

**TODD ELMORE****2020 Employee Evaluation****Due Date: Fri, May 8, 2020****Direct Manager:**  
EDDIE CATHEY**General Information**

<b>Position</b> ADMINISTRATIVE	<b>Division</b> ADMINISTRATION	<b>Evaluation Type</b> Periodic
<b>Department</b> EXECUTIVE	<b>Class Spec</b> Chief Deputy	

**Ratings Summary : EDDIE CATHEY****Total Score**

4.36

**Content**

Competency Section | 5 Point Scale

Section Weight 25 %

**Job Specific Competencies****Credibility**

Item Weight 20 %

Provides reliable and accurate information; Offers fully researched recommendations; Accountable for own actions and mistakes; Demonstrates honesty and integrity.

Rater &amp; Rating

Comment

EDDIE CATHEY

Works every day to be accurate and accountable. he has spent numerous hours on the planning of the new building and his work is paying off.

**4** 4 - Exceeds Expectations**Firearm Qualification**

Item Weight 20 %

Firearm Qualification Rating Scale:

- 1 - Did Not Qualify: Did not meet minimum job requirements.
- 2 - Qualify on 3rd Attempt: Failed to qualify and only succeeded on 3rd attempt.
- 3 - 70% to 84% Score: Performance meets Agency standards. (This is for 1st or 2nd attempt only.)
- 4 - 85% to 94% Score: Performance exceeds Agency standards. (This is for 1st or 2nd attempt only.)
- 5 - 95% to 100% Score: Performance far exceeds Agency standards. (This is for 1st attempt only.)

Rater &amp; Rating

Comment

EDDIE CATHEY

Weapons qualification score rates a 5

**5** 5 - Exceptional Performance

## Intelligence Led Policing

Item Weight 20 %

Seeks opportunities to integrate Agency's mission into delivery of services to Union County; Works to establish and maintain positive relationships between Agency, other government entities, and other law enforcement agencies; Uses internal and external intelligence sources to structure deployment of resources and measures results.

### Rater & Rating

### Comment

EDDIE CATHEY

Works to establish and maintain positive relationships between Agency, other government entities, and other law enforcement agencies; Uses internal and external intelligence sources to structure deployment of resources and measures results.

**4 4 - Exceeds Expectations**

## Resource Management/Technology Leadership

Item Weight 20 %

Leverages resources for improved efficiency and growth; Tracks emerging trends; Determines organizational implications of major trends; Assesses risks and benefits of adopting new ideas, products, resources; Addresses implementation and change management issues; Identifies and understands emerging technologies; Identifies issues around implementing new technologies.

### Rater & Rating

### Comment

EDDIE CATHEY

Leverages resources for improved efficiency and growth; Tracks emerging trends; Determines organizational implications of major trends; Assesses risks and benefits of adopting new ideas, products, resources; Addresses implementation and change management issues; Identifies and understands emerging technologies; Identifies issues around implementing new technologies.

**5 5 - Exceptional Performance**

## Vision (Executive Command)

Item Weight 20 %

Understands where the agency is headed and how to make a contribution; Takes a long-term view and recognizes opportunities to help the Agency accomplish its objectives or move toward the vision; Works closely together as part of the Executive Command Staff to ensure that agency wide (big picture) objectives are met.

### Rater & Rating

### Comment

EDDIE CATHEY

Works very hard on future plans and has a vision of what's agency's direction.

**4 4 - Exceeds Expectations**

## Competency Section | 5 Point Scale

Section Weight 25 %

## Organization Wide Competencies

### Accountability

Item Weight 20 %

Accepts individual responsibility for work and personal actions; Takes ownership for achieving objectives; Understands consequences for failures and mistakes, as well as, accomplishments and successes; Ensures work responsibilities are covered when absent; Deals with anger, frustration and disappointment in a mature manner.

### Rater & Rating

### Comment

EDDIE CATHEY

Understands consequences for failures and mistakes, as well as, accomplishments and successes; Ensures work responsibilities are covered when absent.

**4 4 - Exceeds Expectations**

### Confidentiality

Item Weight 20 %

Protects sensitive information from disclosure to others; Understands and follows applicable laws and regulations that govern the protection of sensitive information; Continuously strive for a drama-free workplace.

### Rater & Rating

### Comment

EDDIE CATHEY

Protects sensitive information from disclosure to others; Understands and follows applicable laws and regulations that govern the protection of sensitive information; Continuously strive for a drama-free workplace.

**5 5 - Exceptional Performance**

## Customer Focus

Item Weight 20 %

Works with clients and customers (that is, any individuals who use or receive the services our Agency provides, including the general public, individuals who work in the Agency, other agencies, or organizations outside our Agency) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; Treats others with courtesy and sensitivity; Builds positive rapport; Applies problem solving skills.

### Rater & Rating

EDDIE CATHEY

**5** 5 - Exceptional Performance

### Comment

Works with clients and customers (that is, any individuals who use or receive the services our Agency provides, including the general public, individuals who work in the Agency, other agencies, or organizations outside our Agency) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; Treats others with courtesy and sensitivity; Builds positive rapport; Applies problem solving skills.

## Ethics & Integrity

Item Weight 20 %

Acts in a trustworthy and honest manner based on a moral conviction to do the right thing; Complies with rules, regulations, and policies; Contributes to maintaining the integrity of our Agency; Displays high standards of ethical conduct and understands the impact of violating these standards on our Agency, self, and others.

### Rater & Rating

EDDIE CATHEY

**4** 4 - Exceeds Expectations

### Comment

Complies with rules, regulations, and policies; Contributes to maintaining the integrity of our Agency; Displays high standards of ethical conduct and understands the impact of violating these standards on our Agency, self, and others.

## Initiative/Judgment

Item Weight 20 %

Seeks increased responsibilities and takes advantage of opportunities for self improvement; Takes independent actions and calculated risks; Displays a willingness to make decisions in a timely manner; Exhibits sound and accurate judgment; Supports/defends reasoning for decisions; Includes appropriate people in decision making process.

### Rater & Rating

EDDIE CATHEY

**4** 4 - Exceeds Expectations

### Comment

Displays a willingness to make decisions in a timely manner; Exhibits sound and accurate judgment; Supports/defends reasoning for decisions; Includes appropriate people in decision making process.

## Competency Section | 5 Point Scale

Section Weight 25 %

## Basic Job Competencies

### Communication

Item Weight 20 %

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); Makes clear and convincing oral presentations; Listens to others; Attends to nonverbal cues; Responds appropriately.

### Rater & Rating

EDDIE CATHEY

**4** 4 - Exceeds Expectations

### Comment

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); Makes clear and convincing oral presentations;

## Documentation

Item Weight 20 %

Proficiency in both oral and written communication; Obtains and logs necessary information as required by work processes and policies; Keeps factual and legally compliant documentation using professional language and tone.

Rater & Rating	Comment
EDDIE CATHEY	Proficiency in both oral and written communication; Obtains and logs necessary information as required by work processes and policies; Keeps factual and legally compliant documentation using professional language and tone.
<b>5 5 - Exceptional Performance</b>	

## Job Knowledge Skills

Item Weight 20 %

Demonstrates technical skills and knowledge; Knows laws, statutes and codes if applicable to assignment; Exhibits ability to learn; Keeps skills and knowledge current; Completes training activities; Shares knowledge and skills with others as needed or required; Displays a working knowledge of systems used; Able to navigate through systems quickly and accurately; Accesses data efficiently and follows established procedures; Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.

Rater & Rating	Comment
EDDIE CATHEY	Keeps skills and knowledge current; Completes training activities; Shares knowledge and skills with others as needed or required; Displays a working knowledge of systems used; Able to navigate through systems quickly and accurately; Accesses data efficiently and follows established procedures; Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.
<b>4 4 - Exceeds Expectations</b>	

## Professionalism

Item Weight 20 %

Always treats members of the public, other employees of the Agency, and all other persons with appropriate respect; Follows through on assignments and directives without needing reminders; Maintains appropriate appearance, demeanor, and conduct befitting an employee of the Union County Sheriff's Office in all aspects of the employee's life; Steadfastly adheres to the Oath of Office taken by the employee.

Rater & Rating	Comment
EDDIE CATHEY	Maintains appropriate appearance, demeanor, and conduct befitting an employee of the Union County Sheriff's Office in all aspects of the employee's life; Steadfastly adheres to the Oath of Office taken by the employee.
<b>5 5 - Exceptional Performance</b>	

## Team (Squad) Work

Item Weight 20 %

Balances team (Division/Bureau/Squad) and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team (Division/Bureau/Squad) above own interests.

Rater & Rating	Comment
EDDIE CATHEY	Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team (Division/Bureau/Squad) above own interests.
<b>4 4 - Exceeds Expectations</b>	

## Executive Command Competencies

### Decision Making/Problem Solving (Executive Command)

Item Weight 25 %

Evaluates situations, including emergencies, and works calmly/quickly to apply appropriate standard operating procedures; Makes well-informed and objective decisions; Perceives the impact and implications of decisions; Commits to action, even in uncertain situations, to accomplish Agency goals.

Rater & Rating	Comment
----------------	---------

EDDIE CATHEY	Commits to action, even in uncertain situations, to accomplish Agency goals.
--------------	--

<b>4 4 - Exceeds Expectations</b>
-----------------------------------

### Leadership/Developing Others (Executive Command)

Item Weight 25 %

Influences, motivates, and challenges others; Provides clear expectations and direction to staff in order to meet goals/objectives; Sets standards of performance and holds others accountable for results; Encourages staff to take initiative and ownership for their projects; Encourages training and development; Provides timely and objective performance feedback; Gives honest and clear feedback regarding strengths, weaknesses, and areas for development; Communicates clear vision of agency goals; Recognizes the importance of each Division and its contribution to making the agency better overall.

Rater & Rating	Comment
----------------	---------

EDDIE CATHEY	Sets standards of performance and holds others accountable for results; Encourages staff to take initiative and ownership for their projects; Encourages training and development; Provides timely and objective performance feedback; Gives honest and clear feedback regarding strengths, weaknesses, and areas for development; Communicates clear vision of agency goals; Recognizes the importance of each Division and its contribution to making the agency better overall.
<b>4 4 - Exceeds Expectations</b>	

### Planning & Organizational Skills (Executive Command)

Item Weight 25 %

Understands Agency culture and practices; Anticipates changes in order to effectively allocate and supply necessary resources for ongoing projects, Agency operations, and initiatives; Effectively manages time and priorities; Uses foresight and resources to develop and accomplish work objectives; Builds teamwork across the Agency.

Rater & Rating	Comment
----------------	---------

EDDIE CATHEY	Agency operations, and initiatives; Effectively manages time and priorities; Uses foresight and resources to develop and accomplish work objectives; Builds teamwork across the Agency.
<b>4 4 - Exceeds Expectations</b>	

### Strategic Planning/Managing Change

Item Weight 25 %

Prioritizes, plans, and coordinates work and Agency vision with respect to goals, objectives and performance measures set forth by the Sheriff; Contemplates the effectiveness and implications of plans for long and short term goals; Demonstrates support for innovation and organizational changes needed to improve effectiveness; Develops, plans, and follows through on change initiatives; Maintains stability through change and adversity.

Rater & Rating	Comment
----------------	---------

EDDIE CATHEY	Prioritizes, plans, and coordinates work and Agency vision with respect to goals, objectives and performance measures set forth by the Sheriff; Contemplates the effectiveness and implications of plans for long and short term goals; Demonstrates support for innovation and organizational changes needed to improve effectiveness; Develops, plans, and follows through on change initiatives; Maintains stability through change and adversity.
<b>5 5 - Exceptional Performance</b>	

## Overall Comment

Rater

Comment

EDDIE CATHEY

## Process

1

Rater  
**EDDIE CATHEY**

Completed On  
Tue, May 5, 2020

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

2

Approval  
**KRISTA CAHOON**

Completed On  
Tue, Jun 23, 2020

Comment  
Released 06/23/2020 KB

3

Signature  
**TODD ELMORE**

Completed On  
Wed, Jun 24, 2020

x 