

BAXTER COUNTY SHERIFF'S OFFICE
Employee Evaluation and Performance Appraisal

___ 90 Day X Annual

EMPLOYEE NAME: **TABATHA L. KING**

ANNIVERSARY DATE: **APRIL 23, 2020**

X Non-Supervisory ___ Supervisory

EXPECTATIONS

B	M	E
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L	E	C
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W	S	E
		D
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A. PERSONAL APPEARANCE, NEATNESS, AND HYGIENE:

- | | | | |
|----------------------------|-----|------------|-----|
| 1. Uniform or Work Attire | ___ | <u> ✓ </u> | ___ |
| 2. Grooming and Hygiene | ___ | <u> ✓ </u> | ___ |
| 3. Professional Appearance | ___ | <u> ✓ </u> | ___ |

Below Expectation Rating requires comment: _____

B. ATTENDANCE, DEPENDABILITY, AND ENTHUSIASM:

- | | | | |
|--|-----|------------|-----|
| 1. Reports for Duty/Work on Time | ___ | <u> ✓ </u> | ___ |
| 2. Arrives ready to begin working | ___ | <u> ✓ </u> | ___ |
| 3. Can be relied on to carry out assignments | ___ | <u> ✓ </u> | ___ |
| 4. Use of Sick Time | ___ | <u> ✓ </u> | ___ |
| 5. Motivated/Enthusiastic Current Position | ___ | <u> ✓ </u> | ___ |

Below Expectation Rating requires comment: _____

C. COOPERATION AND TEAMWORK:

- | | | | |
|---|-----|------------|-----|
| 1. Ability to work with others | ___ | <u> ✓ </u> | ___ |
| 2. Offers assistance to others | ___ | <u> ✓ </u> | ___ |
| 3. Accepts additional duties/responsibilities | ___ | <u> ✓ </u> | ___ |
| 4. Cooperates with supervisors and others when asked to implement changes | ___ | <u> ✓ </u> | ___ |

Below Expectation Rating requires comment: _____



4/23/20

D. JOB PERFORMANCE:

- | | | | |
|---|-----|---|-----|
| 1. Initiative, Self-Starter | ___ | ✓ | ___ |
| 2. Completes work in timely manner | ___ | ✓ | ___ |
| 3. Quality of work | ___ | ✓ | ___ |
| 4. Quantity of acceptable work | ___ | ✓ | ___ |
| 5. Utilization of time | ___ | ✓ | ___ |
| 6. Communication skills | ___ | ✓ | ___ |
| 7. Ability to learn and follow instructions | ___ | ✓ | ___ |
| 8. Interaction with public | ___ | ✓ | ___ |
| 9. Interaction/Relations with co-workers | ___ | ✓ | ___ |
| 10. Knowledge/Utilization job skills | ___ | ✓ | ___ |
| 11. Knowledge of dept. policies/procedures | ___ | ✓ | ___ |

Below Expectation Rating requires comment: _____

E. SUPERVISORY CONTACT:

- | | | | |
|--|-----|-----|-----|
| 1. Acceptance of supervisory decisions | ___ | ✓ | ___ |
| 2. Respect for supervisors | ___ | ✓ | ___ |
| 3. If supervisor, shows respect for subordinates | ___ | ___ | ___ |
| 4. Reaction to criticism | ___ | ✓ | ___ |
| 5. Ability to listen and comprehend | ___ | ✓ | ___ |
| 6. Performance as a supervisor (if applicable) | ___ | ___ | ___ |

Below Expectation Rating requires comment: _____

F. EQUIPMENT:

- | | | | |
|------------------------------------|-----|-----|-----|
| 1. Maintenance of issued equipment | ___ | ✓ | ___ |
| 2. Equipment – Proficiency of use | ___ | ✓ | ___ |
| 3. Vehicle maintenance | ___ | ___ | ___ |

Below Expectation Rating requires comment: _____

G. TRAINING:

- | | | | |
|---|-----|---|-----|
| 1. Keeps mandated training current | ___ | ✓ | ___ |
| 2. Training interests/Shows desire to improve | ___ | ✓ | ___ |

Below Expectation Rating requires comment: _____

H. SPECIALTY AREAS: (rate only applicable categories)

- 1. Dive Team ___
- 2. Honor Guard ___
- 3. Law Enforcement General Instructor ___
- 4. Radar Operator Instructor ___
- 5. Firearms Instructor ___
- 6. Field Training Officer ___
- 7. Hostage Negotiator ___
- 8. Crime Scene Technician (certified) ___
- 9. Hazardous Materials Lab Certified ___
- 10. Helicopter Operations (Pilot/Spotter/etc.) ___
- 11. Underwater Camera Operations ___
- 12. Water Patrol ___
- 13. DRE Testing ___

Below Expectation Rating requires comment: _____

Formal Disciplinary Actions on file within last 12 months? Y N
(written reprimand, suspension, demotion for cause)

If yes, describe: _____

General Comments by Supervisor:
Supervisor's Printed Name: (See Attached)

Comments by Division Commander:
Commander's Printed Name: (Tabaska is currently a Reserve officer who helps with Reserve duties and transports when needed. She is currently finishing the leaders class at this time. Would like to see Tabaska work on some items after leaders class is finished in regards as what can and cant be done or should be done after this training is completed.)

Lt. B...

Comments by Chief Deputy (if any): None

~~_____~~
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Comments by Sheriff (if any): _____

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~~_____~~

General Comments by Employee: _____

Overall Evaluation/Performance Appraisal Rating:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Recommended for merit step increase: Yes No

Supervisor/Appraiser Signature: [Signature]

Employee's Signature: Jabatha King

APPROVED BY:

Division Commander's Signature: [Signature]

Chief Deputy's Signature: [Signature]

Sheriff's Signature: [Signature]

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Tabatha King Performance Evaluation

Jailer Tabatha King comes to work with a positive attitude and conducts her duties in a professional manner and is willing to go above and beyond in completing tasks. She is well-rounded in all stations of the jail but needs improvement in report writing and communicating on dispatch. She is, at times, insubordinate to her supervisors and has been written up on such in the past. Overall Jailer King performs well and is a valued member at the Detention Center.

Cpl. Ethan Raymond