



EMPLOYEE DISCIPLINARY REPORT

Employee Name:

Isaiah Hatchett

Date:

02/04/2024

Department: Police

Type of Discipline:

- ☐ Oral Warning
☒ Written Warning

This disciplinary action is taken for the reason specified below and becomes a part of the employee's official record. This report is to be signed by the employee and a copy given to employee.

- ☐ Unreported Absence (AWOL)
☐ Excessive Absenteeism
☐ Excessive Tardiness
☐ Insubordination
☐ Failure to Follow Instructions
☐ Carelessness
☐ Poor Housekeeping
☐ Violation of a Safety Rule or SOP
☐ Defective and Improper Work
☐ Improper Conduct
☐ Horseplay in the Workplace
☐ Destruction of City Property
☐ Failure to Perform Work Assigned
☒ Other

SEE ATTACHED

Remarks (explain facts in detail)

SEE ATTACHED

I have read this report:

Isaiah Hatchett 2-8-24
Signature of Employee Date

[Signature] 2/8/24
Supervisor's Signature Date

Employee's signature implies receipt, not concurrence.

Distribution: Employee, 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



(copy)

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 [REDACTED] on November 16, 2023, for Unlawful Possession of Marijuana Second Degree and Unlawful Possession of Drug Paraphernalia. You had set [REDACTED]'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.


Employee


Date

COPY

PROBATIONARY PERFORMANCE APPRAISAL FORM

Employee Name Isaiah Hatchett

Evaluation Period: 03/26/2023 to 06/26/2023

Date 06/27/2023

Title Police Officer

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? X yes _____ no

	Unsatisfactory Performance	Performance Needs Improvement	Meets Normal Work Requirements	Works Beyond Normal Work Requirements
QUALITY/QUANTITY OF WORK				
Accuracy	☐ Makes significant errors in work assignments.	☐ Errors common; work must be checked.	☒ 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.	☒ Work is usually neat.	☐ Work is very neat and polished.
Thoroughness & Timeliness	☐ Often work is not completed in timely manner. Offers incomplete work.	☐ Sometimes deadlines not met; may be incomplete or not well developed.	☒ Deadlines and expectations usually met.	☐ Exact and precise. Deadlines observed.
Volume	☐ Does not produce at adequate level.	☐ Often produces below expectation.	☒ Meets avg. production requirements.	☐ Exceeds average requirements. Industrious.
JOB KNOWLEDGE				
Skills	☐ Poorly equipped to perform many aspects of job.	☐ Lacks ability or understanding of some areas of job.	☒ Generally knowledgeable 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 to training.	☐ Responds to training with enthusiasm. Quick learner; appreciates learning new things.
Oral/Written Communication	☐ Not able to communicate well verbally and/or in written form.	☐ Communication skills are lacking but usually able to get message across.	☒ Able to communicate verbally and/or in writing.	☐ Well-developed written and verbal communication skills.
Decision-Making	☐ Not capable of making effective job-related decisions.	☐ Often unable to make effective decisions.	☒ Can usually make good work-related decisions.	☐ Able to make effective and timely work-related decisions.
INITIATIVE				
Goal Setting/ Planning	☐ Unable to plan or prioritize work. Puts forth little effort.	☐ Often plans work poorly or makes bad priority choices. May set low goals.	☒ Usually plans work well.	☐ Prioritizes and plans work well. Has desire to achieve.
Organization of Work	☐ Unable or unwilling to work in an organized manner or environment.	☐ Occasionally attempts to organize work. Marginal organizational skills.	☒ Usually well organized.	☐ High degree of organizational skills.
Creativity	☐ Cannot or does not suggest new ideas.	☐ Rarely offers new ideas or concepts.	☒ Sometimes presents new ideas or better ways of doing things.	☐ Often has new idea or may suggest ways to improve process. Does original work.
Resourcefulness	☐ Unable to solve problems or locate answers to questions.	☐ Regularly needs assistance from supervisor or coworkers to locate information or to solve a problem.	☒ Shows some resourcefulness 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.	☐ 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 performs duties in unsafe or unhealthful manner.	☒ 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.



RECEIVED
7-11-23

COPY

INTERPERSONAL SKILLS				
Interest in Job	☐ Shows lack of interest in performing or improving.	☐ Tries occasionally to improve performance.	☒ Shows interest in performance and job.	☐ Works to improve self, gain knowledge and work more effectively.
Ability to Work Under Pressure	☐ Unable to work under pressure or deal with stressful situations.	☐ Has difficulty dealing with job pressure and stress.	☒ Usually able to cope with stressful situations.	☐ Handles pressure and stressful situations without difficulty.
Interaction with Co-Workers (Within Dept.)	☐ Does not work well with co-workers. Poor interaction skills.	☐ Sometimes has problems working with co-workers.	☒ Works well with co-workers.	☐ Effectively deals with co-workers on a regular basis. Develops good relationships.
Interaction with Co-Workers (Other Depts.)	☐ Does not work well with co-workers. Poor interaction skills.	☐ Sometimes has problems working with co-workers.	☒ Works well with co-workers.	☐ Effectively deals with co-workers on a regular basis. Develops good relationships.
Interaction with Public	☐ Rarely offers assistance. Often shows lack of consideration.	☐ Treats public with minimal courtesy.	☒ Normally courteous, considerate and helpful.	☐ 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 department or supervisor in timely fashion.	☐ Notifies department in timely manner. May discuss or review work assignments.
Punctuality	☐ Regularly late. Rarely has valid excuse.	☐ Late often, usually without valid excuse. May use variety of excuses.	☐ Occasionally late; would normally have valid excuse.	☒ Prompt. May be late on very rare occasions.
Use of Work Time	☐ Makes poor use of work day. Wastes considerable time; away from work station regularly; disappears.	☐ Does not make good use of working day. Tends to waste time. May be away from work station often.	☒ 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.
FINAL APPRAISAL	Unsatisfactory Work Performance	Performance Needs Improvement	Meets Normal Work Requirements	Works Beyond Normal Work Requirements
			XXXX	
FOR PERIOD				

Note: Performance areas are not equally weighted, so final appraisal is not an average of individual ratings; it is an assessment.

Supervisors Comments and Concerns:
During this evaluation period, Officer Hatchett spent time observing with the investigation division and day shift patrol. He is currently attending the Northeast Alabama Law Enforcement Academy.

Employee Comments (Employee may include an attachment if desired.)

Supervisor Signature: *[Signature]* Date: 6/27/23
Reviewer Signature: *[Signature]* Date: 06-27-2023

Department Head Signature: *[Signature]* Date: 07/14/2023
Mayor's Signature: *[Signature]* Date: 7/14/23

Employee Signature: *[Signature]*
My signature means that I have been advised of my performance and does not imply that I agree with this appraisal.

I have read this evaluation and I understand its contents.

HRF-300 Revised

PROBATIONARY PERFORMANCE APPRAISAL FORM

Employee Name Isaiah Hatchett Evaluation Period: 06/26/2023 thru 9/26/2023 Date: 09/20/2023

Title POLICE OFFICER Pay Grade _____ Department POLICE

Probationary 3 months _____ Probationary 6 months X Probationary one year _____

Recommended for Regular Status in Position _____ yes _____ no X N/A Continue or Extend Probation X yes _____ no

COPY

	Unsatisfactory work Performance	Performance Needs improvement	Meets Normal Work Requirements	Works Beyond Normal Work Requirements
QUALITY/QUANTITY OF WORK				
Accuracy	☐ Makes significant errors in work assignments.	☐ Errors common; work must be checked.	☒ 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.	☒ Work is usually neat.	☐ Work is very neat and polished.
Thoroughness & Timeliness	☐ Often work is not completed in timely manner. Offers incomplete work.	☐ Sometimes deadlines not met; may be incomplete or not well developed.	☒ Deadlines and expectations usually met.	☐ Exact and precise. Deadlines observed.
Volume	☐ Does not produce at adequate level.	☐ Often produces below expectation.	☒ Meets avg. production requirements.	☐ Exceeds average requirements. Industrious.
JOB KNOWLEDGE				
Skills	☐ Poorly equipped to perform many aspects of job.	☐ Lacks ability or understanding of some areas of job.	☒ Generally knowledgeable 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 to training	☐ Responds to training with enthusiasm. Quick learner; appreciates learning new things.
Oral/Written Communication	☐ Not able to communicate well verbally and/or in written form.	☐ Communication skills are lacking but usually able to get message across.	☒ Able to communicate verbally and/or in writing.	☐ Well-developed written and verbal communication skills.
Decision-Making	☐ Not capable of making effective job-related decisions.	☐ Often unable to make effective decisions.	☒ Can usually make good work-related decisions.	☐ Able to make effective and timely work-related decisions.
INITIATIVE				
Goal Setting/ Planning	☐ Unable to plan or prioritize work. Puts forth little effort.	☐ Often plans work poorly or makes bad priority choices. May set low goals.	☒ Usually plans work well.	☐ Prioritizes and plans work well. Has desire to achieve
Organization of Work	☐ Unable or unwilling to work in an organized manner or environment.	☐ Occasionally attempts to organize work. Marginal organizational skills.	☒ Usually well organized.	☐ High degree of organizational skills.
Creativity	☐ Cannot or does not suggest new ideas.	☐ Rarely offers new ideas or concepts	☒ Sometimes presents new ideas or better ways of doing things	☐ Often has new idea or may suggest ways to improve process. Does original work.
Resourcefulness	☐ Unable to solve problems or locate answers to questions.	☐ Regularly needs assistance from supervisor or coworkers to locate information or to solve a problem.	☒ Shows some resourcefulness 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.	☐ 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 performs duties in unsafe or unhealthful manner.	☒ 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.

RECEIVED
9/25/23

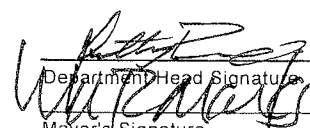
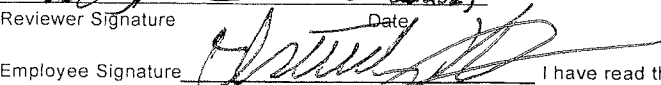
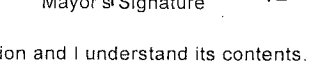
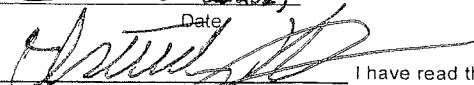
INTERPERSONAL SKILLS

Interest in Job	☐ Shows lack of interest in performing or improving.	☐ Tries occasionally to improve performance.	☒ Shows interest in performance and job.	☐ Works to improve self, gain knowledge and work more effectively.
Ability to Work Under Pressure	☐ Unable to work under pressure or deal with stressful situations.	☐ Has difficulty dealing with job pressure and stress.	☒ Usually able to cope with stressful situations.	☐ Handles pressure and stressful situations without difficulty.
Interaction with Co-Workers (Within Dept.)	☐ Does not work well with co-workers. Poor interaction skills.	☐ Sometimes has problems working with co-workers.	☒ Works well with co-workers.	☐ Effectively deals with co-workers on a regular basis. Develops good relationships.
Interaction with Co-Workers (Other Depts.)	☐ Does not work well with co-workers. Poor interaction skills.	☐ Sometimes has problems working with co-workers.	☒ Works well with co-workers.	☐ Effectively deals with co-workers on a regular basis. Develops good relationships.
Interaction with Public	☐ Rarely offers assistance. Often shows lack of consideration.	☐ Treats public with minimal courtesy.	☒ Normally courteous, considerate and helpful.	☐ 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 department or supervisor in timely fashion.	☐ Notifies department in timely manner. May discuss or review work assignments.
Punctuality	☐ Regularly late. Rarely has valid excuse.	☐ Late often, usually without valid excuse. May use variety of excuses.	☒ Occasionally late; would normally have valid excuse.	☐ 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.	☐ Does not make good use of working day. Tends to waste time. May be away from work station often.	☒ 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	Performance Needs Improvement	Meets Normal Work Requirements	Works Beyond Normal Work Requirements
			XX	

Supervisors Comments and Concerns:

Officer Hatchet has recently graduated the police academy. He is progressing through the Post-Academy FTO Phases as expected. He receives feedback well and strives to improve.

Employee Comments (Employee may include an attachment if desired)

Supervisor Signature 	Date 9/20/2023	Department Head Signature 	Date 09-22-2023
Reviewer Signature 	Date 09-22-2023	Mayor's Signature 	Date 9/27/23
Employee Signature  I have read this evaluation and I understand its contents. My signature means that I have been advised of my performance and does not imply that I agree with this appraisal.			