



EMPLOYEE DISCIPLINARY REPORT

Employee Name:	Isaiah Hatchett	Date:	02/04/2024	Department: Police
Type of Discipline: Oral Wa Written				
This disciplinary a official record. Thi	ction is taken for the reason specified below s report is to be signed by the employee and	w and lacop	becomes a pay y given to en	art of the employee's aployee.
Excessive Excessive Excessive Excessive Insubore Careless Poor How Violation Defective Improper Horsepl Destruction Exception Of the Failure of Other Excessive Excess	to Follow Instructions			
Remarks (explain f	acts in detail)			
S	SEE ATTACHED			
I have read this rep	Signature of Employee Date		Supervisor's	Signature Date
Employee's signat	ture implies receipt, not concurrence.			
Distribution: Empl	oyee, Department, Personnel			

HRF-088 Initial Issue 11/18/02

RECEIVED 2/12/24

Written Reprimand

Sgt. Mickey Hart Athens Police Department 951 East Hobbs Street Athens, Alabama 35611 (256) 233-6801





To:

Isaiah Hatchett

Date:

February 2, 2024

This memo provides a written reprimand for violations of the following City of Athens Policies and Procedures:

Policy 400.1

Section VI. (A)(8) Neglect or Inattention to Duty

You, Officer Isaiah Hatchett, arrested on November 16, 2023, for Unlawful Possession of Marijuana Second Degree and Unlawful Possession of Drug Paraphernalia. You had set _____''s court date to January 25, 2024. This arrest was never sworn to the Athens Municipal Magistrates. This resulted in Judge Eddie Alley dismissing the criminal case. This action opens the City of Athens to civil liability that would be detrimental to you as an officer and the public opinion of the Athens Police Department.

Lt. Flanagan and I spoke to you at the station about the incident. You told us the arrest was your first drug arrest and therefore was not aware of your requirement to generate a complaint and swear to the arrest. I referred back to your Departmentware Training Manual and Task Mastery Skills Checklist. Fourteen days prior to the arrest in question Officer Kurt Wimberly logged he had explained all of the adult misdemeanor arresting procedures along with the required paperwork reporting procedures. You, in turn, acknowledged you had been taught and understood the requirements to swear to your arrests and citations in a timely manner.

Further violations of City of Athens Police Dept. Policies and Procedures and/or instances of unsatisfactory performance may result in further disciplinary action up to and including dismissal from employment.

Acknowledgement of Receipt

Your signature below denotes receipt of this written reprimand and does not imply your agreement or concurrence.





PROBATIONARY PERFORMANCE APPRAISAL FORM

Employee Name	_Isaiah Hatchett	Evaluation Period:03/26/2	2023 to 06/26/2023	Date06/27/2023
TitlePolice Offic	eer	Pay Grade		Department_Police
Probationary 3 months: L. C., T.		Probationary 6 months:		Probationary one year:
Recommended	for Regular Status in Position?	Yes No N/A _ X	Continue or Extend Probation	
<u></u>	Unsatisfactory Performance	Performance Needs Improvement	Meets Normal Work Requirements	Works Beyond Normal Work Requirements
QUALITY/QUANTIT)	OF WORK			
Accuracy	Makes significant errors in work assignments.	Errors common; work must be checked.	X Work usually error-free.	Consistently error-free; Very few errors made.
Neatness	Work is often sloppy or haphazard.	Neatness of work is below average. Careless.	X Work is usually neat.	Work is very neat and polished. Exact and precise.
Thoroughness &	Often work is not com-	Sometimes deadlines not	X Deadlines and expecta-	Deadlines observed.
Timeliness	pleted in timely manner.	met; may be incomplete	tions usually met.	Doddinios 224
Volume	Offers incomplete work. Does not produce at adequate level.	or not well developed. Often produces below expectation.	X Meets avg. production requirements.	Exceeds average require- ments. Industrious.
JOB KNOWLEDGE				
Skills	Poorly equipped to per- form many aspects of job.	Lacks ability or under- standing of some areas of job.	Generally knowledgeable X about the job.	Understands all aspects of job.
Training	Does not respond well to training either by supervisor or peer.	Often slow or somewhat unwilling to respond to training.	Generally responds well X to training.	Responds to training with enthusiasm. Quick learner; appreciates learning new things.
Oral/Written	Not able to communicate	Communication skills are	Able to communicate	Well-developed written
Communication	well verbally and/or in	lacking but usually able	X verbally and/or in writing.	and verbal communication
	written form.	to get message across.	O - a vervally make good	skills. Able to make effective
Decision-Making	Not capable of making effective job-related decisions.	Often unable to make effective decisions.	Can usually make good X work-related decisions.	and timely work-related decisions.
INITIATIVE	desional.			
Goal Setting/ Planning	Unable to plan or prioritize work. Puts forth little	Often plans work poorly or makes bad priority choices. May set low	X Usually plans work well.	Prioritizes and plans work well. Has desire to achieve.
Organization of Work	Unable or unwilling to work in an organized	goals. Occasionally attempts to organize work. Marginal organizational skills.	X Usually well organized.	High degree of organizational skills.
Creativity	manner or environment. Cannot or does not suggest new ideas.	Rarely offers new ideas or concepts.	X Sometimes presents new ideas or better ways of doing things.	Often has new idea or may suggest ways to improve process. Does
Resourcefulness	Unable to solve problems or locate answers to questions.	Regularly needs assist- ance from supervisor or coworkers to locate information or to solve	X Shows some resource- fullness in problem solving but may need some assistance.	original work. Normally is able to locate needed information. Good problem-solving skills.
Adaptability/ Versatility	Unwilling to change job duties or departmental procedures. Inflexible.	a problem. Objects to or resists changes in job duties or procedures. Adjusts with difficulty.	X Accepts changes in job duties or departmental procedures.	Accepts changes well. Adaptable.
SAFETY Safe Work Practices	Ignores or refuses to utilize recognized, established safe work practices and procedures; does not perform duties in safe manner.	Utilizes safe work practices and procedures only when convenient or supervised. Often per- forms duties in unsafe or unhealthful manner.	X Routinely performs job utilizing safe work practices & procedures. Uses common sense to perform duties in safe manner.	Makes health and safety issues a priority. Reacts to and avoids unsafe or injurious situations.



INTERPERSONAL	SKII I S				
INTERPERSONAL		Tries occasionally to	X Shows interest in	Works to improve self,	
Interest in Job	Shows lack of interest	improve performance.	performance and job.	gain knowledge and work	
	in performing or	Improve periormanco.		more effectively.	
	improving.	Constitution with	X Usually able to cope	Handles pressure and	
Ability to Work	Unable to work under	Has difficulty dealing with	with stressful situations.	stressful situations	
Under Pressure	pressure or deal with	job pressure and stress.	Wild of odd at a state of	without difficulty.	
· ·	stressful situations.	l —	X Works well with co-	Effectively deals with co-	
Interaction with	Does not work well with	Sometimes has problems	workers.	workers on a regular basis.	
Co-Workers	co-workers. Poor	working with co-workers.	workers.	Develops good relationships.	
(Within Dept.)	interaction skills.			Effectively deals with co-	
Interaction with	Does not work well with	Sometimes has problems	X Works well with co-	workers on a regular basis.	
	co-workers. Poor	working with co-workers.	workers.		
Co-Workers	interaction skills.			Develops good relationships.	
(Other Depts.)		Treats public with	X Normally courteous,	Treats public well. Very	
Interaction with	Rarely offers assistance.	minimal courtesy.	considerate and helpful.	helpful, offers assistance,	
Public	Often shows lack of	Illining country.		anticipates needs.	
	consideration.		 	Contact with supervisor	
Interaction with	Avoids contact/displays	May deal poorly with	X Contact generally	positive. Good interaction.	
į.	inappropriate behavior.	supervisor or display	appropriate. Rarely	1 '	
Supervisor	Confrontational; shows	inappropriate or problem	exhibits problem behavior.	Cheerful, cooperative.	
	I .	behavior sometimes.			
	anger, hostility or	Dorlation Table			
	distinterest.				
RELIABILITY				Descharte et Lines foruer	
	Absent often.	Misses days fairly often.	X Amount of time absent	Rarely absent. Uses fewer	
Attendance	Absent often.	Use tends to exceed	complies with	days than departmental	
		departmental standards.	dept, expectations	expectations.	
	l		X Usually notifies depart-	Notifies department in	
Notification	Often doesn't notify	Doesn't always notify	ment or supervisor in	fimely manner. May	
of Absences	department or supervisor	department timely or does	timely fashion.	discuss or review work	
	of absences.	not contact proper person.	(intery rashron.	assignments.	
				X Prompt. May be late on	
Punctuality	Regularly late, Rarely	Late often, usually without	Occasionally late; would	very rare occasions.	
Functionity	has valid excuse.	valid excuse. May use	normally have valid	very rate occupions.	
	nad valle sites a	variety of excuses.	excuse.	Makes good use of	
	Makes poor use of work	Does not make good use	X Works according to de-	<u> </u>	
Use of Work Time		of working day. Tends to	partmental expectations.	working hours. Does	
	day. Wastes considerable	waste time. May be away	Takes appropriate time	not waste time. Efficient.	
	time; away from work	from work station often.	away from work station.		
	station regularly; disappears.	I	X Able to follow orders	Willingly follows orders	
Follows orders/	Unable or unwilling to	Often unwilling to follow	and/or procedures.	and changes in pro-	
Procedures	follow procedures/orders.	orders, May complain or	and or product	cedure.	
	Often does not comply.	express displeasure.			
	Complains.	D f Needs	Meets Normal Work	Works Beyond Normal	
FINAL	Unsatisfactory Work	Performance Needs	Requirements	Work Requirements	
APPRAISAL	Performance	Improvement			
			xxxx		
FOR PERIOD		1			
			ef individual ratings:	it is an assessment.	
	Note: Peformance areas are no	t equally weighted, so final appraisal i	is not an average of individual ratings;	1,10 0.1.0	
Supervisors Comm	ents and Concerns:	ne observing with the investigation	division and day shift patrol. He is	s currently attending the Northeast Alabama	
During this evalua	ition period, Officer Hatchett spent to	He observing was as			
Law Enforcement	Academy.				
1					
Employee Comme	nts (Employee may include an attachme	ent if desired.)			
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1.14 11 11 11 11 11 11 11 11 11 11 11 11 1	# //27/23		Though for	- 10112000	
AN WILLIAM	Doto		Department New Signature		
Suppervisor Signatu	Supervisor Signature Date Date Date				
West of Soldiature					
Reviewer Signature Day - / //					
I have read this evaluation and I understand its contents.					
Employee Signatu	re y www /	rmance and does not imply that I agre	ee with this appraisal.	HRF-300 Revised	

5

PROBATIONARY PERFORMANCE APPRAISAL FORM

mployee Name	E OFFICER Pay Grade		Department POLICE	- (COPY)
			vear	
obationary 3 month	ns Probationary 6 month	AS X Probationary one	Continue or Extend Probation	X_yesno
ecommended for R	egular Status in Positiony	esno	Meets Normal Work	Works Beyond Normal
	Unsatisfactory work Performance	Performance Needs improvement	Requirements	Work Requirements
UALITYIQUANTIT		Carron common: work must	Work usually error-free.	Consistently error-free;
Accuracy	Makes significant errors in work assignments.	be checked. Neatness of work is below.	L	Very few errors made. Work is very neat and
Neatness	Work is often sloppy or haphazard.	average. Careless.	Deadlines and expecta-	polished. Exact and precise.
Thoroughness & Timeliness	Often work is not completed in timely manner	met; may be incomplete	tions usually met.	Deadlines observed.
Volume	Offers incomplete work. Does not produce at	or not well developed. Often produces below	Meets avg. production requirements.	Exceeds average require- ments. Industrious.
	adequate level.	expectation.		
<i>IOB KNOWLEDGE</i> Skills	Poorly equipped to per-	Lacks ability or under- standing of some areas	Generally knowledgeable about the job.	Understands all aspects of job
Training	form many aspects of job. Does not respond well to training either by super-	of job. Often slow or somewhat unwilling to respond to	Generally responds well to training	Responds to training with enthusiasm. Quick learner; appreciates learning new things
Oral/Written	visor or peer. Not able to communicate well verbally and/or in	training. Communication skills are lacking but usually able	Able to communicate verbally and/or in writing.	Well-developed written and verbal communication skills.
Communication Decision-Making	written form. Not capable of making effective job-related	to get message across. Often unable to make effective decisions.	Can usually make good work-related decisions.	Able to make effective and timely work-related decisions.
	decisions.			
INITIATIVE Goal Setting/ Planning	Unable to plan or priori- tize work. Puts forth little effort.	Often plans work poorly or makes bad priority choices. May set low	Usually plans work well.	Prioritizes and plans work well. Has desire to achieve
Organization of Work	Unable or unwilling to work in an organized	goals. Occasionally attempts to organize work. Marginal	Usually well organized.	High degree of organizational skills.
Creativity	manner or environment. Cannot or does not suggest new ideas.	organizational skills. Rarely offers new ideas or concepts	Sometimes presents new ideas or better ways of doing things	improve process. Does original work.
Resourcefulness	Unable to solve problems or locate answers to questions.	Regularly needs assist- ance from supervisor or coworkers to locate information or to solve	Shows some resource- fulness in problem solving but may need some assistance.	Normally is able to locate needed information. Good problem-solving skills.
Adaptability/ Versatility	Unwilling to change job duties or departmental procedures. inflexible.	a problem. Objects to or resists changes in job duties or procedures. Adjusts with difficulty.	Accepts changes in job duties or departmental procedures.	Accepts changes well. Adaptable
SAFETY Safe Work Practices	ignores or refuses to utilize recognized, established safe work practices and procedures: does not perform duties in safe manner	Utilizes safe work practices and procedures only when convenient or supervised. Often per- forms duties in unsafe or unhealthful manner.	Uses common sense to	Makes health and safety issues a priority. Reacts to and avoids unsafe or injurious situations.



INVIERPERSUNAL	SKILLS	***	/	
Interest in Job	Shows lack of interest in performing or	Tries occasionally to improve performance.	Shows interest in performance and job.	Works to improve self, gain knowledge and work
Ability to Work Under Pressure	improving. Unable to work under pressure or deal with	Has difficulty dealing with job pressure and stress.	Usually able to cope with stressful situations.	more effectively. Handles pressure and stressful situations
Interaction with Co-Workers	stressful situations. Does not work well with co-workers. Poor	Sometimes has problems working with co-workers.	Works well with co- workers.	without difficulty. Effectively deals with co- workers on a regular basis.
(Within Dept.) Interaction with Co-Workers	interaction skills. Does not work well with co-workers. Poor	Sometimes has problems working with co-workers.	Works well with co-	Develops good relationships. Effectively deals with co- workers on a regular basis.
(Other Depts.) Interaction with Public	interaction skills. Rarely offers assistance. Often shows lack of consideration.	Treats public with minimal courtesy.	Normally courteous, considerate and helpful.	Develops good relationships. Treats public well. Very helpful, offers assistance, anticipates needs.
Interaction with Supervisor	Avoids contact/displays inappropriate behavior. Confrontational; shows anger, hostility or disinterest.	May deal poorly with supervisor or display inappropriate or problem behavior sometimes.	Contact generally appropriate. Rarely exhibits problem behavior	Contact with supervisor positive. Good interaction. Cheerful, cooperative.
RELIABILITY				
Attendance	Absent often.	Misses days fairly often. Use tends to exceed departmental standards.	Amount of time absent complies with dept. expectations	Rarely absent. Uses fewer days than departmental expectations.
Notification of Absences	Often doesn't notify department or supervisor of absences.	Doesn't always notify department timely or does not contact proper person.	Usually notifies depart-	Notifies department in timely manner. May discuss or review work
Punctuality	Regularly late. Rarely has valid excuse.	valid excuse. May use	Occasionally late; would normally have valid	assignments. Prompt. Maybe late on very rare occasions.
Use of Work Time	Makes poor use of work day. Wastes considerable time; away from work station regularly; disappears.	variety of excuses. Does not make good use of working day. Tends to waste time. May be away from work station often.	excuse. Works according to departmental expectations. Takes appropriate time away from work station.	Makes good use of working hours. Does not waste time. Efficient.
Follows orders/ Procedures	Unable or unwilling to follow procedures/orders. Often does not comply. Complains.	Often unwilling to follow orders, May complain or express displeasure.	Able to follow orders and/or procedures.	Willingly follows orders and changes in procedure.
OVERALL APPRAISAL	Unsatisfactory Work	Performance Needs	Meets Normal Work	Works Beyond Normal
ATTRAIGAL	Performance	Improvement	Requirements XX	Work Requirements
				ough the Post-Academy FTO
Employee Comments (E	imployee may include an attachment i	(Felonian II)		
Employee Comments (E	imployee may include an attachment i	r desired)		
Subornida Santa	1/15a1 4/an/2023	·	fitted	09-22,2023
Reviewer Signature	99.33 mb13		Mayor's Signature	Date / 7/7/3
Employee Signature_ My signature means t	hat I have been advised of my pe	I have read this evaluation a	and I understand its contents. nat I agree with this appraisal.	HRF-300 Revised 5/8/07