excessive repetition, Needs guidance	
□ 5.	Slow in learning even simple procedures. Needs constant guidance.	
Attitude Cor		-
<u>Attitude.</u> Col	nsider attitude toward job and firm.	
∑ 2.	Enthusiastic about type of work; booster of firm Happy on job; favorable attitude toward firm.	
<u></u> 3.	Seems to be satisfied with job and firm.	
<u> </u>	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 wi	th fellow employees, supervisors, and others with whom he comes in	
contact.	in completes, supervisors, and others with whom he comes in	
· . 🛄 1.	Exceptionally successful in working with and assisting others.	
. 💹 2.	CHICK TO VOIDINGER to work with and against athems	
3	Generally works well with and assists others.	
5.	Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others.	
-	of white of white of assist others,	·
Capacity and	ambition for future growth. Review all the factors previously	
considered an	Id Judge employee's canacity and ambition for future adversary	
nom m breset	It department or branch and in the organization	
<u> </u>	Outstanding candidate for future development. Given opportunity, could be expected to	
. ⊠ 2.	go tai in digamzations.	
□ 3.	Capable of developing beyond present level of work. Has probably reached most suitable job or level of work.	
<u> </u>	Barely capable of handling present level of work	
5.	Entirely out of place in present job. Should be moved to simpler work or dismissed.	
C		*
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.	
•		
·		
		,
•		
Ø	H (1. A)	
Supervisor	Missallie Date: 08-15-12	
Officer:	4/1/4	
Ullicel. Fit	Bata De	

.

Bo.

Employee Name: <u>Colbert, Anthony</u>	Supervisor: Lt.Patterson
Position: <u>Deputy Sheriff</u>	Date: <u>04/30/12</u>
Is this employee's job properly described in	the job description? Xes No
(Check the corr	rect response)
Amount of work. Consider number of assign relation to nature and conditions of the work.	vork performed. Disregard quanty of
 ☐ 1. Extraordinary volume of work comp ☐ 2. Consistently turns out a good volum ☐ 3. Amount of work completed is satisf ☐ 4. Output barely acceptable. ☐ 5. Amount of work entirely inadequate 	ne of work. Factory but not unusual. e.
Ouality of work. Consider thoroughness, as job. Disregard amount of work handled. 1. Unusually high-grade of work is completed in all respect Quality is exceptional in all respect Quality is of high grade, but not except Quality is reasonable complete, accurding to the work is reasonable completed. 5. Work usually lacking in thoroughness.	nsistently performed. s. ceptional rate, and presentable.
 3. Fairly reliable and conscientious. I 4. Cannot always be relied on to get on the construction of the construction. 5. Work usually lacking in thoroughness. In the construction of the construction of the construction. 	num of supervision required to get the casionally needs directions and supervision. Normal supervision required. desired results w/o considerable supervision. ness, accuracy, or neatness.
2. Judgment usually of a high degree	ations, where discretion is anowed. situations. Judgment can always be depended on.

Ability to lea	arn. Consider employee's mental ability in mastering new routine,
grasping exp	planations, and retaining this knowledge.
☐ 1.	Brilliant and keen-minded, coupled with eagerness to learn.
<u>⊠</u> 2.	Quick to grasp new ideas and methods.
∐ 3.	Learns satisfactorily.
<u> 4.</u>	
	Slow in learning even simple procedures. Needs constant guidance.
	·
Attitude. Con	nsider attitude toward job and firm.
∐ 1.	Enthusiastic about type of work: booster of firm
<u>⊠</u> 2.	Happy on job; favorable attitude toward firm
∐ 3.	Seems to be satisfied with job and firm.
∐ 4. □ 5.	Shows little interest in either job or firm.
, LJ 3.	Disgruntled on job; critical of firm.
Cooperation	Consider extent to which
effectively wi	Consider extent to which employee works harmoniously and
checuvely wi	th fellow employees, supervisors, and others with whom he comes in
contact.	
∐ 1. ⊠ 2.	Exceptionally successful in working with and assisting others.
□ 2. □ 3.	Quick to volunteer to work with and assist others
	Generally works well with and assists others.
☐ 5.	Cooperation must be solicited. Seldom volunteers to work with or assist others.
	Fails to cooperate. Unwilling to work with or assist others.
Canacity and	ambition for future
considered on	ambition for future growth. Review all the factors previously
considered all	d judge employee's capacity and ambition for future advancement
porm m bi eser	it department or Dranch and in the organization
□ 1.	Outstanding candidate for future development, Given opportunity, could be expected to
⊠ 2.	80 zm m organizations.
□ 3.	Capable of developing beyond present level of work.
☐ 4.	Has probably reached most suitable job or level of work.
☐ 5.	Barely capable of handling present level of work.
	Entirely out of place in present job. Should be moved to simpler work or dismissed.
Comments.	Denuty Colbert continues to assist I'
	Deputy Colbert continues to assist Lieutenant Johnson and myself in the
	running of B squad. Deputy Colbert is a senior officer who is very
	rammar with the policies and procedures and helps to enforce them
	within the corrections division. Deputy Colbert is professional courteens
·	and respectful towards the public and his co-workers. He is a asset to B
•	squad.
	•
	Puns)
Supervisor:	The Fellew Date: 4-30-12
Λ	11 // //
Officer: Let	Date: 4-30-12 Date: 4-30-12

BIBB COUNTY HUMAN RESOURCES DEPARTMENT MERIT INCREASE REVIEW FORM

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

	DATE:08/30/12
TO:SHERIFF-CORRECTIONS (JAIL)	DATE:
NAME: JOB TITLE:	
PAY GROUP: 23 DEPARTMENT: 412 EMPL	·
ON: 10/01/12 THE ABOVE NAMED EMPLOYEE WILL HAND NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS	, OLLOWS.
FROM: GRADE: S17 STEP: 09 RATE OF PAY:	1,725.16 SEMI-MONTHLY
TO: GRADE: STEP: RATE OF PAY:	MERIT RAISES FROZEN FY 2013
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 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL ☐ GOOD ☒ SATISFACTORY ☐ POOR 5. EMPLOYEE'S COOPERATION WITH ☐ SUPERVISOR ☐ POLICIES & PROCEDURES ☐ OTHER EID EXCEPTIONAL ☐ GOOD ☒ SATISFACTORY ☐ POOR 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL ☐ GOOD ☒ SATISFACTORY ☐ POOR 7. SINCE THE LAST APPRAISAL EMPLOYEE HAS: PERFORMED MADE LITTLE OR NO CHANGE ☐ HAS NOT PERFORM	MPLOYEES AND PUBLIC IS:
ALL MERIT RAISES EROTEN EROM OT-	SES OSSIGNED TO MINE OL-2012 THRU CG-30-2013 EXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
BASED ON THIS EVALUATION THE COMBANCE WITH THE COMBE ADVANCED ONE STEP IN ACCORDANCE WITH THE COME EMPLOYEE'S SIGNATURE: (EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH SUPERVISOR'S SIGNATURE:	DATE: 09-15-12
DEPARTMENT HEAD: Mayor Store To FO	DATE: 9-/7-/2
RETURN ENTIRE FORM TO HUMAN RESOURCES FO ORIGINAL - HUMAN RESOURCES DEPT. 1 ST COPY - EMPLOYEE 2 ND COPY -	- DEPARTMENT FILE 3 RD COPY - PAYROLL

Performance Evaluation



Industrial Deputy Sheriff (Certified) Supervisor: Lt. Patterson / Johnson Date: 09-15-12
Inployee 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. Quality is exceptional in all respects. Usually high-grade work is consistently performed. Quality is of high grade, but not exceptional. Work is reasonably complete, accurate, and presentable. 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. Justifies utmost confidence. A minimum of supervision required. Applies himself well but occasionally needs direction and supervision. Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable supervision. 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. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.
Comments:
(Continued on Payage Cide)

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. 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. 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. 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 <u>special</u> job accomplishments since last evaluation:
If applicable, specify needed action for Employee's improvement:

Revised 06/20/08

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?		
(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.			
 2. Consistently turns out a good vol 3. Amount of work completed is sa 4. Output barely acceptable. 5. Amount of work entirely inadequence 	ume of work. tisfactory but not unusual. nate.		
Quality of work. Consider thoroughness	, accuracy, and orderliness of completed		
job. Disregard amount of work handled. Unusually high-grade of work is Quality is exceptional in all resp Quality is of high grade, but not Work is reasonable complete, ac Work usually lacking in thorous	ects. exceptional ccurate, and presentable. ghness, accuracy, or neatness.		
<u>Dependability.</u> Consider the manner in whether jobs are done on time, and the	which worker applies himself to his work, amount of supervision required to get the		
desired results. 1. Justifies utmost confidence. Mi 2. Applies himself/herself well bu 3. Fairly reliable and consciention 4. Cannot always be relied on to some some some some some some some som	nimum of supervision required. It occasionally needs directions and supervision. Its. Normal supervision required. Its desired results w/o considerable supervision. Its desired results 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. In thinks quickly and logically in all situations. Judgment can always be depended on. Judgment usually of a high degree. Judgment usually of a high degree. Makes frequent errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.			

•			
•	•		
	Ability to lea	ern Consider amployees a montal ability in mastering	
	GEOGRAPH CONT	arn. Consider employee's mental ability in mastering new routine,	
	grashing ext	planations, and retaining this knowledge.	
	□ 1. □ 1.	Brilliant and keen-minded, coupled with eagerness to learn.	
		Quick to grasp new ideas and methods. Learns satisfactorily.	
		Learns by excessive repetition. Needs guidance.	
	☐ 5.	Slow in learning even simple procedures. Needs constant guidance.	
		210 Will fourthing even shaple procedures. 14ceds constant guidance.	
	Attituda Co	resident attitude terriend ich and Gara	
	Aimaue. Co.	nsider attitude toward job and firm.	
	∐ 1. ⊠ 2.	DE Water	
	3.		
		Shows little interest in either job or firm.	
	☐ 5.	Disgruntled on job; critical of firm.	
	tomal - v	2.25. and on job, witten of mill,	
	Cooperation.	. Consider extent to which employee works harmoniously and	
	effectively wi	ith fellow employees, supervisors, and others with whom he comes in	
	contact.	ten tenow employees, supervisors, and others with whom he comes in	
		Everytherally managed in the state of	
	□ 1. □ 2.	Exceptionally successful in working with and assisting others.	
		Quick to volunteer to work with and assist others. Generally works well with and assists others.	
	☐ 4.	Cooperation must be solicited. Seldom volunteers to work with or assist others.	
	 	Fails to cooperate. Unwilling to work with or assist others.	
		The state of the s	
	Canacity and	l ambition for future growth. Review all the factors previously	
	considered a	nd judge employee's capacity and ambition for future advancement	
	hoth in proce	and danger employees expansive and amortion for future advancement	
	1.	ent department or branch and in the organization.	
	L 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.	•
	_	and a process job, cheese so moved to simple! Work of distinssed.	-
	Comments.	Field Training Officer Colbert continues assit in the training of members	
	<u> </u>	assigned to the squad. Deputy Colbert is a senior officer who is very	
		familiar with the malicina and a senior officer who is very	
	•	familiar with the policies and procedures and helps to enforce them	
		within the corrections division.	•
	* =		
·			
•	•	17/1-11	
	Supervisor: _	then It Date: 12/2/11	
	· · /		
	Officer:	ithory flat Date: 12/21/11	
	James Comments	15/04/1	
·	•		

Employee Name: Colbert, Anthony	Supervisor: Lt.Clowers/Patterson			
Position: Deputy Sheriff	Date: <u>10/05/201</u>			
Is this employee's job properly described in the job description? Xes 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 is satisfact. □ 2. Consistently turns out a good volume of work completed is satisfact. □ 3. Amount of work completed is satisfact. □ 4. Output barely acceptable. □ 5. Amount of work entirely inadequate.	ory but not unusual.			
Quality of work. Consider thoroughness, acco	ıracy, and orderliness of completed			
job. Disregard amount of work handled. 1. Unusually high-grade of work is constant in all respects. 2. Quality is exceptional in all respects. Quality is of high grade, but not exceptional in the complete, accurate work is reasonable complete, accurate work usually lacking in thoroughness.	stently performed. otional e, and presentable. e, accuracy, or neatness.			
Dependability. Consider the manner in whice whether jobs are done on time, and the amount	h worker applies himself to his work, int of supervision required to get the			
desired results. 1. Justifies utmost confidence. Minimus 2. Applies himself/herself well but occased 3. Fairly reliable and conscientious. No 2. Cannot always be relied on to get design. Work usually lacking in thoroughness.	n of supervision required. sionally needs directions and supervision. rmal supervision required. sired results w/o considerable supervision. s, accuracy, or neatness.			
Judgement. Consider the wisdom of employee's decisions in the absence of detailed				
instructions and judgment in unusual situations, where discretions are depended on.				
2. Judgment usually of a high degree.				

grasping ex	arn. Consider employee's mental ability in mastering new routine, planations, and retaining this knowledge.
L1.	Brilliant and keen-minded, coupled with eagerness to learn
	· Quick to grasp new ideas and methods.
1 4.	Learns by excessive repetition. Needs guidance
	Slow in learning even simple procedures. Needs constant guidance.
Attitude. Co	nsider attitude toward job and firm.
∐ 1. ⊠ 2.	Enthusiastic about type of work; hooster of firm
□ 3.	Seems to be satisfied with job and firm.
☐ 4. ☐ 5.	Shows little interest in either job or firm.
	and the surjour, or them of think.
Cooperation effectively w	Consider extent to which employee works harmoniously and
contact.	ith fellow employees, supervisors, and others with whom he comes in
□ 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
☐ 3. ☐ 4.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others.
□ 3.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others.
☐ 3.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously.
☐ 3. ☐ 4. ☐ 5. ☐ Capacity and considered ar	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously adjudge employee's capacity and ambition for future adversage.
Capacity and considered arboth in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement or branch and in the organization.
Capacity and considered arboth in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, sould be supported to
Capacity and considered arboth in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work
Capacity and considered arboth in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously ad judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work.
Capacity and considered arboth in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. I ambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement nt department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work.
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ Capacity and considered are both in presen ☐ 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
Capacity and considered and both in prese	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. I ambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement nt department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert continues assit in the training of members assigned to the
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
Capacity and considered arboth in preserval. 2. 3. 4. 5. Capacity and considered arboth in preserval. 5. Comments.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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
Capacity and considered arboth in preserval. 2. 3. 4. 5. Capacity and considered arboth in preserval. 5. Comments.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. I ambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert continues assix 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.
☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5. ☐ 5	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with or assist others. Lambition for future growth. Review all the factors previously and judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 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

BIBB COUNTY DEPARTMENT OF PERSONNEL MERIT INCREASE REVIEW FORM

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

TO:SHERIFF-CORRECTION:	S (JAIL)	_ DATE: _	08/29/11
NAME: COLBERT ANTHONY	JOB TITLE:	DEPUTY SHER	IFF .
PAY GROUP:23 DEPA	RTMENT: 412 EMPLO	YEE NO:	28001
ON <u>10/01/11</u> THE ABOVE NECESSARY TO BE CONSIDER!	NAMED EMPLOYEE WILL HA' ED FOR A MERIT INCREASE AS I	VE COMPLETE FOLLOWS:	ED THE SERVICE
FROM: GRADE: 501 STE	P: 13 RATE OF PAY: _	1,711-67	SEMI-MONTHLY
TO: GRADE: STE	P: RATE OF PAY: _	* LONGEVITY * REVIEW	REACHED *
4. EMPLOYEE'S OVERALL JOB KN EXCEPTIONAL GOOD 5. EMPLOYEE'S COOPERATION W EXCEPTIONAL GOOD 6. EMPLOYEE'S INITIATIVE AND RI EXCEPTIONAL GOOD 7. SINCE THE LAST APPRAISAL, E IMPROVED MADEL 8. THE OVERALL JOB PERFORMA FAIR GOOD V COMMENTS: Deputy Co	LEAVE? POTENTIAL IS: POOR NEEDS MORE BOOKLEDGE IS: SATISFACTORY POOR SATISFACTORY P	EMPLOYEES AND TO PERFORM EF S SLIPPED BACK DRY POOR G POOR EVERY POOR DEW OFFICERS DIVISION!	DPUBLIC IS: FFECTIVELY FFETTIVELY FFETT
SUPERVISOR'S SIGNATURE:		VIEW)	THIS EMPLOYEE IN REGULATIONS. DATE: $9-7-11$ DATE: $9-7-11$ DATE: $9-8-11$ DATE: $9-8-11$

DIDD County Human Resources Performance Evaluation



Job Title: Deputy Sheriff Date: 9-7-1/ (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:

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 employee
supervisors, and others with whom he comes in contact.
1. Exceptionally successful in working with and assisting others.
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:
<u>Capacity and ambition for future growth.</u> 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 <u>special</u> job accomplishments since last evaluation:
If applicable, specify needed action for Employee's improvement:
યુવા.
Revised 06/20/08

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

Colbert, A.

Employee Name: <u>Colbert, Anthony</u>	Supervisor: Lt.Cle	owers/Patterson	
Position: Deputy Sheriff	Date: <u>0</u>	4/21/11	
Is this employee's job properly described in the job description? X Yes No			
(Check the correct	response)		
Amount of work. Consider number of assignment in relation to nature and conditions of the work.	tents completed and	l volume of output	
	Z per for med. Diar og	ard quarry s-	
work. 1. Extraordinary volume of work complete 2. Consistently turns out a good volume of 3. Amount of work completed is satisfacto 4. Output barely acceptable. 5. Amount of work entirely inadequate.	work.		
Quality of work. Consider thoroughness, accur	racy, and orderlines	ss of completed	
job. Disregard amount of work handled.	•		
1 I Inusually high-grade of work is consist	ently performed.		
2. Quality is exceptional in all respects.			
3. Quality is of high grade, but not except	ODAL and precentable		
Quality is exceptional in all respects. Quality is of high grade, but not exceptional in the exceptional in all respects. Work is reasonable complete, accurate, Work usually lacking in thoroughness,	accuracy, or neatness.		
<u>Dependability.</u> 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 occas	ionally needs directions a	and supervision.	
Fairly reliable and conscientious, Norm	al supervision required.		
4. Cannot always be relied on to get desir 5. Work usually lacking in thoroughness,	ed results w/o considerate accuracy, or neatness.	ie supervision.	
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.			

	ч	•
•		
Ability to lea	arn. Consider employee's mental ability in mastering new routine,	
grasning eyn	blanations, and retaining this knowledge.	
	Brilliant and keen-minded, coupled with eagerness to learn.	
⊠ 2.	Quick to grasp new ideas and methods.	
□ 3.	Learns satisfactorily.	
	Learns by excessive repetition. Needs guidance.	
_ 5.	Slow in learning even simple procedures. Needs constant guidance.	
	r F Edition Constant Saluance.	
Attitude. Cor	usider attitude toward job and firm.	
1.	Enthusiastic about type of work; booster of firm	
<u> </u>	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.	•
	Disgruntled on job; critical of firm.	
<i>a</i>		
Cooperation.	Consider extent to which employee works harmoniously and	
effectively wi	th fellow employees, supervisors, and others with whom he comes in	
contact	·	
<u> </u>	Exceptionally successful in working with and assisting others.	
<u>⊠</u> 2.	Quick to volunteer to work with and assist others.	
∐ 3.	Generally works well with and assists others.	
☐ 4. ☐ 5.	Cooperation must be solicited. Seldom volunteers to work with or assist others.	
<i>J</i> ,	Fails to cooperate. Unwilling to work with or assist others.	
Canadhaaad	1 ''.'	
Capacity and	ambition for future growth. Review all the factors previously	•
considered an	ad judge employee's capacity and ambition for future advancement	
Doin in preser	nt department or branch and in the organization.	
∐ 1.	Outstanding candidate for future development, Given opportunity, could be expected to	
Mα	go lar in organizations.	
⊠ 2 <i>.</i> □ 3.	Capable of developing beyond present level of work.	•
	Has probably reached most suitable job or level of work.	
5.	Barely capable of handling present level of work.	
<u></u>	Entirely out of place in present job. Should be moved to simpler work or dismissed.	•
Comments.	Denuty Colhorting and 114 : Co	
OURINCALS.	Deputy Colbert is a senior field training officer assigned to the	
	corrections divison. Deputy Colbert is a hard worker whose experience in	
	the corrections division allows him to perform his duties with very little	•
	supervision	
,		
. •		
		•
	D	
~	\mathcal{I}_{0} and	
Supervisor:	Date: 4/21/11	
//	1, 1,	
Officer:	Thong offat Date: 4/2/11	
	Date. 1/21/11	

Employee Nam	e: Colbert, Anthony	Supervisor:	
Position: <u>Deput</u>	y Sheriff	Date:]	12/15/10
Is this employee's job properly described in the job description? Xes No			
	(Check the correc	t 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.	Extraordinary volume of work complete Consistently turns out a good volume of Amount of work completed is satisfacte Output barely acceptable. Amount of work entirely inadequate.	f work. ory but not unusual.	
Ouality of wor job. Disregard ☐ 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5.	L. Consider thoroughness, acculated amount of work handled. Unusually high-grade of work is consist Quality is exceptional in all respects. Quality is of high grade, but not except Work is reasonable complete, accurate Work usually lacking in thoroughness,	tional , and presentable. accuracy, or neatness.	
Dependability. Consider the manner in which worker applies himself to his work, whiether 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. (instructions 2 ☐ 1.	Consider the wisdom of employer and judgment in unusual situation. Thinks quickly and logically in all situadgment usually of a high degree. Occasionally makes errors in judgment Makes frequent errors in judgment. Would with the strength of the situation of the wisdom	ons, where discretion and a district and a discretions. Judgment can a discretion and the same general states are same general states and the same general states are same general states and the same general states are same general states and the same general states are same general states and the same general states are same general states and the same general states are same general states are same general states and the same general states are same general states	lways be depended on.

		•	
•	Ability to lea	rn Consider amplements	
	Grosning own	rn. Consider employee's mental ability in mastering new routine,	
	grasping exp	lanations, and retaining this knowledge.	
	⊠ 2.	Brilliant and keen-minded, coupled with eagerness to learn.	
	□ 3.	Quick to grasp new ideas and methods. Learns satisfactorily.	•
	☐ <u>4</u> .	Learns by excessive repetition. Needs guidance.	
	☐ <i>5</i> .	Slow in learning even simple procedures. Needs constant guidance.	. •
į.		and a second state of the contract of the constant guidance.	
	Attitude, Con	sider attitude toward job and firm.	
		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 wit	th fellow employees, supervisors, and others with whom he comes in	
	contact.	i video video viten whom he comes m	
, -	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	•
	<u> </u>	Fails to cooperate. Unwilling to work with or assist others.	
	a		
	Capacity and	ambition for future growth. Review all the factors previously	•
	considered an	d Judge employee's capacity and ambition for future advancement	
	both in presen	it department or branch and in the organization	
	☐ 1.	Outstanding candidate for future development. Given opportunity, could be expected to	
		go lat in organizations.	!
	≥ 2.	Capable of developing beyond present level of work.	
e*	⊢ 3.	Has probably reached most suitable job or level of work	
	☐ 4. ☐ 5.	Barely capable of handling present level of work.	
	<u> </u>	Entirely out of place in present job. Should be moved to simpler work or dismissed.	
٠.,	Commonds	••	
	Comments.	Deputy Colbert is a senior officer who works extremely well with his co-	
	-	workers. Deputy Colbert also assits with the supervison and training of	
	•	squad members.	
,	_		
		^	
•,		TIM ON	
•	Supervisor:	Xt. 1 Date: 12/13/10	
•	\mathcal{A}_{i}		
	Officer: ////	Date: /2//3/10	
, .	1	7 - 12/15/10 ·	<u></u>
•		•	

٠.

Employee Name: Colbert, Anthony	Supervisor: Lt. Clowers/Patterso		
Position: Deputy Sheriff	Date: 08/25/10		
Is this employee's job properly described in the job description? X Yes No			
(Check the correct	t 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 satisfactor 4. Output barely acceptable. 5. Amount of work entirely inadequate. 	ory but not unusuat.		
Ouality of work. Consider thoroughness, accurded job. Disregard amount of work handled. 1. Unusually high-grade of work is consisted in all respects. 2. Quality is exceptional in all respects. 3. Quality is of high grade, but not except the work is reasonable complete, accurate the work usually lacking in thoroughness,	stently performed. tional , and presentable.		
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			
FT - m : 1:-1-1- and conscientions NOT	mal supervision required. The results woo considerable supervision.		
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 lear	n. Consider employee's mental ability in n	nastering new routine,
grasping expl	anations, and retaining this knowledge.	·
∐ 1. ⊠ 2	Brilliant and keen-minded, coupled with eagerness to Quick to grasp new ideas and methods.	o learn,
□ 3.	Learns satisfactorily.	
	Learns by excessive repetition. Needs guidance.	
☐ 5.	Slow in learning even simple procedures. Needs con	stant guidance.
Attitude. Con	sider attitude toward job and firm.	
L_J 1.	Enthusiastic about type of work; booster of firm	•
∑ 2.	Happy on job; favorable attitude toward firm.	
3.		
☐ 4. ☐ 5.	Shows little interest in either job or firm. Disgruntled on job; critical of firm.	
Cooperation.	Consider extent to which employee works	harmoniously and
effectively wit	h fellow employees, supervisors, and other	s with whom he comes in
П 1	Exceptionally successful in working with and assisti	
□ 1. □ 2.	Quick to volunteer to work with and assist others.	ng otners.
□ 2. □ 3. □ 4. □ 5	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 of	others.
Capacity and	ambition for future growth. Review all the	factors proviously
considered an	d judge employee's capacity and ambition	for future oderer
both in presen	at department or branch and in the organiz	tor intuit anyantement
	Outstanding candidate for future development. Given	Opportunity could be expected to
	go far in organizations.	t opportunity, could be expected to
∑ 2.	Capable of developing beyond present level of work.	
	Has probably reached most suitable job or level of w	ork.
☐ 4. ☐ 5.	Barely capable of handling present level of work.	
□).	Entirely out of place in present job. Should be moved	l to simpler work or dismissed.
Comments.	Deputy Colbert is a senior officer whose exp	perience has been very
	valuble in assisting with problems pesented	during each shift.
	•	
•		
•		
		_
Supervisor:	st. Warre love	Date: 8. 25-10
or //	11- (11)	
Officer:	to floor	Date: <u>08-25-10</u>
4		

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: DEBUTY CHESTER
NAME: LUEBERT ANTHUNY D JOB	TITLE: DEPOTE SHERIPE
PAY GROUP: 23 DEPARTMENT: 412	_ EMPLOYEE NO:
ON: 10/01/10 THE ABOVE NAMED EMPLOYEE 'NECESSARY TO BE CONSIDERED FOR A MERIT INCRE	
FROM: GRADE: <u>\$01</u> STEP: <u>13</u> RATE OF	PAY: 1,711.67 SEMI-MONTHLY
TO: GRADE: STEP: RATE OF	PAY: <u>* LONGEVITY REACHED *</u>
1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY?	
2. HAS EMPLOYEE USED AN EXCESSIVE AMOUNT OF SICH	K LEAVE? YES ☐ NO ☑
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS: EXCELLENT GOOD POOR NEED 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL GOOD SATISFACTORY 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR POLICIES & PROCEDURES OF EXCEPTIONAL GOOD SATISFACTORY 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL GOOD SATISFACTORY 7. SINCE THE LAST APPRAISAL EMPLOYEE HAS: PERF MADE LITTLE OR NO CHANGE HAS NOT PE 8. EMPLOYEE'S OVERALL JOB PERFORMANCE: EXCEEDS EXPECTATIONS MEETS EXPECTAT COMMENTS: And Provide GO	POOR D THER EMPLOYEES AND PUBLIC IS: POOR D FORMED EFFECTIVELY MAPROVED D ERFORMED EFFECTIVELY D TIONS BELOW EXPECTATIONS D THE IS
BASED ON THIS EVALUATION I (RECOMMENDDO BE ADVANCED ONE STEP IN ACCORDANCE WITH THE EMPLOYEE'S SIGNATURE:	É ^K ČŐMPENSÄŤIŐN PĽAN REGULATIONS. DATE: <u>9-9-10</u>
REFURN ENTIRE FORM TO HUMAN RESOURCES DEPT 15T COPY - FMPLOYEE	CES FOR DISTRIBUTION COPY - DEPARTMENT FILE 3RD COPY - PAYROLL

Performance Evaluation



Employee Name: <u>Colbert Authory</u> Supervisor: <u>Lt. Maurice</u> Clocus Job Title: <u>Deputy</u> Sheriff Date: <u>9-9-10</u>
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)

 Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily.
 Learns by excessive repetition. Needs guidance. 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:

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

retaining this knowledge.

Revised 06/20/08

PERFORMANCE EVALUATION

Employee Name: Colbert, Anthony Supervisor, La Position: Deputy Sheriff Date: 3	t. Fred Williams
Date: Date:	3-19-10
Position: W CP VCTY	YES NO
Is this employee's job properly described in the job description?	. K JE2 WO
(Circle the correct response)	•
alar d and robus	me of output in relation to nature
Amount of work. Consider number of assignments completed and volume	me of output in formation
1 Jiliana of the Work performed. Disiegald quanty of warm	•
The an ordinate VOITHE DEWOLK COMPLETE.	•
Consistently turns out a good volume of work.	al.
Amount of work completed is satisfactory but not unusual 4. Output barely acceptable.	
4. Output barely acceptable.	
5. Amount of work entirely inadequate.	· _
Quality of work. Consider thoroughness, accuracy, and orderliness of	completed job. Disregard amount of
Quality of work. Consider thoroughness, accuracy, and order	
work handled. 1. Unusually high-grade work is consistently performed.	
 Quality is exceptional in all respects. Quality is of high grade, but not exceptional. 	
and productions	5.
	atness.
5. Work usually lacking in thoroughness, accuracy, or not	done on
Dependability. Consider the manner in which worker applies himself	f to his work, whether jobs are done on
Dependability. Consider the mainler in which we the desired results time, and the amount of supervision required to get the desired results	5.
time, and the amount of supervision required to get the desired to get the desired time, and the amount of supervision and the amount of supervision and the supervision are the supervision.	n required.
= ''If	ata sapat trans
3. Fairly reliable and conscientious. Normal supervisions 4. Cannot always be relied upon to get desired results with	ithout considerable
	_
5. Entirely undependable. Needs constant supervision.	, ,
J. Limited and F.	* o control instructions and
Judgment. Consider the wisdom of employee's decisions in the abs	ience of detailed men detions.
Judgment. Consider the wisdom of dispression is allowed. judgement in unusual situations, where discretion is allowed. Judgement in unusual situations, where discretion is allowed.	be depended upon.
I Thinks dilickly alle logicarly and the	ent can always be depended -
Judgment usually of a high degree.	a general instruction.
	h detailed instructions.
Makes frequent errors in judgment. Works occur	II dotation management
5. Judgment entirely undependable.	′

10 mm. A

Ability to lear	rn. Consider employee's mental ability in mastering new routine, grasping explanations, and	
retaining this l		
(3)	Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods.	
② 3.	Learns satisfactorily.	
4.	Learns by excessive repetition. Needs guidance.	
5.	Slow in learning even simple procedures. Needs constant guidance.	
Attitude. Co	nsider attitude toward job and firm.	
· 1.	Enthusiastic about type of work; booster of firm.	,
2.	Happy on job; favorable attitude toward firm.	
2. 3 4.	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, su	r 13010, and others with wholl he comes in contact	
1.	Exceptionally successful in working with and assisting others	
(2) 3.	Quick to volunteer to work with and assist others	
ن. 4.	Generally works well with and assists others	
4. 5,	Cooperation must be solicited. Seldom volunteers to work with or assist others.	
	Fails to cooperate. Unwilling to work with a assist others.	
employee's ca organization.	I ambition for future growth. Review all the factors previously considered and judge pacity and ambition for future advancement both in present department or branch and in the	
1.	Outstanding candidate for future development. Given opportunity, could be	
	are detect to go let in the of allication.	
2	Capable of developing beyond present level of work.	
4.	rias probably reached most suitable job or level of work	
5,	Darely capable of handling present level of work	
٠,	Entirely out of place in present job. Should be moved to simpler work or dismissed.	
Comments: _	Deputy Colbert continues to set and	
il carry, u	or the well assisting with the training	_
2003	This experience of the charce of	_ _
Makes	him a prime candidate for promotion to the	
Level o	f supervision.	_
		<u> </u>
		<u>.</u>
Supervisor:	At Jred-Willia Date: 3-19-10	
Officer:	play offer Date: 3-19-10	
		_

1+ Tod Williams
Employee Name: Colbert, Anthony Supervisor Lt. Fred. Williams Position: Deputy Sheriff Date: 1-28-10 YES NO
Position: Deputy Sherift Date:
Is this employee's job properly described in the job description? YESNO
(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 portormed. 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.
Amount of work entirely inacequate.
Ouzlity 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.

retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work, booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be 1. expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. 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 hired Officers, as a field Training Officer, He constantly volunteers to work with other squads whenever they are short on Man power, which helps to accomplish the mission of the

St. Fred William Date: 1-28-10

Date: 1-28-10

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

Employee Name: Colbert, Anthony Supervisor, Lt. Fred Williams. Position: Deputy Sheriff Date: 09-03-09
Employee Name: $CC = 09$
Position: Deputy Sheritt Date: Date:
Is this employee's job properly described in the job description? YESNO
(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. Extraordinary volume of work completed. Consistently turns out a good volume of work. Amount of work completed is satisfactory but not unusual. Output barely acceptable. Amount of work entirely inadequate.
Ouality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of work handled. 1. Unusually high-grade work is consistently performed. Quality is exceptional in all respects. 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. Justifies utmost confidence. A minimum of supervision required. Applies himself well but occasionally needs direction and supervision. Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable supervision. 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. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. 1. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. 2. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. 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 fellowemployees, supervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Upwilling 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. Outstanding candidate for future development. Given opportunity, could be (1) expected to go far in the organization. Capable of developing beyond present level of work. á. Has probably reached most suitable job or level of work. 4 Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 5. to assist be depended upon to comple: 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.

MERIT INCREASE REVIEW FORM

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

TO: \$1	HERIFF-COR	RECTIONS	(JAIL)			DATE:	08/	27/09	
				JOB	TITLE:	DEPUTY SH	ERIFF	mhAl	
PAY GRO	OUP:23	DEPAR	TMENT: _	412	_ EMPL	OYEE NO: _	26001	-	
ON:_10 NECESS	<u>/01/09</u> THE SARY TO BE C	E ABOVE NA ONSIDERED	AMED EM FOR A ME	PLOYEE ERIT INCR	WILL H EASE AS	AVE COMPLE S FOLLOWS:	ETED TH	E SER	VICE
EDOM:	GRADE:	SO1 STEP:	13	RATE OF	PAY:	1,711.67	SEMI-	-MONTH	EY
TO:	GRADE:	STEP:		RATE OF	F PAY:	* LCNGEVI	TY REAC	CHED *	: -
1. HAS EN	MPLOYEE'S AT	TENDANCE E	BEEN SATIS	FACTORY	?	YES 🗹 NO			
						? YES □			
4. EMPLO EXC 5. EMPLO EXC 6. EMPLO 7. SINCE	OYEE'S OVERA CEPTIONAL OYEE'S COOPE GUPERVISOR CEPTIONAL OYEE'S INITIAT CEPTIONAL THE LAST APP DE LITTLE OR N	LL JOB KNOW GOOD GOOD RATION WITH POLICIES GOOD GOOD RAISAL EMP NO CHANGE	VLEDGE IS SATISFACI PROCEDI SATISFACT OURCEFUL SATISFACT SATISFACT LOYEE HAS	ETORY CORY CORY CORY CORY CORY CORY CORY C	POOR OTHER EI POOR POOR FORMED	MPLOYEES AND	PUBI]
8. EMPLO E COMMEI TO 455 depend accur	ed upon	Colbert is the tra	ORMANCE: MEETS an exper ining o	EXPECTA f Youn	ger o	BELOWED He uses fficers. H sks with a	1:1.	ONS [] beiend be Level	
BASED (ON THIS EVAL	LUATION LAF STEP IN ACA	RECOMME CORPANCI	NB) [] v R	O NOT B X X X X IE COMI	ECOMMEND [PÉNSATION PI	X & &	EMPLC ULATIC	NS.
EMPLOY (EMPLO)	EE'S SIGNATU YEE'S SIGNATURE 'ISOR'S SIGNAT	RE: ATRO DOES NOT NEE	3-1/	ollet	<u> </u>		DATE:	09-01	3-0 1-0
DEPART	MENT HEAD: _	maja	JLeC	C~	ehr_	DISTRIBUTION	DATE:	<u>4-3-</u>	09
ORIGINA	AL – HUMAN RESOL	RETURN ENTIR URCES DEPT.	IE FORM TO H I ST COPY – EM	IPLOYEE 2	COPY -	DEPARTMENT FILE	3 RD COPY	- PAYROI	LL

Performance Evaluation



Industry Sheriff Date: 09-01-09
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. (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)

Revised 06/20/08

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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. 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 NO
Employee Name: COLDETTY STATES
Position: Deputy Sheriff Date:
Is this employee's job properly described in the job description? YES NO
Is this employee's job properly described in the job description.
(Circle the correct response)
-tend and volume of output in relation to nature
Amount of work. Consider number of assignments completed and volume of output in relation to nature
and conditions of the work performed. Disrogate quanty
Consistently turns out a good volume of work.
3 Amount of work completed is satisfactory but not another.
4. Output barely acceptable. 5. Amount of work entirely inadequate.
5. Amount of work entirely inadequate.
Ouality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of
work handled. 1. Unusually high-grade work is consistently performed.
Ougline is exceptional in all respects.
The state of the s
5 Work usually lacking in thoroughness, accuracy, or treatment
Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on
Dependability. Consider the mainlet in which we have a perfect to get the desired results. time, and the amount of supervision required. A minimum of supervision required.
time, and the amount of supervision required to get the detribution required. 1. Justifies utmost confidence. A minimum of supervision required. 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
5. Entirely undependable. Needs constant supervision.

Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and

Occasionally makes errors in judgment. Needs some general instruction.

Makes frequent errors in judgment. Works best with detailed instructions.

Thinks quickly and logically in all situations. Judgment can always be depended upon.

judgement in unusual situations, where discretion is allowed.

Judgment usually of a high degree.

Judgment entirely undependable.

. 1.

② 3.

4.

5.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. 5. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. 1. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. 3. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 4. 5. Corrections and fatrol Divisions. He uses his experience assist with the development of Less experienced Co-workers.

Supervisor: 2tz. Fred William



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

Russell Neison
Chief Deputy
Corrections & Court Services

David J. Davis
Chief Deputy
Law Enforcement 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

Printed Name

Witness

Date

JUNE UD, 2001

TO: CINDY GRESHAM

FROM: ANTHONY (T.C.) COLISERT

RE: IN BANGE REPLACEMENT

Tom DEDUCATING ANOTHER AND

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

ANTHONY (T.C) COLBERT Hathor Colban + # 1139

To: Major Jackson	
1-44	
I, MIHORT COLISER	have already attended mandate school.
,	$A A_{i}$
Sia	mature/Badge# July about 1139
Sig	mature, padgen / W

Bibb County Sheriff's Office

Employee Name	e: Colbert, Anthony	Supervisor: Lt. E	<u>. Taylor</u>
Position: <u>Deput</u>	y Sheriff / Corrections	Date:]	12-31-08
Is this employee	e's job properly described in the	job description?	∑ Yes ☐ No
	(Check the correct	response)	
in relation to na	kConsider number of assignm nture and conditions of the work	ents completed and performed. Disre	d volume of output gard quality of
☐ 2. ⊠ 3. ☐ 4.	Extraordinary volume of work completed Consistently turns out a good volume of Amount of work completed is satisfactor Output barely acceptable. Amount of work entirely inadequate.	work.	
job. Disregard ☐ 1. ☐ 2. ☑ 3. ☐ 4. ☐ 5.	k. Consider thoroughness, accuramount of work handled. Unusually high-grade of work is consisted Quality is exceptional in all respects. Quality is of high grade, but not exception work is reasonable complete, accurate, a Work usually lacking in thoroughness, a	ently performed. onal and presentable. ccuracy, or neatness.	
Dependability. whether jobs a desired results	Consider the manner in which we done on time, and the amoun	t of supervision re	aself to his work, quired to get the
☐ 1. ☑ 2. ☐ 3. ☐ 4. ☐ 5.	Justifies utmost confidence. Minimum of Applies himself well but occasionally not Fairly reliable and conscientious. Normal Cannot always be relied on to get desire Work usually lacking in thoroughness, a	eeds directions and supe al supervision required. d results w/o considera	
Judgement. Co instructions an 1. □ 1. 2. □ 3. 4. □ 5.	onsider the wisdom of employee' ad judgment in unusual situation. Thinks quickly and logically in all situa Judgment usually of a high degree. Occasionally makes errors in judgment. Makes frequent errors in judgment. Wo Judgment entirely undependable.	tions. Judgment can alv	vays be depended on.

Ability to learn	Consider employee's mental ability in mastering new routine,
grasping expla	nations, 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.
<u></u> 5.	Slow in learning even simple procedures. Needs constant guidance.
Attitude. Cons	ider attitude toward job and firm.
F I 1	Enthusiastic about type of work; booster or thin
፟ 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.
□ 1. □ 2. □ 3. □ 4. □ 5.	Disgruntled on job; critical of firm.
Cooperation.	Consider extent to which employee works harmoniously and
effectively wit	h fellow employees, supervisors, and others with whom he comes in
contact.	and the state of an action others
☐ 1. ☑ 2. ☐ 3. ☐ 4.	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. Cooperation must be solicited. Seldom volunteers to work with or assist others.
<u> </u>	Cooperation must be solicited, Scidolin voluncers 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 an	d judge employee's capacity and ambition for future advancement
both in preser	of department or branch and in the organization.
⊠ 1.	Outstanding candidate for future development. Given opportunity, could be expected to
K-21 1,	go far in organizations.
□2.	Capable of developing beyond present level of work.
H ₃ .	Has probably reached most suitable job or level of work.
☐ 2. ☐ 3. ☐ 4. ☐ 5.	Barely capable of handling present level of work.
□ 5.	Entirely out of place in present job. Should be moved to simpler work or dismissed.
C	Officer Colbert is veteran officer well versed in several aspects of law
Comments.	enforcement. The experience he possesses provides a useful resource to
	A-Squad.
Supervisor:	Date: /-/-07
Supervisor.	
Officer:	they (db.) Date: 01-01-09



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

Confirmation#: 01683207010966000

COLBERT ANTHONY DWAYNE

DOB:

License Number:

Gender: Male

Documents Issued

License Class: C

Issued: <u>01/11/2005</u>

Type: Veteran Restrictions: None

Expires

Non-Commercial Privilege: Valid

Commercial Privilege:

Not Licensed

Limited Permit:

NA

Current Points:

00

Original Issue Date:

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

Employee Name: Colbert, Anthony	Supervisor: <u>Lt. E. Taylor</u>
Position: Deputy Sheriff / Corrections	Date: 8-25-08
Is this employee's job properly described in th	e job description? Xes No
(Check the correc	t response)
Amount of work. Consider number of assignment in relation to nature and conditions of the work.	nents completed and volume of output k performed. Disregard quality of
work. 1. Extraordinary volume of work complete 2. Consistently turns out a good volume of 3. Amount of work completed is satisfacted 4. Output barely acceptable. 5. Amount of work entirely inadequate.	f work.
Ouality of work. Consider thoroughness, accur job. Disregard amount of work handled. 1. Unusually high-grade of work is consist 2. Quality is exceptional in all respects. 3. Quality is of high grade, but not except 4. Work is reasonable complete, accurate 5. Work usually lacking in thoroughness,	stently performed. cional , and presentable. accuracy, or neatness.
5. Work usually lacking in thoroughness	of supervision required. needs directions and supervision. nal supervision required. red results w/o considerable supervision. , accuracy, or neatness.
Judgement. Consider the wisdom of employe instructions and judgment in unusual situation 1. Thinks quickly and logically in all situation 2. Judgment usually of a high degree. □ 3. Occasionally makes errors in judgment 1. Makes frequent errors in judgment. We 1. Judgment entirely undependable.	nations. Judgment can always be depended on.

	<u>n.</u> Consider employee's mental ability in mastering new routine,
grasping expl	anations, 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.
1 4.	Learns by excessive repetition. Needs guidance.
☐ 5.	Slow in learning even simple procedures. Needs constant guidance.
	sider 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.
	Disgruntled on job; critical of firm.
Cooperation.	Consider extent to which employee works harmoniously and
effectively wit	h fellow employees, supervisors, and others with whom he comes in
contact.	a renow employees, supervisors, and others with whom he comes m
· 1.	Exceptionally successful in working with and assisting others.
⊠ 1.	
	Quick to volunteer to work with and assist others. Generally works well with and assists others.
☐ 3. ☐ 4.	Cooperation must be solicited. Seldom volunteers to work with or assist others.
H 5	Fails to cooperate. Unwilling to work with or assist others.
	tails to cooperate. On wining to work with or assist offices.
Capacity and	ambition for future growth. Review all the factors previously
considered and	d independent of the state of t
L. A	d judge employee's capacity and ambition for future advancement
both in presen	t department or branch and in the organization.
□ 1.	Outstanding candidate for future development. Given opportunity, could be expected to
	go far in organizations.
<u></u>	Capable of developing beyond present level of work.
<u> </u>	Has probably reached most suitable job or level of work.
☐ 4.	Barely capable of handling present level of work.
<u> </u>	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
Commence.	enforcement. The experience 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	enforcement. The experience he brings to the table is a useful resource to
	A-Squad.
	11-11
Supervisor:	Date: 8-63-08
أنحم	
Officer:	thon, Color / Date: 08-25-08
	Danc. 00 20-00

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 TITL	E: DEPUTY SHERIFF
PAY GROUP: 23 DEPARTMENT: 412 EN	IPLOYEE NO: 28001
ONTHE ABOVE NAMED EMPLOYEE WILL NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE	
FROM: GRADE: SOI 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	ио 🛛
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS: EXCELLENT GOOD POOR NEEDS MO 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL GOOD SATISFACTORY PO 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTH EXCEPTIONAL GOOD SATISFACTORY PO 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL GOOD SATISFACTORY PO 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINI IMPROVED MADE LITTLE OR NO CHANGE 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFA FAIR GOOD VERY GOOD OUTSTAN COMMENTS: CANCEL CALCEL COLOR OF THE	OR HER EMPLOYEES AND PUBLIC IS: OR DR DR HED TO PERFORM EFFECTIVELY HAS SLIPPED BACK ACTORY POOR HOUSE HO
he suchee to the squad is he	1/ As flot division
BASED ON THIS EVALUATION I PECOMMEND A -DO NO BE ADVANCED ONE STEP IN ACCORDANCE WITH THE CO EMPLOYEE'S SIGNATURE: (EMPLOYEE'S SIGNATURE DOPS NOT NECESSARILY MEAN AGREEMENT WITH SUPERVISOR'S SIGNATURE: DEPARTMENT HEAD:	DATE: 9-3-08
DELOIGNENT HEAD.	

DISTRIBUTION: ORIGINAL — PERSONNEL DEPT. 1st COPY — EMPLOYEE 2nd COPY — DEPARTMENT FILE

3<u>rd</u> COPY — PAYROLL

Job Title: Deputy - Sheaif (Com.) Date: 9-3-08
Job Title: Deputy - Sheait (Com.) 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. 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. 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)

Revised 06/20/08

	is knowledge.
	liant and keen-minded, coupled with eagerness to learn.
	ck to grasp new ideas and methods.
	rns satisfactorily.
4. Lear	ms by excessive repetition. Needs guidance.
	w in learning even simple procedures. Needs constant guidance.
Comments:	
Comments.	
Attitude C	Consider attitude toward job and firm.
	nusiastic about type of work; booster of firm.
	py on job; favorable attitude toward firm.
	ms to be satisfied with job and firm.
	ws little interest in either job or firm.
5. Disg	gruntled on job; critical of firm.
Comments:	
-	
Cooperatio	on. Consider extent to which employee works harmoniously and effectively with fellow employees,
	, and others with whom he comes in contact.
	eptionally successful in working with and assisting others.
	ck to volunteer to work with and assist others.
	nerally works well with and assists others.
	operation must be solicited. Seldom volunteers to work with or assist others.
	s to cooperate. Unwilling to work with or assist others.
J. Fair	5 to cooperate. Onwining to work with or assist others.
Comments:	
Capacity a	nd 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	n.
Outs	standing candidate for future development. Given opportunity, could be expected to go far in the
orga	anization.
	pable of developing beyond present level of work.
	s probably reached most suitable job or level of work.
	ely capable of handling present level of work.
	irely out of place in present job. Should be moved to simpler work or dismissed.
J. Lam	nery out of place in present job. Should be ineved to simpler work of distributed.
Comment:	·
TC	1. Let Employee's an exist ich assemplishmente since legt avaluation:
	ole, list Employee's special job accomplishments since last evaluation:
If applicabl	le, specify needed action for Employee's improvement:
	·
Revised 06/20/	/08

Ability to learn. Consider employer's mental ability in mastering new routines, grasping explanations, and

retaining this knowledge.

Bibb County Sheriff's Office

Supervisor: Lt Taylor, Lt Jordan
Date: 4-30-08
the job description? Xes No
ect response)
nments completed and volume of output ork performed. Disregard quality of
leted. e of work. actory but not unusual.
curacy, and orderliness of completed
nsistently performed. eptional ate, and presentable. ss, accuracy, or neatness.
ch worker applies himself to his work, ount of supervision required to get the
am of supervision required. ly needs directions and supervision. ormal supervision required. esired results w/o considerable supervision. ess, accuracy, or neatness.
yee's decisions in the absence of detailed tions, where discretion is allowed. Situations. Judgment can always be depended on. The ent. Needs some general instruction. Works best with detailed instructions.

☐ 1. ☑ 2. ☐ 3.	lanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance.
Attitude. Cor	sider attitude toward job and firm.
1.	Enthusiastic about type of work; booster of firm
☐ 1. ☑ 2.	Happy on job; favorable attitude toward firm.
3.	
☐ 4. ☐ 5.	Shows little interest in either job or firm. Disgruntled on job; critical of firm.
Cooperation	
	Consider extent to which employee works harmoniously and th fellow employees, supervisors, and others with whom he comes in
contact	
<u>⊠</u> 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.
1. 2. 3. 4. 5.	Cooperation must be solicited. Seldom volunteers to work with or assist others.
Capacity and	Fails to cooperate. Unwilling to work with or assist others. ambition for future growth. Review all the factors previously adjudge employee's capacity and ambition for future advancement
Capacity and considered an	ambition for future growth. Review all the factors previously ad judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work.

Bibb County Sheriff's Office

Employee Name: T C Colbert	Supervisor: <u>Capt W Ennis</u>
Position: <u>Deputy</u>	Date: <u>05-14-07</u>
Is this employee's job properly desc	eribed in the job description? X Yes No
(Check t	he correct response)
Amount of work. Consider number	r of assignments completed and volume of output
in relation to nature and conditions	s of the work performed. Disregard quality of
work	
1. Extraordinary volume of	work completed.
2. Consistently turns out a g	300d Volume of Work.
	ed is satisfactory but not unusual.
4. Output barely acceptable 5. Amount of work entirely	inadequate
☐ 5. Amount of work entirely	maio (que
Quality of work. Consider thoroug	hness, accuracy, and orderliness of completed
ioh Digregard amount of work ha	ndled.
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 com	plete, accurate, and presentable. thoroughness, accuracy, or neatness.
5. Work usually lacking in	moroughness, accuracy, or neutross.
Depends bility Consider the manu	er in which worker applies himself to his work,
whether jobs are done on time, an	d the amount of supervision required to get the
desired results.	• • • • • • • • • • • • • • • • • • • •
🗀 ı Tuctifies utmost confide	nce. Minimum of supervision required.
✓ 2 Applies himself well bu	t occasionally needs directions and supervision.
🔲 2 Foirly reliable and cons	cientious Normal supervision required.
1 4 Cannot always be relied	on to get desired results w/o considerable supervision.
5. Work usually lacking in	thoroughness, accuracy, or neatness.
	of ampleyants designes in the absence of detailed
Judgement. Consider the wisdom	of employee's decisions in the absence of detailed
instructions and judgment in unu	sual situations, where discretion is allowed.
1. Thinks quickly and log	ically in all situations. Judgment can always be depended on
2. Judgment usually of a h	ore in indoment. Needs some general instruction.
	n judgment. Works best with detailed instructions.
4. Makes frequent errors in Judgment entirely under	pendable.
L. J. Hughen chinery und	

	Quick to grasp new ideas and methods. Learns satisfactorily.
□ 3. □ 4.	
□ 5.	
Attitude. Con	sider attitude toward job and firm.
□ 1:	Enthusiastic about type of work; booster of firm
☐ 2. SZ 2	nappy on job, lavorable annude loward firm.
⊠ 3, □ 4	Seems to be satisfied with job and firm. Shows little interest in either job or firm.
☐ 5 .	
	· ·
Cooperation.	Consider extent to which employee works harmoniously and
effectively wit	h fellow employees, supervisors, and others with whom he comes in
contact.	the first of the control of the cont
\square 1.	
≥ 2.	Quick to volunteer to work with and assist others,
□ 3. □ 4.	Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others.
□ 7 . □ 5.	Fails to cooperate. Unwilling to work with or assist others.
	Position of the state of the st
Capacity and	ambition for future growth. Review all the factors previously
considered an	control of oxide the control of the
considered an both in preser	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division.
considered an both in preser 1.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division.
considered an both in preser 1. 2. 3. 4. 5. Comments.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division.
considered an both in preser 1. 2. 3. 4. 5. Comments.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division. Date: 5-/4-07
considered an both in preser 1. 2. 3. 4. 5. Comments.	d judge employee's capacity and ambition for future advancement at department or branch and in the organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in organizations. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Deputy Colbert is performing well in the Corrections Division.

Employee Name: Colbert Anthony Supervisor (T TAylor, CT JORDAN) Position: DEPUTY SHERIFF Date: 12-25-07
Employee Walle.
Position: Deputy SHERIFI Date: Date:
YES NO
Is this employee's job properly described in the job description?YES NO
(Circle the correct response)
to nature
Amount of work. Consider number of assignments completed and volume of output in relation to nature
T description Will Will Will Will Will Will Will Wil
2.) Consistently turns out a good votation of work completed is satisfactory but not unusual. 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
Quality of work. Consider thoroughness, asserting
work handled. Unusually high-grade work is consistently performed.
(1) a continual in all respects.
Click words but not exceptional
active complete accumate, and prosonted a
Work is reasonably complete, about the first t
y one about y and the state of the whether inher are done on
Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done on
Dependability. Consider the manner in which work to get the desired results. time, and the amount of supervision required to get the desired results.
time, and the amount of supervision required to get the description required. 1. Justifies utmost confidence. A minimum of supervision required.
. 10 ILLA AGGERATION INCOMPARATION INCOMPARA
2. Applies himself well but occasionally needs the required. 3. Fairly reliable and conscientious. Normal supervision required. 3. Tairly reliable and conscientious are desired results without considerable
4. Cannot always be relied upon to get desired results the
supervision. Entirely undependable. Needs constant supervision.
Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and
Judgment. Consider the wisdom of employee's decision is allowed.
Judgment. Consider the wisdom of employees allowed. judgement in unusual situations, where discretion is allowed. Judgment in unusual situations, where discretion is allowed. Thinks quickly and logically in all situations. Judgment can always be depended upon.
Thinks quickly and togloadly are
Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Occasionally makes errors works hest with detailed instructions.
Occasionally makes errors in judgment. Needs some general and an action of the second seriors. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undependance.

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. Enthusiastic about type of work; booster of firm. 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. 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. 2. Capacity and ambition for future advancement both in present department or branch and in the organization. 2. Capacity and ambition for future advancement both in present department or branch and in the expected to go far in the organization. 2. Capacity of face in 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 Colleges Selection Medical Deputy Colleges Toward Officers And Oussinwenter. ACLIGATE Toward Colleges To	,	
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. 1. 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. 2. Exceptionally successful in working with and assisting others. 3. Generally works well with and assist 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. 2. Capable of developing beyond present level of work. 3. Has probably reached most suitable job or level of work. 5. Entirely out of place in present level of work. 5. Entirely out of place in present level of work. 5. Entirely out of place in present level of work. 5. Entirely out of place in present level of work.	A Lilier to learn	Consider employee's mental ability in mastering new routine, grasping explanations, and
Drilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Inthusiastic about type of work; booster of firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with a sasist 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	Ability to leaf in	- Consider comproyees unsured as a second control of the control o
Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Enthusiastic about type of work; booster of firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	retaining this kill	owienge.
Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers 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. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.		Still and Rech-minded, oddpred with a spirit and methods
Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	(2)	Quick to grasp new ideas and inconous
Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	3. 1	Learns sansiacionly.
Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Has probably reached most suitable job or level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	4. 1	Learns by excessive repetition. Trocas surfaces. Needs constant guidance.
Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	5, 8	Slow in learning even simple procedures. Treeses consume a
Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	Attitude. Cons	sider attitude toward job and firm.
Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	4 1	Enthusiastic about type of work; booster of mm.
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. Exceptionally successful in working with and assisting others. 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.	<i>6</i>	Happy on job; favorable attitude toward 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. Exceptionally successful in working with and assisting others. 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.	3	Seems to be satisfied with job and firm.
Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	4.	Shows little interest in either job or firm.
Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	5.	Disgruntled on job; critical of firm.
Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	_	and effectively with fellow
Quick to volunteer to work with and assisting others. Quick to volunteer to work with and assists others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	Cooperation.	Consider extent to which employed works in contact.
Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	employees, sup	ervisors, and others with whom he contes in contest in
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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. 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.	<u>, l</u> .	Exceptionally successful in working with and assist others.
4. Cooperation must be solicited. Sendom volumeters to the solicited and judge 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	ررج	Quick to voiding the with and assists others.
 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 	3.	Connection must be solicited. Seldom volunteers 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.		Fails to cooperate. Unwilling to work with a assist others.
employee's capacity and ambition for future advancement both in present department of ortalism and organization. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.		•
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.	Capacity and employee's cap	pacity and ambition for future advancement both in present department or branch and in the
Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.	organization.	·
 Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 	(1.)	Outstanding candidate for future development. Given opportunity, could be
 Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 		expected to go far in the organization.
 Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 	2.	Capable of developing beyond present 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. ASD TO COLLEGE TOS A VETERAL OFFICER THAT KNOWS	3.	Has probably reached most suitable job or level of work.
5. Entirely out of place in present job. Should be moved to simpler work or dishinssed.	4.	D. 1Lle of headling present level of WOFK
Comments: DEDUTY COLDERT IS A VETERAL DEFICER THAT KNOWS HIS JOB WELL HE WORK WELL WITH OTHER AND AGESTING STHERS. DEDUTY COLDERT IS AN OUSTANDENCE CANDIDATE FOR FUTURE DEVELOPMENT.	5.	Entirely out of place in present job. Should be moved to simpler work or distrissed.
HIS JOB WEIL HE WORK WEIL WITH OTHER AND ASSESTENCE OTHERS. DEPUTY COLLERT IS AN OUSTANDENCE CANDIDATE FOR FUTURE DEVELOPMENT.	Commonts:	NED TO COLLEGE TES A VETERAL OFFICER THAT KNOWS
ASSISTENCO STHERS. DEPUTY COLHERT IS AN OUSTANDENCE CANDIDATE FOR FUTURE DEVELOPMENT.	HIX T	OBWELL HE WORK WELL WITH OTHER AND
CANDEDATE FOR FUTURE DEVELOPMENT.	1050	OF WELL DEDUTY COLLEGE IS AN OUSTANDENCE
('ANDIDATE, FOIZ FUTURE DEVETOPITIONITY)	A55237	ZNIO DIAELES. COPUI Y COMENT
	(ANDZ	BATE, FOIZ FUILIZE DEVELOPINENT.
Date: 12-25-06		Date: 12-25-06

Date: 12-25-06

Supervisor:

Officer:

1 // // // // // // // // // // // // //
Employee Name: Colbert Anthony Supervisor LT Taylor (LT JORDAN) Position: DEPUTY SHERIFF/CORRECTION Date: 8-25-07 YES NO
Employee Name
Position: DEDUTY SHERIFF/CORRECTION Date:
YES NO
Is this employee's job properly described in the job description? YES NO
(Circle the correct response)
2 Anna in relation to nature
Amount of work. Consider number of assignments completed and volume of output in relation to nature
Amount of work. Consider number of assignments and conditions of the work performed. Disregard quality of work. and conditions of the work performed of work completed.
and conditions of the work performed. Such as a discondition of the work performed. Extraordinary volume of work completed.
Consistently turns out a good volume of work. Amount of work completed is satisfactory but not unusual.
Output harely accentable.
A mount of work entirely inadequate.
to the times of completed job. Disregard amount of
Ouality of work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of
work handled.
1 I Thursdally high-grade work is consistently f
o l'esta accontional in all leauceis.
Quality is exceptional in the second of the
 Work is reasonably complete, accuracy, or neatness. Work usually lacking in thoroughness, accuracy, or neatness.
5. Work usually lacking in thoroughness, and the look are done of
Dependability. Consider the manner in which worker applies himself to his work, whether jobs are done or Dependability.
Dependability. Consider the manner in which worker appearance is a personal
time, and the amount of supervision required to get the desired time, and the amount of supervision required. Justifies utmost confidence. A minimum of supervision required.
Justifies utmost confidence. A minimum of supervision and supervision. Applies himself well but occasionally needs direction and supervision. Normal supervision required.
Applies himself well but occasionally needs the supervision required. 3. Fairly reliable and conscientious. Normal supervision required.
3. Fairly reliable and conscientious. Normal supervision required. 4. Cannot always be relied upon to get desired results without considerable
Entirely undependable. Needs constant supervisions
Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and
Judgment. Consider the wisdom of employee's decisions in the absence
Judgment. Consider the wisdom of cinply to allowed. judgement in unusual situations, where discretion is allowed. judgement in unusual situations, where discretion is allowed. Judgment can always be depended upon.
en and _ I minks quickly and logically
(b) Judgment usually of a high degree. Needs some general instruction.
Occasionally makes errors in judgment. Needs some general and services and services. Makes frequent errors in judgment. Works best with detailed instructions.
5. Judgment entirely undepondents

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. 2 Seems to be satisfied with job and firm. Shows little interest in either job or firm. 4. Disgruntled on job; critical of firm. 5. Cooperation. Consider extent to which employee works harmoniously and effectively with fellowemployees, supervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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 Outstanding candidate for future development. Given opportunity, could be organization. 1. expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments:

Date:

Supervisor:

BIBB COUNTY DEPARTMENT OF PERSONNEL MERIT INCREASE REVIEW FORM

** RETURN TO PERSONNEL BY: 09/15/07 **

	ERIFF-CO	RRECTI	ONS (J	KIL)			DATE:	08/29/07
NAME: _		ANTHO	NY D		JOB	TITLE:	DEPUTY SHE	RIFF
PAY GRO	OUP:2	3DI	EPARTN	MENT:	412	EMPI	LOYEE NO: _	28001
							AVE COMPLE S FOLLOWS:	TED THE SERVICE
.∵ FROM:	GRADE:	\$01	STEP:	12	RATE OF	PAY:	1,645.80	SEMI-MONTHLY
	GRADE:						1,711.67	SEMI-MONTHLY
2. HAS EM 3. EMPLO EXC 4. EMPLO EXC 5. EMPLO EXC 7. SINCE IMP 8. THE ON FAIF COMMENT ICATOR	MPLOYEE AND PREE'S ADVACELLENT DEPTIONAL DEPTIONAL THE LAST A ROVED DEPTIONAL THE ROVED DEPTIONAL T	BUSED S ANCEMEI GOO RALL JOI GOO ATIVÉ AN PPRAISA MAI PERFOR OD DUT C OPPOIS ATIVE AN ATIVE ATIVE	ICK LEAN NT POTE B KNOWL DD	MTIAL IS DOR ☐ LEDGE I BATISFA SUPERVI STISFAC DYEE HA E OR NO HAS BE GOOD [E IZ T	YES S: NEED S: CTORY ISOR, RULES TORY ILNESS IS: CTORY AS: COI CHANGE EN: UNSA OUT Z S A L UOR / C	S MORE POOR POOR NTINUE STANDI	E EXPERIENCE R EMPLOYEES A D TO PERFORM IAS SLIPPED BAI TORY PO NG PO PAN OFFEC WITH F	DIND PUBLIC IS: EFFECTIVELY DIOR DIOR DIOR DIOR DIOR DIOR DIOR DIOR
BE ADVA EMPLOYI (EMPLOY SUPERVI	ANCED ON! EE'S SIGNATUI ISOR'S SIGN MENT HEAD	E STEP I	ORIGINA ORIGINA 1st COP)	SARILY MI	EAN AGREEMEN SONNEL DEPT.	E COMI	PENSATION PL	DATE: $9-10-07$ DATE: $9-10-07$ DATE: $9-10-07$

Bibb County Department of Personnel

Performance Evaluation



Employee Name: ANTHONY COLLERT Supervisor Cl (AY)OR. Cl JORDAN)
Employee Name: ANTHONY COLLERT 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: and orderliness of completed job. Disregard amount of
 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. Justifies utmost confidence. A minimum of supervision required. Applies himself well but occasionally needs direction and supervision. Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable supervision. 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. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable. Comments:

	rn. Consider employee's mental ability in mastering new routine, grasping explanations, and
retaining this	
©	Brilliant and keen-minded, coupled with eagerness to learn. Quick to grasp new ideas and methods.
	Learns satisfactorily.
	Teams by excessive repetition. Needs guidance
5.	Slow in learning even simple procedures. Needs constant guidance.
Comments:	
_	
Attitude. Co	nsider 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:	
_	
	Consider extent to which employee works harmoniously and effectively with fellow
employees, su	pervisors, and others with whom he comes in contact.
<u>}</u> .	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: _	,
	ambition for future growth. Review all the factors previously considered and judge
	pacity and ambition for future advancement both in present department or branch and in the
organization.	
	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: _	
YC 1:1-1 1	Let Englages's angelelish assemblishments since lest explosion.
п аррисавле,	list Employee's special job accomplishments since last evaluation:
,	·
If applicable s	specify needed action for Employee's improvement:

KEY: (PERSONNEL USE) **BIBB COUNTY** LRD: (PERSONNEL USE) MO. | DAY |YEAR TO PERSONNEL ACTION FORM REV. 6/42 CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM TERMINATION PAY CHANGE RECLASS CHANGE IN PERSONAL DATA NEW HIRE START LEAVE OF ABS. JOB CHANGE PROMOTION X TRANSFER CHANGE IN PAYROLL GROUP RETURN LEAVE OF ABS. REHIRE COMPLETE THIS SECTION FOR ALL PERSONNEL ACTIONS EFFECTIVE DATE EMPLOYEE'S LAST NAME FIRST NAME EMPLOYEE STATUS DAY YEAR (NOT NUMBER FULL TIME j 08 07 0 0 1 06 PART TIME Anthony n 8 Colbert TEMPORARY ්ට දෙර COMPLETE THIS SECTION FOR NEW HIRE, REHIRE, CHANGE IN PAYROLL GROUP 0 PAY RATE GRADE STEP JOB CODE JOB TITLE DEPT, NO. RATE BASE WEEKLY 22 BHHONTHLY ☐HOUR ☐ DALY ☐ 23 COMPLETE THIS SECTION FOR PAY AND/OR JOB CHANGES, TRANSFERS, RECLASSES, PROMOTIONS JOB TITLE PAY RATE GRADE STEP JOS CODE DEPT. NO. RATE BASE WEEKLY 22 BHMONTHLY D 409 Deputy Sheriff 12 0 1 HOUR DALY 22 23
WEEKLY 22 BHONTHLY
CHOUR DALY 22 S01 412 Deputy Sheriff 12 S01 PERSONNEL USE ONLY: COMPLETE THIS SECTION FOR NEW HIRES

OF THOURS WORKED WORKER'S VACATION:
OFT (PER WEEK) COMPENSATION IND. SICK LEAVE IND. COMPLETE PENSION INFORMATION VACATION: SICK LEAVE IND. F GENERAL LAW ENFORCEMENT $\prod Y$ Πи □ Y N STATE TEACHERS NONE COMPLETE ALL DATA IN THIS SECTION FOR NEW HIRES, RE-HIRES. PERSONAL DATA: ENTER ONLY DATA CHANGED FOR ALL OTHER PERSONNEL ACTIONS. MARITAL STATUS BIRTH DATE EMPLOYEE'S TELEPHONE NO. SOCIAL SECURITY NO. □ SINGLE ☐ MARRIED) EMPLOYEE'S STREET ADDRESS OR P.O. BOX NO. STATE ZIP CITY Jacan 91747 Vacant Jacant 91762 EDUCATION SPOUSE'S FULL NAME IF NAME CHANGED, ENTER FORMER NAME G (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 INSURANCE BENEFICIARY: FULL NAME RELATIONSHIP ADDRESS ADDRESS PENSION BENEFICIARY: FULL NAME COMPLETE FOR LEAVE OF ABS. OR RETURN FROM LEAVE **EEOC INFORMATION** □ MILITARY □ MATERNITY ESTIMATED RETURN \square BLACK ☐ PAID D PERSONAL DILLNESS □ MALE □ WHITE ☐ UNPAID DATE: I H ☐ SUSPENSION FROM-DUTIES ☐ ORIENTAL ☐ AMERICAN-INDIAN RETURN ☐ SPANISH-SURNAME DATE □ FEMALE FROM RETURNED: O OTHER LEAVE CHECK REASON AND EXPLAIN COMPLETELY BELOW IN REMARKS ELIGIBLE FOR REHIRE TERMINATION/OFF PAYROLL LACK OF WORK 3 DISCHARGED DEATH LEAVE OF LAID-OFF RETIREMENT YES ABSENCE VOLUNTARY ADDITIONAL INFORMATION SIGN BELOW APPROVALS AND REVIEW Employee was transferred to Patrol on paper 1. DEPT. HEAD APPROVAL PROBLEM **865**807 on 02-26-07 to make room for new hires in E 2. PERSONNEL REVIEW for metions but was not ever physically

THEF

3. DIR. OF PERSONNEL APPROVAL

4. PAYROLL:ACTION TAKEN

rev

ee th

R

K

4. PAYAOLLIACTION TAKEN

A

R K



Office of the Sheriff Jerry M. Modena, Sr.

Bibb County, Georgia

David J. Davis
Chief Deputy
Law Enforcement Services

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

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 PERSCHNEL EY: 09/15/06 **

TO: SHERIFF-CORRECTIONS (JAIL)	DATE:	08/29/06
NAME: COLSERT ANTICHY D JOB TITLE	CEPUTY SHE	e I e e
PAY GROUP: 23 DEPARTMENT: 412 EMP	LOYEE NO: _	28001
ON 10/01/06 THE ABOVE NAMED EMPLOYEE WILL F NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE A	AVE COMPLE S FOLLOWS:	TED THE SERVICE
FROM: GRADE: SCI STEP: RATE OF PAY:	1.583.40	SEXI-MONTHLY
TO: GRADE: SC1 STEP: 12 RATE OF PAY:	1,645_80	SENT-WONTHEY
1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY?	. 1	
2. HAS EMPLOYEE ABUSED SICK LEAVE? YES	ио Д Ои	
3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS:		••••
EXCELLENT GOOD A POOR NEEDS MOR	E EXPERIENCE L	_
4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL ☐ GOOD ◯ SATISFACTORY ☐ POOF	R	
5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHE EXCEPTIONAL GOOD SATISFACTORY POOF	R EMPLOYEES A	ND PUBLIC IS:
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS:		
EXCEPTIONAL GOOD SATISFACTORY POOR 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINUE		EEECTIVELY X
IMPROVED ☐ MADE LITTLE OR NO CHANGE ☐ F		
8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFAC	NO C	
COMMENTS: VERY GOOD OUTSTANDI	4 SEASO	wid
COMMENTS: Like CONFINES, 40	1:501	my A high
1= = of dependability.		
7,55		
BASED ON THIS EVALUATION LIRECOMMEND D -DO NOT F]) THIS EMPLOYEE
BE ADVANCED ONE STEP IN ACCORDANCE WITH THE COM	PENSATION PL	
EMPLOYEE'S SIGNATURE: / the control of the control	REVIEW)	DATE: <u>09-13-06</u>
SUPERVISOR'S SIGNATURE:	- M	DATE: $\frac{9 - 10 - 06}{60000000000000000000000000000000000$
DEPARTMENT HEAD: They Clary	THE	DATE: 9/9/1

Bibb County Department of Personnel Performance Evaluation





Employee Narr	e: Anthony Colbert Supervisor Lt. El: Taylon Eprty- Shziff Date: 9-10-06
Job Title:	Epity-562:ff Date: 9-10-06
	(Circle the correct response)
Amount of wo	ork. Consider number of assignments completed and volume of output in relation to nature
and conditions	of the work performed. Disregard quality of work.
	Extraordinary volume of work completed.
2 .) 3.	Consistently turns out a good volume of work.
	Amount of work completed is satisfactory but not unusual.
4.	Output barely acceptable.
5.	Amount of work entirely inadequate.
Comments: _	
Quality of wo	ork. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of
work handled.	
WOLK Hamaiou.	Unusually high-grade work is consistently performed.
	Quality is exceptional in all respects.
	Quality is of high grade, but not exceptional.
<i>3</i> . 4 .	Work is reasonably complete, accurate, and presentable.
5.	Work usually lacking in thoroughness, accuracy, or neatness.
Comments: _	
	y. Consider the manner in which worker applies himself to his work, whether jobs are done on
Dependabilit	amount of supervision required to get the desired results.
time, and the	Justifies utmost confidence. A minimum of supervision required.
	Applies himself well but occasionally needs direction and supervision.
2.	Applies himself well out occasionary needs uncoast and supervision required. Fairly reliable and conscientious. Normal supervision required.
3.	Cannot always be relied upon to get desired results without considerable
4.	Cannot always be relied upon to get desired results without constraints
	supervision.
5.	Entirely undependable. Needs constant supervision.
Comments:	
•	
Indoment (Consider the wisdom of employee's decisions in the absence of detailed instructions and
independ in	where discretion is allowed.
Judgement in	Thinks quickly and logically in all situations. Judgment can always be depended upon.
2	Indoment usually of a high degree.
3.	Occasionally makes errors in judgment. Needs some general instruction.
3. 4.	Makes frequent errors in judgment. Works best with detailed instructions.
4. 5.	Judgment entirely undependable.
٥.	A three property and the property of the prope
Comments.	

Ability to lea	<u>rn</u> . Consider employee's mental ability in mastering new ro	utine, grasping explanations, and
retaining this	knowledge.	
1	Brilliant and keen-minded, coupled with eagerness to learn	
O	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 g	guidance.
Comments:		, , ,
Attitude. Co	nsider attitude toward job and firm.	
1.	Enthusiastic about type of work; booster of firm.	
2 . 3.	Happy on job; favorable attitude toward firm.	
	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 an	d effectively with fellow
	pervisors, and others with whom he comes in contact.	
1.	Exceptionally successful in working with and assisting other	rs.
D	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:	·	
Comments	· · · · · · · · · · · · · · · · · · ·	
Canacity and	ambition for future growth. Review all the factors previo	usly considered and judge
	pacity and ambition for future advancement both in present d	
organization.	pacity and amount for future advancement tour in present c	cpartition of branch and in the
organization.	Outstanding candidate for future development. Given oppo	tunity payld ha
(1.)	outstanding candidate for future development. Given oppo	rumity, could be
2	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 sir	npler work or dismissed.
Comments: _	A Company of the Comp	Livery to the first
If applicable, 1	list Employee's <u>special</u> job accomplishments since last evalu	ation:
7.7		
* · · · ·		
·		
-		
	in it is a state of a part of the state of t	
11 applicable, s	specify needed action for Employee's improvement:	

BIBB COUNTY DEPARTMENT OF PERSONNEL MERIT INCREASE REVIEW FORM

*** RETURN TO HUMAN RESOURCES ASAP ***

TO: <u>SHERIFF - CORRECTIONS (JAIL)</u>	DATE:	10/04/05
NAME: <u>COLBERT ANTHONY D</u> JOB TITLE	E: DEPUTY SH	ERIFF
PAY GROUP:23 DEPARTMENT:412 EMF	PLOYEE NO: _	28001
ON 10/01/05 THE ABOVE NAMED EMPLOYEE WILL NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE A	HAVE COMPLE AS FOLLOWS:	TED THE SERVICE
FROM: GRADE: <u>S01</u> STEP: <u>10</u> RATE OF PAY:	\$1,521.87	SEMI-MONTHLY
TO: GRADE: S01 STEP: 11 RATE OF PAY:		SEMI-MONTHLY
6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL GOOD SATISFACTORY POO 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: CONTINU IMPROVED MADE LITTLE OR NO CHANGE 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFA FAIR GOOD VERY GOOD OUTSTANK COMMENTS: Very GOOD OUTSTANK COMMENTS: OF PAGE CONTINUE LEAD TO COMMENTS: OF PAGE CONTINUE OF PAG	RE EXPERIENCE OR ER EMPLOYEES A OR OR OR HAS SLIPPED BA ACTORY PO DING TO be	AND PUBLIC IS: EFFECTIVELY OOR OOR OOR OOR OOR OOR OOR OO
BASED ON THIS EVALUATION LERECOMMEND .DO NOT BE ADVANCED ONE STEP IN ACCORDANCE WITH THE CO EMPLOYEE'S SIGNATURE: (EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH	MPENSATION	DATE: 10-65-65
SUPERVISOR'S SIGNATURE: Capally Emin	1. 1	DATE: 10.86;
DEPARTMENT HEAD:	- AMX	DATE:
DISTRIBUTION: ORIGINAL — PERSONNEL DEPT.	3 <u>rd</u> COPY	— PAYROLL

DISTRIBUTION: ORIGINAL — PERSONNEL DEPT.

Bibb County Department of Personnel Performance Evaluation





Performance Evaluation
Employee Name: ANTHONY OLBERT Supervisor Capt. Enn15 Job Title: DEPUTY (CORRECTIONS DIV.) Date: 10-05-05
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. 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: Pierceard amount of
 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.
Judgment. Consider the wisdom of employee's decisions in the absence of detailed instructions and judgement in unusual situations, where discretion is allowed. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable. Comments:

Ability to le	earn. Consider employees mental ability in mastering new routine, grasping explanations, and
retaining thi	is knowledge.
<u>1.</u>	Brilliant and keen-minded, coupled with eagerness to learn.
<u> </u>	Quick to grasp new ideas and methods.
\mathcal{L}_{3} .	Learns satisfactorily.
4.	Learns by excessive repetition. Needs guidance.
5.	Slow in learning even simple procedures. Needs constant guidance.
Comments:	g over simple procedures. Needs constant guidance.
Attitude. C	onsider attitude toward job and firm.
1.	Enthusiastic about type of work; booster of firm.
(<u>D</u> .)	Happy on job; favorable attitude toward firm.
1. 22. 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 amployee weeks to the consider extent to the consideration to the con
employees s	. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact.
1.	Exceptionally greeneful in man 1:
1	Exceptionally successful in working with and assisting others.
(<u>)</u> 3.	Quick to volunteer to work with and assist others.
	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	d ambition for future growth. Review all the factors previously considered and judge
employee's ca	macity and ambition for future advangement both in the lactors previously considered and judge
organization.	apacity and ambition for future advancement both in present department or branch and in the
_	Outstanding condidate for C. 1. 1. 1
1.	Outstanding candidate for future development. Given opportunity, could be
$\langle \hat{a} \rangle$	expected to go far in the organization.
	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: _	
и аррисаоте,	list Employee's special job accomplishments since last evaluation:
lf applicable, s	specify needed action for Employee's improvement:

RECEIVED

		`	,	1	*							<u> </u>)	•		F	EL USE)	' 		
tD:	(PEI	RSONNEL USE)	ł	미	BB CC	UC	NTY	,					, ,	M:	23	412				
					INEL /			•	- 0	RI	И		Т	0:						
v.	5/A2																			
T				C	HECK ALL F	ERS	DNNEL A	CTIO	NS I	MITIA	TED B	Y TH	IS FO	HM						
Ţ	N	EW HIRE	PAY Ç		RECLAS	S	, 🔲 c	HANG	IE IN	PEF	SONA	YF DY.	TA			RMINAT Tart le	ION EAVE OF	ABR.		
	 			HANGE	☐ PROMO	TION	Пс	HANC	IF IN	PA'	/ROLL	. ano	UP				EAVE O	1		
Ш		EHIRE	TRANS	FER		<u> </u>						-								
ነ				٠.	COMPLETE 1	THIS	SECTION	I FOF	ALI	. PE							- 	N. V-		
	EMPL	OYEE STATUS	EMP	LOYEE'S	S LAST NAM	E	F	RST	NAMI	=		MID. INT.	- M	PLO UMB	EA	(NOT		EPARED)		
		FULL TIME									.	2 0		h	мо. 07	26	VEAR 05			
 	-	PART TIME TEMPORARY	Col	bert			Ant	non	У			, l,	2 8	0	۲	0,	20	. "		
1	لسا	TEMPORALI	<u> </u>			 														
T			co		THIS SECTI						. CHA	NGE II				OUP		DEPT, NO.		
;[RATE BASE	MONTHLY	PAY RA	ATE GRADE	4-	STEP	1.30	1 00	DE T	T				TITLE			DEP I. NO.		
			23	•						L	$\underline{\nu}$	باله	ctr		.,					
				W6 CEC	TION FOR PA	V AN	ID/OB IO	OR CI	IANO	FS	TRANS	SEERS	. RFC	LAS	SES. PI	ROMOTE	ONS			
:		RATE BASE		PAY RA			STEP		CC			J. L/10	.,		TITLE			DEPT. NO.		
ŀ	_A N	WEEKLY 22 BH	MONTHLY	\$		1		П	T	Τ										
k	<u>ره</u> [HOUN DALY	23 MONTHLY	3		+-		††	+	T										
1	<u>^</u> h	HOUR DALY	23							1	1									
Τ	PER	SONNEL USE	ONLY:	COMPLE	TE THIS SE	CTIC	ON FOR	NEW	HIR	ES	{ }-	c	OMP	LET	E PENS	SION IN	FORMAT	ION		
	吕	FT HOURS WORKE PT (PER WEEK)	D	COMP	ENSATION	ND.	SICK	LEA	VE II	ŧD.	√F ¦	نه ليا	ENER	AL			NFORCE	MENT		
1				□ Y			<u> </u>	۲ [N		ال	<u> </u>	TATE	L	TEA	CHERS	<u> </u>	NONE		
_	1					33 INI	ere ali		CA IN	TI	ie ere	TION	FÓR	NEX	v ilire	S RE-II	IRES.	•		
		PERSONAL DATA: COMPLETE ALL D ENTER ONLY DATA									o FOR	ALL	OTIL	ER P	ERSON	NEL AC	TIONS.			
	 -	SOCIAL SECI	RITAI	LSTATUS				BIRTH DATE EMPLOYEE'S TELEPHON												
							MARRIED													
	L	□ SINGLE EMPLOYEE'S STREET ADDRESS OR P.C										CITY			SI	 	ZIP			
	_	EMPLO	CP,O.). BOX NO.			┼-		(111											
	-																<u> </u>			
,	. Ի	1E N	R NAME			Т		UCATE TRCLI			s	POUSE'S	REULL N	NAME						
(»	[18-15					<u> </u>		4 5 6 7											
		•							8 9	10 11	12	8				-				
	}	INSU	NAM	HE RE			ATI	ONSIII		ADDRESS										
	-						\top	-												
	l										-									
			ME	3					ADDRESS											
	1											- · · · · · · · · · · · · · · · · · · ·	- 1				Datamer.	V		
		COMPLETE FOR LEAVE OF ABS. OR RETURN FRO									·	-	-		EEO	C INFO	RMATIO			
		PAID OMILITARY MATERNITY						Y ESTIMATED RETURN							ACK		MALE			
ו	H	UNPAID	HILLNES N FROM DU							1		J WI J OF	MALE							
11		DETIEN											[☐ AMERICAN-INDIAN						
		FROM RETURNED: $07-26-2005$									☐ SPANISH-SÜRNAME ☐ FEM						FEMALE			
L		LEA	VE ·							<u>. </u>										
_				CHECK	REASON A	ND E	MINATIO	COM	PLE	TEL)	OLI	OW II	N HE	MAH	<u> </u>	7	ELIGIBLE	FÒR REHIRE		
•	 _		<u> </u>	AID-OFF	<u> </u>	NVOL	UNTARIL	γ T Γ				Пог	EATH		LEA	E OF	TYES	_1_		
J	1	OUIT VOLUNTARY	2 1	ACK OF	WORK 3	DISC	HARGED	14				5			6 ABS	ENCE		<u> </u>		
	<u></u>				ONAL INFOR							<u> </u>		-/		IGN BEI		J		
	R Back on job from military leave								n.			-	1. DERY HEAD APPROVAL DATE 480020							
	R							0	A MICANDE I MUITICALE											
	M	1 .								ļ	نا .	く (DATE Y- Y-C							
K	(A	. -						3.	3. DIA. OF PEASONNEL APPROVAL DATE											
	R	A									4.	4. PAYROLLIACTION TAKEN DATE								
		· 1										ı	_	امسيها	-	. //				

Tuesday, March 29, 2005

RECEIVED

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

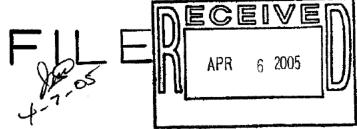
March 25, 2005

J. Dale Mann Director

Sonny Perdue Governor

F

Sheriff Jerry Modena
Bibb County Law Enforcement Center
P.O. Box 930
Macon, GA 31202



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** 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
X	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.
<u></u>	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,

J. Dale Mann

JDM:wlp cc: Course File

		ERSONNEL U			IBB CO						Mر_ TO		1	ایجا	+			
1/	PERSONNEL ACTION FORM											23	1 4	12				
	CHECK ALL PERSONNEL ACTIONS INITIATED BY THIS FORM																	
Α		NEW HIRE		CHANGE	RECLASS	, 🔲 ci	HANGE IN	PERS	SONAL (DATA	١.	님	TERMIN START			ABS.		
'	70	REHIRE		NSFER	PROMOTIC	ри □с	HANGE IN	I PAYE	ROLL GI	ROU	à		RETUR					
	1=																	
					COMPLETE THE	·								EFFEC	TIVE	DAYE		
	.	LOYEE STAT	US E	MPLOYEE.	'S LAST NAME FIRST NAME				MID	NUI	BER (NOT DA)			E PREPARED)				
3		FULL TIME PART TIME TEMPORAR		Colbe	rt	Antl	Anthony			2	8	0 0	1	. 1	06	05		
Г	<u>,</u>			OMPLETE	THIS SECTION	FOR NEW	HIRE, RE	HIRE,	CHANGE	E IN	PAYR	OLL G	ROUP					
	\vdash	RATE BA	SE	PAY R	STEP	STEP JOR CODE					B TITL	E			DEPT. NO.			
V	_	VEEKLY 22	BH-MOHTH 23															
L	111	KOUR DAILY																
					TION FOR PAY				RANSFE	RS, F				TIONS				
ח	اد. ار	RATE BA		PAY PAY		STEP	108 CC	, ,	7			08 TIT				0 691, NO. 409		
ا	, 140 I			1/6/20	/, ° / S01	10	0 /	 				erif	····					
	۰ ۷۰	MEEKLY 22	7 2	i 17521	1,87 S01	10	0 7	Depu	eputy Sheriff						412			
	PEI	SONNEL US	E ONLY	: COMPL	ETE.THIS SECT	ION FOR	NEW HIR	ES		CO	MPLE	TE PE	NSION	INFOR	MATI	DN		
ΙE	. 🗆	FT HOURS WO	PRED	СОМР	VORKER'S ENSATION IND	SICK	CATION: LEAVE !			GEN	ERAL	. [] LAW	ENFO	RÇEN	AENT		
	•				П м	□Ÿ	- 🔲 н	ľ		STA	TE	TE	ACHER	s		IONE		
<u> </u>							å)									.]		
ĺ		PE	RSONAL	DATA:			ETE ALL DATA IN THIS SECT ONLY DATA CHANGED FOR											
	ŀ	SOCIALS	ECURITY	NO.	MARIT	AL STATUS				H DATE			EMPLOYEE'S TELEP			NE NO.		
l	٠ ا				□ SINGLE	П						1	7.					
	•			L	U MAR	RIED	CTT				()			ZIP				
	ļ	EN	PLOYEE	'S STREET	O. BOX NO.							STATE						
1					r E				-									
	_		F NAME (CHANGED	ENTER FORMI	R NAME	R NAME EDU					SPOUSE'S FULL NAME				ME		
	G									IRCLE) 3 4 5 6 7								
		*			*		1.3	8 9 10 3 14 15	11 12	<u>!</u>								
		IN	SURANC	E BENEFIC	CIARY: FULL NA	ME	REI	ATION	SHIP				ADDRE					
, .		•	,												. 1			
1					FICTARY: FULLA	LASE	LATE.				ADDRESS							
-			PENSI	OR BENEL	141415			ADDINESS /										
		COMPLETE FOR LEAVE OF ABS, OR RETURN FROM LEAVE										EEOC INFORMATION						
BROWN				ILITARY		· ·			ł									
ō		PAID	. l Des	ERSONAL	□ maternit □ hj.ness	- I				.	\Box y	LACK VHITE				□ ·MALE		
쯢	H	UNPAIL	Ost	ISPENSIO	N FROM DUTIES	DATE	DATE:			I	\Box c	RIENT.	RIENTAL			•		
0			ETURN FROM	DATE RETURN						\Box s	PANISI	MERICAN-INDIAN 'ANISH-SURNAME			O-fediale			
, -			EAVE ·						OTHER					- PEDIALE				
. •				CHECK	REASON ÁND	EXPLAIN (COMPLET	ELY I	BELOW	IN R	EMA	AKS	_/_					
٠Г	$\overline{\mathbf{L}}$				TE	RMINATIO	VOFF PA	YROL	<u> </u>				<u>/</u>	ELIGE	LE FC	A REHIRE		
•	J OUIT LAID-OFF MORK 3 DISCHARGED 4 RETIRES								EMENT DEATH CEAVE OF YES DE ABSENCE						□ NO			
L_									SIGN BELOW /									
	—	Later	-21 fr				recti	ons			" \$//	١ ١	/ALS: A	~				
Γ		l narer	Lateral transfer, Patrol to Corrections							1. DER HEAD APPROVAL BOWN PO4580								
Γ	P.								P•••	ر رہ		1/1/	11141		יעיי	0,000		
	E									2. PE	RSON	NEU AL	VIEW	Jimes.		DATE 4-18-0		
	1 -									PE I. DIE	K	(d5/4	NNEL A	PPHOV		DATE		

KEY: (PERSONNEL USE)



Office of the Sheriff

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

James W. Allen CHIEF DEPUTY

April 1, 2005

To:

Jerry M. Modena, Sr.

SHERIFF

Major White

Major Pearce

From:

Chief Allen AM

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: Si

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,

Hathery Collect Deputy Anthony Colbert

cc: Lt. Wayne Hart
Major Robert L. White
Chief James Allen
Sheriff Jerry Modena



Office of the Sheriff

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

James W. Allen CHIEF DEPUTY

SHERIFF

March 28, 2005

To: Deputy T.C. Colbert

Re: EVOC

Jerry M. Modena, Sr.

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

Employee 1	Name: SGT. T. COLBERT Supervisor LT. HART.
Position: _	PATROL SERGEAUT Date: 03/08/05 uployee's job properly described in the job description? X YES NO
Is this em	ployee's job properly described in the job description? YES NO
	(Circle the correct response)
	f work. Consider number of assignments completed and volume of output in relation to nature ions of the work performed. Disregard quality of work. Extraordinary volume of work completed. Consistently turns out a good volume of work. Amount of work completed is satisfactory but not unusual. Output barely acceptable.
Ouality of work hand 1. 2. 3 4. 5.	Work. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of led. Unusually high-grade work is consistently performed. Quality is exceptional in all respects. Quality is of high grade, but not exceptional. Work is reasonably complete, accurate, and presentable. Work usually lacking in thoroughness, accuracy, or neatness.
Dependab time, and t 1. 2 3. 4.	ility. Consider the manner in which worker applies himself to his work, whether jobs are done on he amount of supervision required to get the desired results. Justifies utmost confidence. A minimum of supervision required. Applies himself well but occasionally needs direction and supervision. Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable supervision. Entirely undependable. Needs constant supervision.
	c. Consider the wisdom of employee's decisions in the absence of detailed instructions and in unusual situations, where discretion is allowed. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.

	learn. Consider employee's mental ability in mastering new routine, grasping explanations, and is 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.
<u>2</u> .	Happy on job; favorable attitude toward firm.
3	Seems to be satisfied with job and firm.
	Shows little interest in either job or firm.
5.	Disgruntled on job; critical of firm.
Conneration	1. Consider automate 13.1
emplovees s	1. Consider extent to which employee works harmoniously and effectively with fellow
1.	The state of the s
	Exceptionally successful in working with and assisting others.
2. 3. 4.	Quick to volunteer to work with and assist others.
4	Generally works well with and assists others.
5 ,	Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with a assist others.
_	
Capacity and	d ambition for future growth. Review all the factors previously considered and judge
mplavada	- The factors bicylously considered and makes
	and amount for lattire advancement both in present department or branch and in the
	and amount for lattire advancement both in present department or branch and in the
rganization.	Outstanding candidate for future development. Given opportunity, and I.I.
rganization. 1.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
rganization.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work
organization. 1. 2) 3. 4.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work.
organization. 1. ② 3.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Columnation for future advancement both in present department or branch and in the outstanding present level of work.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Columnation for future advancement both in present department or branch and in the outstanding present level of work.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Columnia 101 Intuite advancement both in present department or branch and in the outstanding present level of work.
2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Columnation for future advancement both in present department or branch and in the outstanding present level of work.
7 (2) 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Columnation for future advancement both in present department or branch and in the outstanding present level of work.
arganization. 1. 2) 3. 4. 5. comments:	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Colbert 15 A Parage Sergeaut and Dues HIS Duries Well.
rganization. 1. 2. 3. 4. 5.	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Colbert 15 A Parane Sergeaut and Dues HIS Duries Well.

OFF-DUTY EMPLOYMENT REQUEST FORM

(To be turne in to division) head prior to beginning o, I duty employment)
Officer's Name: HUTHOPY OLBERT Date: 020305
Division: PATROL BSO Employment Date: 040191
Present Shift: mil) Hours: 10 pm to 6 pm Off Days: Thur 1 FRI
Business/Individual Offering O.D.E.: BEULAHLAND BIBLE CHURCH
Address of O.D.E. location: 1010 NEWBERG AU
O.D.E. Starting Date: 021005 O.D.E. Ending Date:
O.D.E. Hours: Per Day Per Week Per Month / 9
O.D.E. Salary (per hour): \$ 20 Regular duty hours date of O.D.E. Gpm To 9pm
County Equipment Required for O.D.E.:
Badge & I.D. Byes I no Uniform Byes I no
Vehicle □ yes □ no Weapon □ yes □ no
Radio Dyes Dno Other FEB 8 2005
Factors to be considered:
Does business sell/serve alcoholic beverages? yes prio
List briefly the duties expected by person offering O.D.E. SECRETTY (PARKING LOT)
Does business provide W-2 form?
Does business provide workers' compensation for injuries incurred in non-emergency situations?
Situations? O yes D-no Does the officer understand he will not be covered by Bibb County workers' compensation while working
an on-duty job? Dives Dino
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?
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?
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?
THE SIGNATIONE OF THE OFFICER DELOW AGENCIAN PROPERTY.
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.
Stather Collect
Signature of Officer Requesting O.D.E. Squad Lieutenant's Approval
Coto: (1) 11 / 11/0/2
Division Captain's Approval Division Head Approval
Division Head Approval
Govern by Wa
A

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

. ::

OFF-DUTY EMPLOYMENT REQUEST FORM to division head prior to beginning of Juty employment) (To be turne Officer's Name: //NTHONY COLBERT Date: 011005 BSO Employment Date: 040191 Division: PATROL Hours: 6 to 2 Off Days: Thes & WEDS Present Shift: /\A-Y Business/Individual Offering O.D.E.: Sonic Address of O.D.E. location: PEAKE R O.D.E. Starting Date: 011405 O.D.E. Ending Date: Per Week Per Month O.D.E. Hours: Per Day 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. Tyes Uniform O no **□** ves □ no 2005 Vehicle 1 ves 🗆 no Weapon E yes 🗆 no Radio ☑ yes 🗆 no 🕝 Other Factors to be considered: Does business sell/serve alcoholic beverages? □ yes ☑ fio List briefly the duties expected by person offering O.D.E. SECURITY Does business provide W-2 form? E ves 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 · Ø ves an off-duty job? O no Does the officer take the responsibility on himself for any injury he may incur while employed in an offduty job where the employer will not provide workers' compensation? B ves □ 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? ☑ ves 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? 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. Squad Licutenant's Approval

Division Head Approval

Approval of Sheriff or Chief Deputy

(Required if requesting officer is a Division Head)

OFF-DUTY EMPLOYMENT REQUEST FORM (To be turne to division head prior to beginning o, I duty employment) Officer's Name: HATHONY COLBERT Date: 01-10-05 Division: VATROL BSO Employment Date: 040191 to 2 Off Days: Thes & WEDs. Present Shift: NAY Hours: Business/Individual Offering O.D.E.: KRYSTAL Address of O.D.E. location: RIVERSIDE Nr. @ SPRING ST. O.D.E. Starting Date: 012805 O.D.E. Ending Date: Per Week Per Month /2 O.D.E. Hours: Per Day 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. ■ ves 🗆 no Uniform □ no Vehicle ☑ ves Weapon 🗆 no Oves O no Radio □ ves □ no → Other Factors to be considered: Does business sell/serve alcoholic beverages? □ yes List briefly the duties expected by person offering O.D.E. SECURIT Does business provide W-2 form? E yes □ no Does business provide workers' compensation for injuries incurred in non-emergency situations? □ yes E no Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? □ ves O no Does the officer take the responsibility on himself for any injury he may incur while employed in an offduty job where the employer will not provide workers' compensation? e ves 🗆 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? O ves 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? ₽ ves O 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. Squad Licutenant's Approval

Division Captain's Approval

Division Head Approval

Approval of Sheriff or Chief Deputy

(Required if requesting officer is a Division Head)

Employee Name: A. Colbert (T.C.) Supervisor 17.	Wayne	Hart
Position: Sergeant (Patrol) Date: Jax		
Is this employee's job properly described in the job description?	YES	

(Circle the correct response)

<u>Amount of work</u>. 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.
- 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.

<u>Ouality of work</u>. 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.
- 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.

<u>Dependability</u>. 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.
- 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.

<u>Judgment</u>. 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.
- Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

1. Brilliant and keen-minded, coupled with eagerness to learn. 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. 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. Quick to volunteer to work with and assist others. Generally works well with and assist 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. Capable of developing beyond present level of work. 3. Has probably reached most suitable job or level of work. 5. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: 5	3. 4. 5. Attitude. Constant of the second o	Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
Quick to grasp new ideas and methods. Learns stafsactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Seems to be satisfied with job and firm. Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Cooperation. Consider extent to which employee works harmoniously and effectively with fellow employees, supervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others. Couliet to volunteer to work with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Enals to ecooperate. 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. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Sat. Collect Supervisa. Date: 2/4 3/45	3. 4. 5. Attitude C 1. 3. 4. 5. Cooperation employees, su	Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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. Brathusiastic about type of work; booster of firm. 1. 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. 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 assist 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. 5. Entirely out of place in present job. Should be moved to simpler work or dismissed. 5. Comments: 5. Saff Colbart Supervisor. Date: 9. Jag	4. 5. Attitude C 1. 3. 4. 5. Cooperation employees, su	Learns satisfactorily. Learns by excessive repetition. Needs guidance. Slow in learning even simple procedures. Needs constant guidance. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. 1. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
Slow in learning even simple procedures. Needs constant guidance. Attitude Consider attitude toward job and firm. I. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Seems to be satisfied with job and firm. Seems to be satisfied with job and firm. Seems to be satisfied with job and firm. 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. Exceptionally successful in working with and assist others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Coutstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Has probably reached most suitable job or level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Saf Colbert of impresent suitable in present level of work. Saf Colbert of impresent suitable in present level of work. Saf Colbert of impresent suitable in present level of work. Date: 9/4 3/45	5. Attitude. Co. 1. 3. 4. 5. Cooperation employees, su	Slow in learning even simple procedures. Needs constant guidance. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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 assist 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: 5 4 Colbert Supervisor. 5 4 Colbert Supervisor. 6 Date: 9/403/455	Attitude. C 1. 3. 4. 5. Cooperation employees, su	Slow in learning even simple procedures. Needs constant guidance. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Capable of Shift Supervisar. Date: 2/4 3/4 5	1. 3. 4. 5. Cooperation employees, su	Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Capable of Shift Supervisar. Date: 2/4 3/4 5	3. 4. 5. Cooperation employees, su	Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with a assist others. Capacity and ambition for future growth. Review all the factors previously considered and judge mployee's capacity and ambition for future advancement both in present department or branch and in the reganization. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Capacity in the organization of present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Capacity in the organization. Date: 2/4 3/4 5	4. 5. <u>Cooperation</u> employees, su	Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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. 6. 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 assist 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. 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: 5. Seldert is improving in his	4. 5. Cooperation employees, su	Seems to be satisfied with job and firm. Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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: 5. Shiff Supervisor. Date: 1/4 3/4 5/4	5. Cooperation employees, su	Shows little interest in either job or firm. Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Saft Calbert Supervisor. Date: 21/43/45	Cooperation employees, su	Disgruntled on job; critical of firm. Consider extent to which employee works harmoniously and effectively with fellow upervisors, and others with whom he comes in contact. Exceptionally successful in working with and assisting others
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 assist 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: Sq. Colbert Simproving in his		Exceptionally successful in working with and assisting others
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: 5. Soldert of impreving in his factors. 5. Colbert of impreving in his factors. Date: 4/43/45		Exceptionally successful in working with and assisting others
Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. Fails to cooperate. Unwilling to work with a assist others. Exapacity 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. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Somments: Soft Colbert is improving in his		Exceptionally successful in working with and assisting others
Quick to volunteer to work with and assist others. Generally works well with and assist others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Sq. Colbert Supervisor. Date:	1.	Ouick to volunteer to work with and assisting 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. 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: Sq. Colbert Supervisar. Date: 2/03/45	2.	
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. 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: Sq. Colbert Supervisar. Date: 2/03/45	<u>(3)</u>	Generally works well with and assists 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. 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. Somments: Saf Celbert is improving in his factors. Parely of the state of the	4.	Cooperation must be solicited. Seldom volunteers to work with
Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Saf. Colbert is impreving in his pervisor. Date: 2/43/45	5.	Fails to cooperate. Unwilling to work with a assist others.
Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments: Saf. Colbert is impreving in his	Capacity and	ambition for future growth. Review all the factors and in the
1. Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. 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: 5 4 Colbert is improving in his rafe of Shift Supervisar. Date: 4/4 3/45	mployee's ca	pacity and ambition for future advancement both in present days desired and judge
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: 5	rganization.	in the
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. Somments: 5 9 1 Colbert is improving in bis 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.	Outstanding candidate for future development. Given annually
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. Somments: 5 4 Colbert is improving in his 14 P as skill Supervisar. Date: 1/43/45		expected to go far in the organization
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. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the state of the simple work or dismissed. France of the simple work or dismissed.	(2)	Capable of developing beyond present level of work
Barely capable of handling present level of work. 5. Entirely out of place in present job. Should be moved to simpler work or dismissed. Somments: 5	3.	Has probably reached most suitable job or level of work
Somments: 594. Colbert is improving in bis rale as skill supervisor. Date: 1/03/45	4.	Barely capable of handling present level of work
comments:	5.	Entirely out of place in present job. Should be moved to simpler work or dismissed
pervisor: 17. Wayne Hart Date: 01/03/05	comments:	502 Calbort is
apervisor: 17. Wayne Hart Date: 01/03/05	- 1	Judgett is improving in his
apervisor: 17. Hayne Hart Date: 01/03/05	<u> rarp</u>	as shift Supervisor
Date. 47/83/83		
Date: 47/83/83		
Date: 47/83/83		
Date: 47/83/83		
	pervisor:	LT. Wayne Hart Date: aclas /110
	ficer: Sc	

OFF-DITTY EMPLOYMENT DECLIFET I

(To be turned in to existion head prior to beginning of off duty employment)
Officer's Name: ANTHONY OLISERT Date: 122001
Division: PATROL BSO Employment Date: 040191
Present Shift: MID Hours: 10pm to 6pm Off Days: Thurs. 4 FR
Business/Individual Offering O.D.E.: MEDICAL LEWIER (LARISTMAS PARTY)
Address of O.D.E. location: 1/FW (HARRISON RI)
O.D.E. Starting Date: 12304 O.D.E. Ending Date: 123404 (9pn-1Am)
O.D.E. Hours: Per Day 4425 Per Week Per Month
Regular duty nours date of O.D.E.
County Equipment Required for O.D.E.: Badge & I.D. Wyes I no Uniform Eves I no III ECEINGE
Vahiala
Radio Dives II no Other
Factors to be considered:
Austors to be considered.
Does business sell/serve alcoholic beverages? U yes 15 no List briefly the duties expected by person offering O.D.E. SECURITY PARKING
Does business provide W-2 form?
Does business provide workers' compensation for injuries incurred in non-emergency situations?
situations?
an off-duty job? · Dives Clino
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?
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?
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?
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 PERFORMAISTHER ASSIGNED DUTIES.
Atother allast IT. Wayne Ha. I
Signature of Officer Requesting O.D.E. Squad Lieutenant's Approval
Costa M. Mark of Mark
Division Captain's Approval Division Head Approval
Division Captain's Approval Division Head Approval
- James W Mill
Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

DID COOKE OURKIER. 9 OFFICE

OFF-DITTY EMPLOYMENT REQUEST! (To be turned in to livision head prior to beginning of off duty employment) Officer's Name: HNTHONY (OLBERT Date: 122004 Division: PATROC BSO Employment Date: 04/0/9/ Present Shift: MID Hours: 10pm to 6pm Off Days: Thurs & FRI Business/Individual Offering O.D.E.: Source Address of O.D.E. location: PEAKE RIS. O.D.E. Starting Date: 122404 O.D.E. Ending Date: O.D.E. Hours: Per Day Per Week Per Month

O.D.E. Salary (per hour): \$ / 7 900 Regular duty hours date of O.D.E. Von Salary Regular duty hours date of O.D.E. Variant County Equipment Required for O.D.E.: Badge & I.D. Dives 🗆 no Uniform □ ves 🗆 no Vehicle ☑ yes 🗆 no Weapon Cl-ves 🗆 no Radio ☐ ves Опо Other Factors to be considered: Does business sell/serve alcoholic beverages? U yes 110 List briefly the duties expected by person offering O.D.E. SECURICA Does business provide W-2 form? □ yes D no Does business provide workers' compensation for injuries incurred in non-emergency situations? □ yes **□**100 Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? · Pves Does the officer take the responsibility on himself for any injury he may incur while employed in an offduty job where the employer will not provide workers' compensation? □-ves □ 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? O yes o 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? ₽ ves □ 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. Squad Lieutenant's Approva Division Captain's Approval Division Head Approval

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) 521-6418

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 reinactment 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:keyggta stagra z gystechi j

THERE TO BE STORED

Employee Na	ame: Sgt. Colbert,Anthony	_Supervisor	Lt.Hart			
Position:	Patrol Sergeant	Date:	Sept.28,20	104		
	loyee's job properly described in the	job descripti	on? _	XX YES	S NC)
	(Circle the cor	rect response)	1			
	work. Consider number of assignments consistently turns out a good volume of Amount of work completed is satisfactor. Output barely acceptable. Amount of work entirely inadequate.	y of work. d. work.	·	t in relation	i to nature	
Ouality of we work handled	ork. Consider thoroughness, accuracy, an	d orderliness o	f completed jo	b. Disregai	rd amount of	
1. 2. 3) 4. 5.	Unusually high-grade work is consistently Quality is exceptional in all respects. Quality is of high grade, but not exception Work is reasonably complete, accurate, a Work usually lacking in thoroughness, accurate.	nal. and presentable				
_	ty. Consider the manner in which worker a amount of supervision required to get the dustifies utmost confidence. A minimum Applies himself well but occasionally nee Fairly reliable and conscientious. Norma Cannot always be relied upon to get desir supervision. Entirely undependable. Needs constant s	desired results. of supervision ds direction an I supervision re red results with	required. d supervision. equired.	·	are done on	
	Consider the wisdom of employee's decision unusual situations, where discretion is allow Thinks quickly and logically in all situation Judgment usually of a high degree.	wed. ons: Judgment	can always be	depended u		
3.	Occasionally makes errors in judgment.	Needs some ge	neral instruction	n.		

Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.

4. 5.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. 1. 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. Enthusiastic about type of work; booster of firm. 1. 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. Exceptionally successful in working with and assisting others. 1. $(\overline{2})$ Quick to volunteer to work with and assist others. 3. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 4. 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. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. 4. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 5. 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

Date:

BIBB COUNTY DEPARTMENT OF PERSONNEL MERIT INCREASE REVIEW FORM

** RETURN TO PERSONNEL BY: 09/15/04 **

TO: _SHERIFF-PATROL (PATROL)	٠, ١, ١	08/26/04
NAME: JOB TITLE:		
PAY GROUP: 23 DEPARTMENT: 409 EMPLOYI	EE NO: _	16085
ON 10/01/04 THE ABOVE NAMED EMPLOYEE WILL HAVE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FO	COMPLE	TED THE SERVICE
FROM: GRADE: SUL STEP: UP RATE OF PAY: 1	•463 - 80	SEMI-MONTHLY
TO: GRADE: SUL STEP: 10 RATE OF PAY: 1	,521.87	SEHI-MONTHLY
2. HAS EMPLOYEE ABUSED SICK LEAVE? 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS: EXCELLENT GOOD POOR NEEDS MORE EXE 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL GOOD SATISFACTORY POOR 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMEXCEPTIONAL GOOD SATISFACTORY POOR 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL GOOD SATISFACTORY POOR 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: NO MADE LITTLE OR NO CHANGE HAS SEEN: NO NEEDS MORE EXE	PERIENCE D PERFORM I SLIPPED BAC Y PO patrolmar	DO PUBLIC IS:
more experience.		
BASED ON THIS EVALUATION I (BECOMMEND DO NOT RECOBE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENEMPLOYEE'S SIGNATURE: (EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIES SUPERVISOR'S SIGNATURE: DEPARTMENT HEAD: DEPARTMENT HEAD:	ISATION PL	THIS EMPLOYEE AN REGULATIONS. DATE: $9-9-94$ DATE: $9-9-94$

Bibb County Department of Personnel Performance Evaluation



Employee Nam	ne: Calbert Anthony Supervisor LT. Wayne Hart
Ioh Title: De	eputy (Patrol 57t.) Date: 9-9-04
300 III.	(Circle the correct response)
and conditions	ork. Consider number of assignments completed and volume of output in relation to nature of the work performed. Disregard quality of work. Extraordinary volume of work completed. Consistently turns out a good volume of work. Amount of work completed is satisfactory but not unusual. Output barely acceptable. Amount of work entirely inadequate.
work handled. 1. 2. 4. 5.	Unusually high-grade work is consistently performed. Quality is exceptional in all respects. Quality is of high grade, but not exceptional. Work is reasonably complete, accurate, and presentable. Work usually lacking in thoroughness, accuracy, or neatness.
Comments: _	in this works applies himself to his work, whether jobs are done on
time, and the 1. 3. 4.	Ly. Consider the manner in which worker applies himself to his work, whether jobs are done on amount of supervision required to get the desired results. Justifies utmost confidence. A minimum of supervision required. Applies himself well but occasionally needs direction and supervision. Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable supervision. Entirely undependable. Needs constant supervision.
Judgment. judgement in 1. 3. 4. 5.	Consider the wisdom of employee's decisions in the absence of detailed instructions and a unusual situations, where discretion is allowed. Thinks quickly and logically in all situations. Judgment can always be depended upon. Judgment usually of a high degree. Occasionally makes errors in judgment. Needs some general instruction. Makes frequent errors in judgment. Works best with detailed instructions. Judgment entirely undependable.

Ability to lea	rn. Consider employee's mental ability in mastering new routme, grasping explanations, and
retaining this	•
1.	Brilliant and keen-minded, coupled with eagerness to learn.
3	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. Con	nsider attitude toward job and firm.
1.	Enthusiastic about type of work; booster of firm.
A S	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:	
G	
	Consider extent to which employee works harmoniously and effectively with fellow
	pervisors, 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.
03/	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: _	•
Canacity and	ambition for future growth. Review all the factors previously considered and judge
	pacity and ambition for future advancement both in present department or branch and in the
organization.	busing and animomon for range and animom of the property department of training and in vite
1.	Outstanding candidate for future development. Given opportunity, could be
1.	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.
	1 7
4. 5	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: A	Adjusting from potrolman to Patral Sat, improving with expensence
If applicable, I	ist Employee's special job accomplishments since last evaluation:
If applicable, s	specify needed action for Employee's improvement:

Employee Name: Sgt. Anthony Colbert Supervisor Ly	Wayne Hart
Position: Deputy (Patrol) Date: 06.	r .
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.
- Consistently turns out a good volume of work.
- J. 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.
- 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.

<u>Dependability</u>. 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.
- 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.

<u>Judgment</u>. 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.
- 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 I	learn. Consider employee's mental ability in mastering new routine, grasping explanations, and
retaining th	is knowledge.
1.	Brilliant and keen-minded, coupled with eagerness to learn.
<u>3.</u>	Quick to grasp new ideas and methods.
	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.
D	Happy on job; favorable attitude toward firm.
3. 4.	Seems to be satisfied with job and firm.
	Shows little interest in either job or firm.
5.	Disgruntled on job; critical of firm.
Cooperation	1. Consider extent to which employee works harmoniously and effectively with fellow
employees, s	upervisors, and others with whom he comes in contact.
1.	Exceptionally successful in working with and assisting others.
D.	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.
Canacity and	d ambition for future and the Day of the Control of
employee's ca	d ambition for future growth. Review all the factors previously considered and judge
organization.	apacity and ambition for future advancement both in present department or branch and in the
1.	Outstanding condidate for feture development G
-,	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
72 .	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 winned at the second to be should be winned.
	Entirely out of place in present job. Should be moved to simpler work or dismissed.
Comments: _	sgt. Colbert is just learning his duties sergeant, but thus for is doing a
as a	sergeant, but thus far is doing a
fine	job.
upervisor:	for flagne Hart Date: 6-30-04
fficer:	litter / Maste: 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

James W. Allen CHIEF DEPUTY

Jerry M. Modena, Sr. SHERIFF

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

Employa Na	ame: T.C. Colbert Supervisor LEAM. Hill A
Employee Na	Supervisor Zurtini Aili
Position:	Patrol Date: March - 31-04
Is this empl	loyee's job properly described in the job description?YES NO
	(Circle the correct response)
Amount of w	vork. Consider number of assignments completed and volume of output in relation to nature
	is of the work performed. Disregard quality of work.
1	Extraordinary volume of work completed.
<i>(2)</i>	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 w work handled	ork. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of
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.
	ty. Consider the manner in which worker applies himself to his work, whether jobs are done on amount of supervision required to get the desired results.
1.	Justifies utmost confidence. A minimum of supervision required.
Q)	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.
	Consider the wisdom of employee's decisions in the absence of detailed instructions and
-	unusual situations, where discretion is allowed. Thinks quickly and logically in all situations. Judgment can always be depended upon.
1.	Judgment usually of a high degree.
Ä	Occasionally makes errors in judgment. Needs some general instruction.
4	Makes frequent errors in judgment. Works best with detailed instructions.
5.	Judgment entirely undependable.
÷.	

	<u>learn</u> . Consider employee's mental ability in mastering new routine, grasping explanations, and his knowledge.
3.	Brilliant and keen-minded, coupled with eagerness to learn. Ouick to grasp new ideas and methods
03	Carrier & Brack its it ideas this lifethous.
4.	Learns satisfactorily.
5.	Learns by excessive repetition. Needs guidance.
<i>J</i> .	Slow in learning even simple procedures. Needs constant guidance.
titude.	Consider attitude toward job and firm.
1.	Enthusiastic about type of work; booster of firm.
2.	Happy on job; favorable attitude toward firm.
4. 5.	Seems to be satisfied with job and firm.
4.	Shows little interest in either job or firm.
5,	Disgruntled on job; critical of firm.
	•
<u>operatio</u>	n. Consider extent to which employee works harmoniously and effectively with fellow
proyecs,	supervisors, and others with whom he comes in contact.
A.	Exceptionally successful in working with and assisting others
2. 4.	Quick to volunteer to work with and assist others.
C3	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.
nacity o	
pacity a	ad ambition for future growth. Review all the factors previously considered.
,	ad ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or bronch and in the
mization	ad ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the
,	ad ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be
mization	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
mization	ad ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work.
inization 1.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work.
anization	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
1. 2) 3. 4. 5.	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.
anization 1. 3. 4. 5. aments:	And ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the capacity and ambition for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Carlo of the and works.
anization 1. 3. 4. 5. aments:	and ambition for future growth. Review all the factors previously considered and judge capacity and ambition for future advancement both in present department or branch and in the Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed.

Employee Na	ame: Deputy T. Colbert	Supervisor	Lt. Ted Jones
Position:	Patrolman	Date:	12-28-03
Is this emp	loyee's job properly described	I in the job descripti	on? <u>xx</u> YES NO
	(Circle	e the correct response)
	work. Consider number of assignments of the work performed. Disregations of the work performed. Disregations of the work of Consistently turns out a good very Amount of work completed is a Output barely acceptable. Amount of work entirely inadequate.	ard quality of work. completed. olume of work. atisfactory but not unus	olume of output in relation to nature
Quality of w work handled		uracy, and orderliness of	of completed job. Disregard amount of
1.	Unusually high-grade work is co	onsistently performed.	
2.	Quality is exceptional in all resp	• •	
3	Quality is of high grade, but not		
4.	Work is reasonably complete, a	ccurate, and presentabl	e .
5.	Work usually lacking in thoroug	ghness, accuracy, or ne	atness.
	ity. Consider the manner in which amount of supervision required to	• • •	f to his work, whether jobs are done on
1.	Justifies utmost confidence. A		
2	Applies himself well but occasion		
3.	Fairly reliable and conscientious		
4.	Cannot always be relied upon to		
	supervision.	-	

<u>Judgment</u>. 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.

5.

Occasionally makes errors in judgment. Needs some general instruction.

Entirely undependable. Needs constant supervision.

- 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. Brilliant and keen-minded, coupled with eagerness to learn. 1. 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. Enthusiastic about type of work; booster of firm. 1. 2 Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. 3. 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. Exceptionally successful in working with and assisting others. 1. 2 Quick to volunteer to work with and assist others. 3. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 4. 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. Capable of developing beyond present level of work. 2 3. Has probably reached most suitable job or level of work. 4. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. 5. Deputy Colbert is one of my senior car commanders and proves Comments: by his manner and attitude that he is a professional.

Date:

Sonis !

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 ANYHONY D JOB TITLE: DEP	ยาง รค่ะล	TFF
PAY GROUP: 23 DEPARTMENT: 409 EMPLOYE		
ON 10/01/03 THE ABOVE NAMED EMPLOYEE WILL HAVE NECESSARY TO BE CONSIDERED FOR A MERIT INCREASE AS FOL	COMPLET	TED THE SERVICE
FROM: GRADE: SC1 STEP: 08 RATE OF PAY: 15	407.47	SEMI-MCMTHLY
TO: GRADE: STEP: C9 RATE OF PAY: 11	463.80	SENI-RCNTHLY
1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? 2. HAS EMPLOYEE ABUSED SICK LEAVE? 3. EMPLOYEE'S ADVANCEMENT POTENTIAL IS: EXCELLENT GOOD POOR NEEDS MORE EXPE 4. EMPLOYEE'S OVERALL JOB KNOWLEDGE IS: EXCEPTIONAL GOOD SATISFACTORY POOR 5. EMPLOYEE'S COOPERATION WITH SUPERVISOR, RULES, OTHER EMPI EXCEPTIONAL GOOD SATISFACTORY POOR 6. EMPLOYEE'S INITIATIVE AND RESOURCEFULNESS IS: EXCEPTIONAL GOOD SATISFACTORY POOR 7. SINCE THE LAST APPRAISAL, EMPLOYEE HAS: 8. THE OVERALL JOB PERFORMANCE HAS BEEN: UNSATISFACTORY FAIR GOOD VERY GOOD OUTSTANDING COMMENTS: Deputy Colbert works well and I have no complains a pleasure to work with.	ERIENCE COYEES AN ERFORM EI PPED BACK	D PUBLIC IS: FFECTIVELY R
BASED ON THIS EVALUATION I (RECOMMEND DO NOT RECOMBE ADVANCED ONE STEP IN ACCORDANCE WITH THE COMPENSA EMPLOYEE'S SIGNATURE: (EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT WITH REVIEW) SUPERVISOR'S SIGNATURE:	TION PLA	
DEPARTMENT HEAD: / / / / / / / / / / / / / / / / / / /		MIE. TO D

Bibb County Department of Personnel Performance Evaluation





Employee Na	une: Colbert Anthony Supervisor Lt Ted Jones		
Job Title:	Deputy Sheriff Date: 9-9-53		
	(Circle the correct response)		
	vork. Consider number of assignments completed and volume of output in relation to nature as of the work performed. Disregard quality of work.		
1.	Extraordinary volume of work completed.		
②	Consistently turns out a good volume of work.		
3. 4.	Amount of work completed is satisfactory but not unusual. Output barely acceptable.		
5.	Amount of work entirely inadequate.		
Comments:	Tanto and of the control of the cont		
Quality of we work handled	ork. Consider thoroughness, accuracy, and orderliness of completed job. Disregard amount of		
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: _			
	y. 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.		
	Justifies utmost confidence. A minimum of supervision required.		
(2)	Applies himself well but occasionally needs direction and supervision.		
3. 4.	Fairly reliable and conscientious. Normal supervision required. Cannot always be relied upon to get desired results without considerable		
٠٠.	supervision.		
5.	Entirely undependable. Needs constant supervision.		
Comments: _			
Indoment (Consider the wisdom of employee's decisions in the absence of detailed instructions and		
	unusual situations, where discretion is allowed.		
1.	Thinks quickly and logically in all situations. Judgment can always be depended upon.		
	Judgment usually of a high degree.		
(3) 4.	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: _			

_	rn. Consider emplogre's mental ability in mastering new row, se, grasping explanations, and
retaining this l	Brilliant and keen-minded, coupled with eagerness to learn.
٧	Quick to grasp new ideas and methods.
3.	Learns satisfactorily.
3. 4.	Learns by excessive repetition. Needs guidance.
5.	Slow in learning even simple procedures. Needs constant guidance.
Comments:	blow in loaning even simple procedures. Troods constant guidance.
Commonts	,
Attitude. Con	nsider 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
	pervisors, 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: _	
Canasity and	ambition for future growth. Devices all the feature massissals considered and indee
	<u>ambition for future growth</u> . Review all the factors previously considered and judge pacity and ambition for future advancement both in present department or branch and in the
	bacity and amortion for future advancement both in present department of oranch and in the
organization.	Outstanding candidate for future development. Given opportunity, could be
1.	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.
	Barely capable of handling present level of work.
4. 5.	Entirely out of place in present job. Should be moved to simpler work or dismissed.
Comments: _	·
If applicable, l	ist Employee's special job accomplishments since last evaluation:
If applicable s	pecify needed action for Employee's improvement:
ii uppiioaoio, s	poorly needed action for Employee 8 improvement.

Employee Name: Lalbert, T.C.	_ Supervisor	IT JONES.	
Position: PATROCMAN			
Is this employee's job properly described in the	job description	on? YES NO	

(Circle the correct response)

<u>Amount of work</u>. 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.
- Amount of work completed is satisfactory but not unusual.
- 4. Output barely acceptable.

A

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.

<u>Dependability</u>. 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.

<u>Judgment</u>. 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.
- Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 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. Quick to grasp new ideas and methods. Learns satisfactorily. Learns by excessive repetition. Needs guidance. 4. 5. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. Happy on job; favorable attitude toward firm. Seems to be satisfied with job and firm. Shows little interest in either job or firm. 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. Exceptionally successful in working with and assisting others. Quick to volunteer to work with and assist others. 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. Capable of developing beyond present level of work. Has probably reached most suitable job or level of work. Barely capable of handling present level of work. Entirely out of place in present job. Should be moved to simpler work or dismissed. Comments:

Employee Name: <u>Deputy Colbert A.</u>	Supervisor	Ted Jones
Position: Deputy Patrol	Date:	06-21-03
Is this employee's job properly described in the	e job description	on? YES NO
(Circle the co	rrect response)	
Amount of work. Consider number of assignments cand conditions of the work performed. Disregard qual 1. Extraordinary volume of work complet	lity of work.	lume of output in relation to nature

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

<u>Ouality of work</u>. 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.
- 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.

<u>Dependability</u>. 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.

- 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.

<u>Judgment</u>. 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.
- Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

	learn. Consider employee's mental ability in mastering new routine, grasping explanations, and is knowledge.
<u>1</u> .	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.
i.	Enthusiastic about type of work; booster of firm.
② 3.	Happy on job; favorable attitude toward firm.
	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	n. Consider extent to which employee works harmoniously and effectively with fellow
cimpioyees, s	supervisors, and others with whom he comes in contact.
1.	Exceptionally successful in working with and assisting others
② 3.	Quick to volunteer to work with and assist others.
	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 an	d ambition for future growth. Review all the factors previously considered and judge
employee's ca organization.	apacity and amortion for future advancement both in present department or beauty and in the
1.	Outstanding candidate for future development. Given opportunity, could be
•	expected to go far in the organization.
② 3.	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.

Date: ____

Officer:

Employee Name: Anthony Colbert	Supervisor LT. Wayne Hart
Position: Deputy (Patrol)	5
Is this employee's job properly described in the	

(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.
- 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.

<u>Ouality of work</u>. 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.
- 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.

<u>Dependability</u>. 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.
- 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.

<u>Judgment</u>. 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.
- 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.
- Q Quick to grasp new ideas and methods.
- 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.
- 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.

<u>Cooperation</u>. 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.

<u>Capacity and ambition for future growth</u>. 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.
- 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 He does a good job training new	patrolman and F.T.a.
17 t does a good job fraining new	exticent and can be
counted on to set an example	for the junior officers.
,	•
	•
Supervisor: ft. Mayne Hait	Date: 3/9/03
- Hayne of acr	
Officer: Arthony Stat	Date: <u>3-9-03</u>

BIBB COUNTY SHERIFF'S OFFICE

FF-DUTY EMPLOYMENT REO ST FORM (To be turned in to division head prior to beginning of off duty employment) Officer's Name: / DIBERT Date: (Division: NATROL BSO Employment Date: 04/0191 Hours: 10pm to Can Off Days: SAT & Sun Present Shift: MIA Business/Individual Offering O.D.E.: Address of O.D.E. location: RIVERSINE DR AT SPRING ST O.D.E. Starting Date: 1995 O.D.E. Ending Date: UNK Per Week Varies Per Month 6-12 O.D.E. Hours: Per Day O.D.E. Salary (per hour): \$ 18 Regular duty hours date of O.D.E. County Equipment Required for O.D.E.: Badge & I.D. Er yes Uniform □ no □ no Vehicle □ no Weapon □ no Radio □ 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. SECHKITY Does business provide W-2 form? ves □ 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? # ves □ no Does the officer take the responsibility on himself for any injury he may incur while employed in an offduty job where the employer will not provide workers' compensation? ☑ ves □ 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? O ves 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? □ ves 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. Squad Lieutenant's Approva

Division Captain's Approval

Approval of Sheriff or Chief Deputy (Required if requesting officer is a Division Head)

BIBB COUNTY SHERIFF'S OFFICE EST FORM

(xo be farmed in to division head prior to beginning of off duty employment)
Officer's Name: ANTHONY COLBERT Date: 022803
Division: PATRO BSO Employment Date: 02/0191
Present Shift: MID Hours: 10pm to 6AT Off Days: SAT & Suc
Business/Individual Offering O.D.E.: HPAC
Address of O.D.E. location: Z 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 70 12
O.D.E. Salary (per hour): \$25 Regular duty hours date of O.D.E. Varies
County Equipment Required for O.D.E.: Badge & I.D. yes no Uniform yes no
77.11.1
Vehicle dyes dno Weapon dyes dno Radio dyes dno Other v
Factors to be considered: Does business sell/serve alcoholic beverages? Dies briefly the duties expected by person offering O.D.E. TRAFFIC CONTROC
Does business provide W-2 form? □ yes □ no
Does business provide workers' compensation for injuries incurred in non-emergency
situations?
Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job?
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?
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?
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?
and a violation of the law occurs in his presence:
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.
Hother (older) LT. W. Hast
Signature of Officer Requesting O.D.E. Squad Lieutenaut's Approval
LHIE MAIR PINPA
Division aptain's Approval Division Head Approval
John W. alla
<i>II</i> .

. ...

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

BIBB COUNTY SHERIFF'S OFFICE FF-DUTY EMPLOYMENT RECEST FORM

(To be turned in to division head prior to beginning of off duty employment) Officer's Name: Date: Division: BSO Employment Date: D40191 Hours: 10 pm to bam Off Days: SAT 8 54~ Present Shift: m (1) Business/Individual Offering O.D.E.: 75 BRIDGE CONSTRUCTION Address of O.D.E. location: O.D.E. Starting Date: FEB 2003 O.D.E. Ending Date: Per Week Varies Per Month 6701 O.D.E. Hours: Per Day O.D.E. Salary (per hour): \$______ Regular duty hours date of O.D.E. Va. ries County Equipment Required for O.D.E.: Badge & I.D. Dyes Uniform □ no Vehicle \Box no Weapon □ no Radio □ no Other Factors to be considered: Does business sell/serve alcoholic beverages? □ ves List briefly the duties expected by person offering O.D.E. TRAFFIC Does business provide W-2 form? ☑ ves 🗆 по Does business provide workers' compensation for injuries incurred in non-emergency situations? □ yes D no Does the officer understand he will not be covered by Bibb County workers' compensation while working an off-duty job? 1 ves Опо Does the officer take the responsibility on himself for any injury he may incur while employed in an offduty job where the employer will not provide workers' compensation? ves 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? Ø ves 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? ☑ ves 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. Squad Lieutenant's Approva Division Captain's Approval

Approval of Sheriff or Chief Deputy
(Required if requesting officer is a Division Head)

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.
- 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.

<u>Quality of work</u>. 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.
- 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.

<u>Dependability</u>. 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.
- 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, liveeus 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.
- Occasionally makes errors in judgment. Needs some general instruction.
- 4. Makes frequent errors in judgment. Works best with detailed instructions.
- 5. Judgment entirely undependable.

retaining th	earn. Consider employee's mental ability in mastering new routine, grasping explanations, and is knowledge.
· 1.	Brilliant and keen-minded, coupled with eagerness to learn.
Ø	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.
Ø	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	1. Consider extent to which employee works harmoniously and effectively with fellow
employees, s	aper visors, and others with whom he comes in contact
1.	Exceptionally successful in working with and assisting others.
Ø	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 an	d ambition for future growth. Review all the factors previously considered and judge
employee's ca organization.	spacity and ambition for future advancement both in present department or branch and in the
1.	
	Outstanding candidate for future development. Given opportunity, could be expected to go far in the organization.
Ø	Canable of developing house 4 and the contraction.
3.	Capable of developing beyond present level of work.
4.	Has probably reached most suitable job or level of work.
5.	Barely capable of handling present level of work.
	Entirely out of place in present job. Should be moved to simpler work or dismissed.
omments: _	
	
	·
pervisor:_	Lt. Wagne Hart Date:
/	1.H 4 1 1
ficer: 🥖	IN/Non OUT

Employee Name: Colbert, Anthony Supervisor IT. Wayne Hart
Position: Deputy (Patrol) Date: Sept. 25, 2002
Is this employee's job properly described in the job description? YESNO

(Circle the correct response)

<u>Amount of work</u>. 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.
- 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.
- 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.

<u>Dependability</u>. 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.
- 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.

<u>Judgment</u>. 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.
- 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 I	earn. Consider employee's mental ability in mastering new routine, grasping explanations, and
retaining th	is knowledge.
I.	Brilliant and keen-minded, coupled with eagerness to learn.
0	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.
	Treeds 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.
<u>(2)</u> 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.
	= 15g. and on job, of thou, of fifth.
Cooperation	n. Consider extent to which employee works harmoniously and effectively with fellow
employees, s	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.
	with a assist officers.
Capacity an	d ambition for future growth. Review all the factors previously considered and judge
employee's ca	apacity and ambition for future advancement both in present department or branch and in the
organization.	the sent department of branch and in the
1.	Outstanding candidate for future development. Given opportunity, could be
•	expected to go far in the organization.
\sim	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.
- .	Sharely out of place in present job. Should be moved to simpler work or dismissed.
Comments:	
_	· ·
-	
Supervisor:	At Margne 2/25 - 02
Officer· //	Attac / 1820 - 03

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 EMP	PLOYEE NO: 28001
ON 10/01/02 THE ABOVE NAMED EMPLOYEE WILL INCREASE A	
FROM: GRADE: 501 STEP: 67 PAY:	1.352.87 SEMI-MONTHLY
TO: GRADE: 501 STEP: 08 RATE OF PAY:	1.407.47ANSERI-MONTHLY
1. HAS EMPLOYEE'S ATTENDANCE BEEN SATISFACTORY? 2. HAS EMPLOYEE ABUSED SICK LEAVE? 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:	
	2011/11/11 12 12 12 12 12 12 12 12 12 12 12 12 1
	· · · · · · · · · · · · · · · · · · ·
SUPERVISOR'S SIGNATURE	
DEPARTMENT HEAD!	DAIE. 1

DISTRIBUTION: ORIGINAL — PERSONNEL DEPT.

1st COPY — EMPLOYEE
2nd COPY — DEPARTMENT FILE

3rd COPY — PAYROLL

Employee Name: Colbert Anthony Supervisor Lt. Wayn	e Hart
Position: Deputy (Patrol) Date: Sept. 3	7. 2002
Is this employee's job proporty down in the state of the	YESNO

(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.

Extraordinary volume of work completed.

Consistently turns out a good volume of work.

Amount of work completed is satisfactory but not unusual. 3.

4. Output barely acceptable.

5. Amount of work entirely inadequate.

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

1. Unusually high-grade work is consistently performed.

Quality is exceptional in all respects. 2.

- 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 ime, and the amount of supervision required to get the desired results. 1.

- Justifies utmost confidence. A minimum of supervision required.
- Applies himself well but occasionally needs direction and supervision.

Fairly reliable and conscientious. Normal supervision required.

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

<u>idgment</u>. Consider the wisdom of employee's decisions in the absence of detailed instructions and dgement 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.

Occasionally makes errors in judgment. Needs some general instruction.

Makes frequent errors in judgment. Works best with detailed instructions.

Judgment entirely undependable.

Ability to learn. Consider employee's mental ability in mastering new routine, grasping explanations, and retaining this knowledge. Brilliant and keen-minded, coupled with eagerness to learn. 1. Quick to grasp new ideas and methods. Learns satisfactorily. 3. Learns by excessive repetition. Needs guidance. 4. 5. Slow in learning even simple procedures. Needs constant guidance. Attitude. Consider attitude toward job and firm. Enthusiastic about type of work; booster of firm. 1. Happy on job; favorable attitude toward firm. 2 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. Exceptionally successful in working with and assisting others. 1. Quick to volunteer to work with and assist others. Generally works well with and assists others. Cooperation must be solicited. Seldom volunteers to work with or assist others. 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. 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. Entirely out of place in present job. Should be moved to simpler work or dismissed. 5. Comments: _____

FIELD TRAINING OFFICER REQUEST FOR CERTIFICATION
Name: COLBERT ANTHONY)
(Last) (First) (M.I.) (Social Security No.)
Agency Name & Address: BIBB COUNTY SHERIFF'S OFFICE
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: <u>080902</u> at <u>MINNE GA. POLICE ACADEMY</u> (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: Alength English modern 8-8-02
Notary: Cynthia M. Tresho D80802
My Commission Expires June 5, (Sognature) (Date)
Mail Certificate To: BIBB COUNTY SHERIFF'S OFFICE 668 OGIFTHORIF 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

Employee Name: Colbert, Anthony Supervisor LTW	layre Hart
Position: Deputy Sheriff (Patrol) Date: JUNE	30, 2002
,	YES NO

(Circle the correct response)

<u>Amount of work</u>. 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.
- 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.
- 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.

<u>Dependability</u>. 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.
- 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.

<u>Judgment</u>. 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.
- 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 le	earn. Consider employee's mental ability in mastering new routine, grasping explanations, and
retaining thi	s 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. C	onsider 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
	upervisors, and others with whom he comes in contact.
1.	Exceptionally successful in working with and assisting others.
\mathcal{Q}	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	d ambition for future growth. Review all the factors previously considered and judge
empioyee's ca	pacity 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:	•
	•
The state of the s	



Office of the Sheriff

Bibb County, Georgia

Jerry M. Modena, Sr. SHERIFF P.O. BOX 930 MACON, GEORGIA 31202-0930 (478) 746-9441 FAX (478) 750-2181

James III. 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.

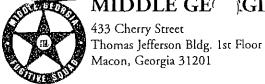
I am pleased that the two of you were able to apprehend Mr. Delph without any further incident. If we may be of any assistance to you in the future, please call on us.

Sincerely,

Sheriff, Bibb County

JMM/dp

MIDDLE GECTIGIA FUGITIVE SQUAD



RECEIVED

MAR 2 5 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.

Sincerek

Captain James Bubba" Roquemore

Middle Georgia Fugitive Squad

cc: Deputy "T.C." Colbert