

EMPLOYEE PERFORMANCE NOTICE

SD-13-136
INCIDENT NUMBER

NAME	ID	DEP. DIVISION	DATE OF OCCURRENCE	TIME	CASE NUMBER
Cresenzi, Matt	8138	VCSSO/SSD	09/04/2013	1746	F132470177

AREA OF UNSATISFACTORY PERFORMANCE EXCEPTIONAL PERFORMANCE

- | | | |
|---|--|---|
| <p>1. JOB ABILITY</p> <p><input checked="" type="checkbox"/> Knowledge of Rules</p> <p><input checked="" type="checkbox"/> Use of Equipment</p> <p><input checked="" type="checkbox"/> Technical Skills</p> <p><input checked="" type="checkbox"/> Oral/Written Communications</p> <p><input checked="" type="checkbox"/> Analytical Ability</p> <p>4. DEPENDABILITY</p> <p><input checked="" type="checkbox"/> Completing Assignments</p> <p><input checked="" type="checkbox"/> Following Instructions</p> <p><input type="checkbox"/> Using Initiative</p> <p><input checked="" type="checkbox"/> Using Judgment</p> <p>7. SUPERVISORY ABILITY</p> <p><input type="checkbox"/> Planning & Scheduling</p> <p><input type="checkbox"/> Developing Employee Skills</p> <p><input type="checkbox"/> Encouraging Teamwork</p> <p><input type="checkbox"/> Evaluating Performance</p> <p><input type="checkbox"/> Discipline</p> <p><input type="checkbox"/> Getting the Job Done</p> | <p>2. VOLUME OF WORK PRODUCED</p> <p><input type="checkbox"/> Amount of Work Produced</p> <p><input type="checkbox"/> Speed</p> <p><input type="checkbox"/> Meeting Schedules</p> <p><input type="checkbox"/> Able to Work Under Pressure</p> <p><input type="checkbox"/> Attendance</p> <p>5. INTER-PERSONAL RELATIONS</p> <p><input type="checkbox"/> Attitude Toward Co-Workers</p> <p><input type="checkbox"/> Attitude Toward Supervisor</p> <p><input type="checkbox"/> Attitude Toward Public</p> <p><input type="checkbox"/> Shown by Appearance/Words</p> | <p>3. QUALITY OF WORK PRODUCED</p> <p><input checked="" type="checkbox"/> Accuracy</p> <p><input type="checkbox"/> Neatness</p> <p><input checked="" type="checkbox"/> Thoroughness</p> <p><input type="checkbox"/> Organization</p> <p><input type="checkbox"/> Reports & Correspondence</p> <p>6. WORK ATTITUDE</p> <p><input checked="" type="checkbox"/> Following Rules</p> <p><input type="checkbox"/> Observing Work Hours</p> <p><input type="checkbox"/> Being Safety Minded</p> <p><input type="checkbox"/> Being Cost Conscious</p> <p><input type="checkbox"/> Caring for Equipment</p> |
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Instructions

- Use this form to document all performance below or above accepted standards
- One or more areas of knowledge/performance may be covered on each form
- Use remarks sections to explain items checked
- Attach Documentation/Reports, if applicable.

Remarks: 26.2.33 Inattention to Duties, Loafing, Sleeping - Employees shall be attentive to job duties and shall not neglect work by inattention, loafing, or sleeping while on duty. (Violation subject up to a 1 day suspension.)

Mr. Cresenzi, on Wednesday, September 4, 2013 at approximately 1746 hours you answered a 911 call for a "92 UNC" (Unconscious Person) while working in a training capacity under the direct supervision of (CTO) Shauna Justice. You entered the address into the CAD system incorrectly using a "common place location" of the "Ormond Rec Center", rather than entering the specific cross streets of Nova Road and Wilmette Avenue, Ormond Beach, which was provided by the caller. This caused a significant delay in medical first responders reaching the appropriate location of 440 N. Nova Road, Ormond Beach. You entered the call and provided excellent Life Saving CPR instructions to the caller; however, approximately 10 minutes had elapsed before you realized units were dispatched to the wrong location.

Counseling Verbal Reprimand Letter of Commendation

Employee's signature indicates only receipt of a copy of this notice, not an acknowledgement of guilt (if unsatisfactory notice)

Signature of Employee <i>Matt Cresenzi</i>		Date 11/5/13	Signature of Supervisor Preparing Notice <i>[Signature]</i>	
Reviewing Supervisor's initials				
Lt. <i>[Signature]</i> Date 11/04/13	Capt. <i>[Signature]</i> Date 11-04-13	Major <i>[Signature]</i> Date 11-05-13	Sheriff <i>[Signature]</i> Date 11/4/13	
White-Inspector #2412	Pink-District or Section/Unit	Yellow-Division	Goldenrod-Sheriff/IA	

EMPLOYEE PERFORMANCE NOTICE CONTINUATION

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Upon realizing that you entered the wrong location you immediately took ownership and notified your CTO of the mistake. The correct address was entered and first responders located the patient.

Mr. Cresenzi, based on your actions on September 4, 2013 it is evident you failed to follow proper address verification procedures. As a reminder, you are charged with a great responsibility and your attention to detail can be the key factor in ensuring the safe and expeditious resolution to the calls you enter. It is imperative that you pay close attention to your work and enter all calls accurately the first time. Please let us know if there is anything we can do to assist you. Please take due notice and govern yourself accordingly as future incidents of a similar nature will result in progressive discipline.

Employee Signature: [Signature] Date: 11/5/13

Supervisor Signature: [Signature] Date: 11/04/13

Reviewed by: Lt.: [Signature] Date: 11/04/13 Capt: [Signature] Date: 11-04-13

Major: [Signature] Date: 11-05-13 Sheriff: [Signature] Date: 11/4/13