

**EXHIBIT W**  
**COLUMBIA COUNTY JAIL**  
**DISPATCHER PERFORMANCE APPRAISAL**

Anniversary Date:	Name & ID Number:
Assignment/Division:	Review Date: From: _____ To: _____
Annual Review/Step Increase/Six Month 3 Month/6 Month/Annual Review	Discussed: <input type="checkbox"/> Career Development <input type="checkbox"/> Past year's performance <input type="checkbox"/> Goal Setting

**SECTION A** **CRITICAL TASKS**

Task      E=EXCEEDS   M=MEETS   S=SUBSTANDARD   N=N/A	Task      E=EXCEEDS   M=MEETS   S=SUBSTANDARD   N=N/A
<p><b>1. POLICIES AND PROCEDURES</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Understands the department's mission, objectives, &amp; policies.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Adherence to dispatch and department policies &amp; procedures.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Keeps up on and follows written directives.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Knows and follows directives from chain of command.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> General dispatch duties, computer and E911  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p> <p><b>2. JUDGMENT</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Problem solving, decision making, common sense.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Properly uses discretion.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Exhibits self-control under stress.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Interpersonal skills with staff and public  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Acceptance of constructive criticism and feedback.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Solves problems creatively while keeping supervisors informed.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p> <p><b>3. PROFESSIONAL DEMEANOR</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Uniform appearance.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Accountability/work ethics.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Grooming, attire and personal appearance.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Reports to work on time and observes break limits.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Sick hours used _____  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p> <p><b>4. VERBAL COMMUNICATIONS</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Speaks organized thoughts.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Speaks effectively on the radio and telephone.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Listens effectively when necessary.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Speaks professionally to staff, public, and inmates.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Operates radio and telephone properly.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Utilizes defusing and de-escalating communication skills</p> <p><b>5. WRITTEN COMMUNICATIONS</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Completes CAD entries to include GEO validating  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Writes legibly on worksheets  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Writes clear, concise, complete reports/narration in CAD  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Logs necessary information in proper places.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Thoroughly completes all assigned tasks  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p>	<p><b>6. DISPATCH/ EQUIPMENT OPERATION</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Operates radio equipment in an acceptable, prompt fashion.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Operates computers properly with few errors.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Operates printers, fax, telephone and other related machines properly  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Operates and understands the use of all dispatch equipment.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p> <p><b>7. COGNITIVE ABILITY</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Performs required and extra dispatch tasks without being asked.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Uses slow times to get extra tasks done.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Growth and development of current position as a senior officer if applicable.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Able to solve problems, make decisions, exercise good judgment often in stressful situations and/or with angry, uncooperative subjects.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p> <p><b>8. SAFETY AND SECURITY</b></p> <p>E M S N  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Understands principles and necessity of officer safety.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Enforces procedures that maintain safety and security.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Monitor cameras, doors and parking area.  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Properly completes squad checks  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Maintains security in operating sally port doors  <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Other: (specify)</p>

**SECTION B      LEADERSHIP SKILLS (OPTIONAL)**

CHECK THE BOX OR BOXES BELOW WHICH CORRESPOND TO THE LEADERSHIP ASSIGNMENTS THE OFFICER HAS HAD DURING THE RATING PERIOD. LEAVE BLANK IF NONE APPLY. DISCUSS EACH BOX CHECKED IN SECTION C ON THE REVERSE OF THIS FORM, CITING SPECIFIC EXAMPLES.

<input type="checkbox"/> Sergeant	<input type="checkbox"/> Field Training Officer (FTO)
<input type="checkbox"/> Attended Special Training	<input type="checkbox"/> Other: (specify)

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**SECTION C RATER'S COMMENTS** (Limit comment to space provided except Interim Reporting and goal setting situations.)

**SECTION D REQUIRED INFORMATION**

Check boxes to indicate pertinent items have been reviewed with the employee and are valid.

- Valid driver's license. Date expires: \_\_\_\_\_
- Line-of-Duty Death packet updated.
- Anti-Harassment Policy
- Knowledge and understanding method of reporting policy violations.
- Other: (specify)

**SECTION E**

(FOR FINAL PROBATIONARY REPORT)

- Recommend                       Do not recommend

...this employee for permanent civil service status.

Employee's Signature

Date

Rater's Signature

Date

- Reviewing officer discussed this report with employee  
 Concur                                       Do not concur

Reviewing Officer's Signature

Date