



City of Kissimmee

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CITY OF KISSIMMEE
HUMAN RESOURCES & RISK MGMT
101 CHURCH ST. KISS, FL 34741
Performance Appraisal

pw

Employee Information

Name	Isabel Johnson	Date	10/16/2020
Position	Crime Scene Technician	Type of Evaluation	Annual
Department	Police	Supervisor	Jennifer Helms
Review Period	October 1, 2019 – September 30, 2020		

Performance

	1 = Rarely	2 = Sometimes	3 = Often	4 = Almost Always	5 = Always
Time Management Is work accomplished on schedule?	☐	☐	☐	☒	☐
Comments	Isabel shows great diligence to have all work completed in an appropriate time frame. Any instance in which a report may take longer than the 14-day expectation is due to minimal staffing or increased caseload. Any time this has occurred, Isabel has notified me of the delay.				
Effectiveness Is the work product of the expected quality?	☐	☐	☐	☒	☐
Comments	Isabel's work product is almost always of expected quality. In reviewing Isabel's report for case 20-000349, Isabel did not utilize all available processing methods on some items. This was brought to her attention at the time, and she was advised there should be a minimum of 2 processes utilized on an item. In regards to 20-002822, Isabel did not photograph footwear impressions in the appropriate format and did not utilize a blood enhancement chemical on bloody fingerprints. This was addressed with Isabel and she was aware of the photography format mistake and also knowledgeable of the chemical enhancements for blood, but they were not performed during this case.				
Compliance Are all City and department rules and guidelines being followed?	☐	☐	☐	☒	☐
Comments	Isabel violated the chain of command on March 26, 2020, at 0733 hours when she sent an email in regards to work-related issues. The email was sent to DC Schad, Chief O'Dell, and Pam Koski. Isabel did not include her chain of command (myself, Capt. Layne, or DC Holland), nor notified us of the issues at hand prior to this email. Isabel and I discussed the violation via phone and she advised the email was sent because she knew I had already once addressed her concern, and she felt it needed to go to higher hands. DC Holland also had verbal and email communication (sent March 26, 2020, at 1105 hours) with the unit in regards to violating the chain of command.				
Personal Development Does employee place priority on staying prepared i.e. ongoing training, adapting to change, welcoming and accepting feedback, etc.?	☐	☐	☐	☒	☐
Comments	Isabel is diligent in ensuring her department vehicle is prepared with the necessary supplies in order to be prepared for requested call-outs. Isabel is welcoming of training opportunities, but, unfortunately, due to COVID-19, some of those opportunities were lost. Isabel also took it upon herself to study and take the certification examination for her next level of crime scene certification, which she passed.				
Productivity Are tasks properly organized and prioritized?	☐	☐	☐	☐	☒

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Comments	Isabel prioritizes her casework based on the severity of the crime and the date of the incident.				
Flexibility Is employee able to shift their work focus when necessary without impacting their normal work i.e. handling unexpected interruptions, emergencies, special projects?	☐	☐	☐	☒	☐
Comments	The Forensic Unit is consistently met with unexpected interruptions, emergencies, and special projects. Isabel has shown her ability to shift her work focus in order to assist with such unexpected events, but, at times, it has impacted her normal work. During this evaluation period, Isabel became one of only two crime scene technicians in the unit, and later became the only technician in the unit. She was able to shift focus to cover the necessary calls, but, as expected, this did impact her normal work. It should be noted this did not appear to impact the quality of her work.				
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Advocacy Does employee appropriately represent the City and department in dealing with citizens, clients, customers, vendors, and other agencies?	☐	☐	☐	☒	☐
Comments	Isabel interacts well with citizens and other agencies while performing her work.				
Teamwork Does employee properly represent the City and department in dealing with other City employees including offering support to peers, supervisors, and subordinates throughout the department and the City?	☐	☐	☒	☐	☐
Comments	Isabel shows a willingness to support the Forensic Unit. Isabel stepped up at a time of minimal staffing to meet the needs of the department. Isabel has expressed several complaints in regards to her peers and supervisors, and I want to encourage her to find ways she can be more constructive with her words. *On 1/14/2020, 3/26/2020, 3/30/2020, 4/23/2020, and 5/18/2020 I documented instances of complaints from Isabel via supervisory notes. These notes will be included in this evaluation for documentation.				
Professionalism Does employee operate with integrity when taking action or making decisions?	☐	☐	☒	☐	☐
Comments	Isabel takes ownership of her actions and decisions, regardless of whether they impact her or others in a negative or positive way. Isabel tends to allow her attitude to impact the level of professionalism she could have. An incident during this evaluation period was discussed with Isabel, myself, Deputy Chief Holland, and Chief O'Dell in regards to an unprofessional conversation Isabel had with another department employee. Chief O'Dell was made aware of a conversation Isabel had with another employee, in which she suggested to the employee that she may have been discriminated against because of her ethnicity and she should seek out a lawyer.				
Safety Does employee practice strong safety habits in the workplace?	☐	☐	☐	☐	☒
Comments	Isabel always practices strong safety habits in the workplace.				
Attitude Is the employee a positive presence in the department or division?	☒	☐	☐	☐	☐

EXHIBIT -4A

forum. I told Helms I would go and explain to Captain Alicea what/how I meant the comment to be. It should be noted that both I and CST Koski have been approached numerous times about the fact that Supervisor Helms does not answer her phone. These employees include both Forensic Unit staff, patrol staff and CID staff. In one incident of which CST Koski responded to the hospital on a call and was made to wait in a waiting room of Covid infected patients, she had texted Supervisor Helms and received no response. Captain Layne was immediately advised of the incident (07/08/2020). On another case, CST Koski and CST Monroe were at a pond recovering a firearm for a homicide (case 20-003516). Being that neither Pam nor Michelle were certain how to proceed with the collection of the gun, they independently called/texted Supervisor Helms, but did not receive an answer. A short time later, approximately 45 minutes, Helms did contact them in reference to the case.

In response to the comments made under the professionalism section, in reference to a conversation I had with another employee, I fully admit to passing along information to that employee as to her requirement to respond to the police department during this pandemic. Two white female supervisory employees, who were pregnant, were allowed to work from home, when two, non-supervisory, hispanic females were assigned to light duty tasks requiring their physical presence at the police department. In my over 16+ years, I have seen many incidents of prejudice, be it for gender, race or sexual orientation. I have never commented on these incidents, being a victim of gender discrimination myself during those years. The impression given to those on the outside looking in seems pretty clear. In the environment in which we live in, any and all actions or decisions made by staff should be clear and applied to all employees, no matter their position or race and find that the comment made in my evaluation of the incident to be of a retaliatory nature.

All the above listed attempts to communicate to supervisory staff of the immediate need to help correct CST Monroe's subpar work product went unheeded, was ignored, or not followed up enough to ensure a better outcome on subsequent cases. I had on several other occasions, contacted Supervisor Helms about issues with Michelle's work product. During those times I did not interfere or ask questions about what had been done and reported my concerns to Supervisor Helms, as she requested. This ultimately was used against me in two meetings held in reference to a homicide (20-003516). During this investigation, Michelle failed to process the scene, both interior and exterior, without anyone's knowledge. I had been called to assist Michelle with that case in which she was the lead technician. Upon my arrival, Michelle advised me of the things she needed to process and tasked me to complete them, namely documentation, analysis and collection of blood spatter evidence. Michelle had been on scene over 8 hours and had begun the processing prior to my arrival. Supervisor Helms was not on scene due to Covid restrictions, and was working from home. When Michelle and I were done, prior to leaving the scene, Michelle contacted Helms, in my presence, via speaker on her department issued cell phone. At that time, Helms asked Michelle directly if she had completed all the necessary processing. Michelle advised that she had and we cleared the scene. It should be noted that Supervisor Helms was not on scene herself, making it impossible to know exactly what areas or items should be processed for the best results. Although she was not on scene, Supervisor Helms did speak with Michelle and was advised everything was done. At that moment, being fully aware of Michelle's prior issues, Helms should have asked specific questions to ensure the investigation was thorough and complete. This failure to process the scene was later discovered by me on that same day and upon our return to the police station for the storing of evidence. I was on my way to the Criminal Investigations Unit and happened to ask Michelle if she had pulled any good prints from the scene. She advised me that she did not process the scene at all for latent fingerprints due to the fact that the shooting had occurred from outside of the rear patio door and prints were not needed. I immediately notified Captain Alicea, who was the only supervisor in the building at that time. This discovery, and my immediate report to the Captain, resulted in two subsequent meetings in which I was accused of failing to ask her if all the items/areas processed had been done. Not only was I accused of failing to act, I was also advised I had violated chain of command when I spoke to the Captain about my concerns, and additionally, that I waited 48 hours before informing staff of my suspicions, both of which were false. I was directed by Supervisor Helms not to approach Michelle about any on scene issues, of which Helms admitted to in both of the meetings discussed above. Although Supervisor Helms was working from home, she could have easily responded to the scene and using appropriate PPE, could have monitored Michelle's processing. This point was brought up by and added to the conversation by Deputy Chief D. Schad during the first of the two meetings (05/21/2020 and 07/02/2020). The ultimate outcome of that investigation resulted in Michelle being immediately removed from the forensic unit and transferred to the records department. It also resulted in the above stated false accusations made of both myself and CST Pam Koski, who was told to attend both meetings even though she had no involvement in the case.

All the listed incidents above have resulted in an annual evaluation, which after 13+ years of exemplary service, I had never before received. For the first time, my actions are portrayed as negative attributes of my character. All the issues involving CST Monroe's inadequate and poor work ethic had been reported to staff time, and again. Ultimately, the decisions made by Supervisor Helms and other staff supervisory staff members, allowing CST Monroe to continue to respond to homicides and other cases, unmonitored, knowing full well of her subpar work product, should not be held against me in this evaluation. I will continue to stand on my convictions and will maintain my ethical and moral values, no matter what the cost.

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

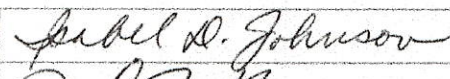
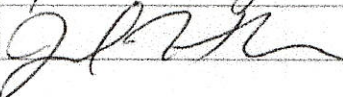
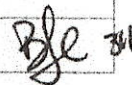
Employee Signature		Date	Nov. 2, 2020
Supervisor Signature		Date	11/16/2020 

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Director Signature	Betty Holland	Date	1/20/2020
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