

Frederick County Sheriff's Office Performance Appraisal Observation Form

- ✖ 11. 02-28-19 Sgt. Ensor arrived at the courthouse at 0910 not in uniform.
- ✖ 12. 03-04-19 She was assigned to shadow an SPO in courtroom #1. At 1030 I found her in her office and the start time for court was 0900. She said she needed to complete some office work (add herself to Schedule Anywhere.) She said she would be going to the courtroom shortly.
- ✖ 13. 03-05-19 She called and said she was running late due to traffic on I-70
- 14. 03-15-19 Sgt. Ensor completed an investigation into a subject that made threats against a judge. Good job.
- 15. 03-18-19 Sgt. Ensor sent me and Sgt. Hubble a text saying she was running late.
- ✖ 16. 03-18-19 She was assigned to PMO duties. At some point around lunch she left the building without telling anyone. Sgt. Hubble began looking for her due to a prisoner who defecated on the floor. Upon her return he questioned why she left the building when she was assigned to PMO.
- ✖ 17. 03-19-19 I could not find Sgt. Ensor in the building. I looked at Schedule Anywhere and saw she had taken leave. I knew I had not approved the leave so I asked Sgt. Hubble. He said she had asked him if it was ok to take off on 03-19-19. He told her that he was not her supervisor. She then must have approved her own leave.
- ✖ 18. 03-21-19 Sgt. Ensor completed an investigation into a subject who was harassing a Magistrate. Good job.
- ✖ 19. 03-25-19 I spoke with Sgt. Ensor about the need to advise me when she is taking leave and not just approving her own leave on Infor.
- ✖ 20. 03-26-19 At 0900 the Captain and I were trying to locate her. I called her phone shortly after 0900 and she said she was running late. She arrived at approximately 0915.
- ✖ 21. 03-28-19 She was late to work due to a traffic incident on I-70. *(I was not late)*
- 22. 03-28-19 I spoke to her about the reclassification of her position. I told her with the reclass she now oversees the court security unit. I explained to her that Sgt. Hubble will report to her and that he will continue to have direct working oversight of the unit. I told her that she will still oversee the sworn deputies. I talked to her about setting the example as the Sgt. of the unit. I told her arriving on time, staying in the building, remaining on post, and not leaving early sets a good example for all of the employees.
- 23. For the entire rating period her timesheet was being completed by another command staff member, I did not have access to view her timesheet due to the settings on the Infor timesheet system.

Supervisor Signature:



Date:

Employee Signature:

Date:
