

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: October 6, 2026 @ 10:00 A.M.

The Franklin County Commissioners' meetings are open to the public. This meeting is also available virtually via [Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom](#). Here is the meeting ID# 492 510 0482 passcode 030621.

RECOGNITION: Communications – Employee of the Quarter, Appreciation and Accommodations

PUBLIC COMMENTS:

APPOINTMENTS:

NEW BUSINESS:

1. Administrator's Report
2. Minutes
3. Treasurer's Report
4. UT Roads/Projects Update
5. Courthouse – Fan Project
6. Jail – Lobby Renovations
7. Jail – Septic Matter
8. Civil Process – Postage
9. On-Call Policy
10. Department Presentation – Technical Services
11. Franklin County Chamber of Commerce – Chester Greenwood Day Tree Lighting Event
12. Monthly Financial Review
13. Job Descriptions – HR
14. Radio RFP – Open Bids

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: County AP, UT & Payroll

Executive Session: 1 M.R.S. § 405(6)(A) – Personnel Matter – Teamsters Grievance

ADJOURNMENT:

Meeting Packets are available to view by clicking on the link below:

[Agendas & Minutes - Franklin County, Maine \(franklincountymaine.gov\)](http://franklincountymaine.gov)

**County Commissioner's Meeting
Agenda Discussion and Analysis
October 6, 2026**

RECOGNITION:

APPOINTMENTS:

PUBLIC COMMENTS:

NEW BUSINESS:

Administrator's Report

- Due to the recent resignation of a full-time Corrections Officer, part-time Corrections Officer, Trent Tibbets will transition to a full-time position effective September 17, 2026.
- Ciara Pelkey has resigned from her position as a Probationary part-time Corrections Officer effective immediately.
- Corrections Officer Clark Kendrick will be deployed with the National Guard for a one-year period beginning October 14, 2026. Eryn Laliberte has been hired as a temporary, full-time Corrections Officer to provide coverage during his absence. We thank Officer Kendrick for his service and wish him a safe deployment and return home.
- The Auditors were on site from September 29 through October 1, 2026, to conduct the FY2026 Audit and have completed the on-site portion of their review. It was a very thorough process, and we feel good about the processes that are in place but continue to work on any improvements in processes that are recommended.
- There are received LUPC pending applications: One for Erland Todd, LLC, Dallas Plantation, one for Walter Haines, Madrid Twp, and one for Quill Hill in Dallas Plantation.
- I did some research on the current status of the TIF and with the help of Blue Star, I did a short report that is in your packet all totals as of June 30, 2026.

- **We received a copy of a letter from Carrabassett Valley about the Route 27 Improvements related to the New Coburn Gore Border Crossing.**

Recommendation: Motion to accept the Administrator's Report.

Minutes: Provided to you prior to the Commissioner's Meeting

Recommendation: Motion to approve September 15, 2026, Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

UT Roads/Projects Update

Comments: Bob Lightbody, UT Road Supervisor, will provide the Commissioners with an update on current and ongoing projects within Franklin County's Unorganized Territories, including the status of UT road projects, maintenance, and other related activities.

Recommendation: None at this time.

Courthouse – Fan Project

Comments: Brandon will present a recommendation to finalize the fan project for the Courthouse to help create more efficiency in the heat pumps and move the heated air down from the high ceilings. This project was an ARPA funded project and we have funds to pay for two of the three quotes received. The total project was reduced due to the excess cost incurred by the Window Project at the Courthouse, but it appears the original

estimate for this project was higher than the current estimates. The good news is we can get this done if the commissioners approve using the balance from ARPA for this project.

Recommendation: I would recommend the Commissioners approve one of the estimates that the total cost is less than \$13,000, which is our current total set aside from ARPA. Possible Motion: Approve the recommendation of the Facilities Manager to complete the Fan Project not to exceed the available funds and to sign an estimate for _____.

Jail – Lobby Renovations

Comments: The lobby tile renovation project is expected to begin soon. Major Daley received three quotes for the project: Innova Flooring & Tile - \$11,498.74, Capozza Floor Covering Center - \$19,297.00 and Konopka & Sons - \$21,190.54. After reviewing the proposals, Major Daley recommends awarding the project to Innova Flooring Renovation, the lowest bidder, at a cost of \$11,498.74. Funding is available within the current budget to complete the renovation.

Recommendation: Motion to approve the quote from Innova Flooring & Tile in the amount of \$11,498.74 for the lobby tile renovation project and authorize staff to proceed with the work.

Jail – Septic Matter

Comments: The existing septic line between the building and septic tank requires improvements to provide easier and more sanitary access when the line becomes blocked. Central Maine Septic has provided an estimate to excavate the septic line and install a two-way cleanout, bringing the access point up to ground level outside the building. This will allow future blockages to be addressed from the exterior rather than requiring septic cleaning equipment and lines to be brought through the administrative office area. The estimated cost for the work is \$4,707.

Recommendation: Motion to approve the estimate from Central Maine Septic in the amount of \$4,707 for the excavation and installation of an exterior two-way septic cleanout and authorize the work to proceed.

Civil Process - Postage

Comments: Sheriff Nichols is requesting approval to have postage revenue collected through Civil Process directed into the Sheriff's Office Capital Reserve. The Sheriff's Office now pays for and processes its own postage. This revenue would be handled similarly to Civil Process mileage revenue.

Recommendation: None at this time.

On-Call Policy

Comments: Jacob Nichols sent a letter to all departments who use his technology services after hours for support indicating that he will not be providing services to them after November 1, except on an emergency basis. The letter is in your packet. He has asked to discuss the IT On-Call Policy with the Commissioners. This is also in your packet. The total cost for a year to implement this policy is \$9,125 (\$25x365).

HR Director Shawn O'Leary has worked to develop, with input from IT, a possible policy. Implementation of the policy will have a cost associated with it of approx. \$6000 for the remainder of the year. No towns are currently charged for IT services.

Recommendation: I would recommend that the Commissioners review the policy and the cost associated with the implementation for the remainder of FY 27. I would also recommend that if the Commissions approve an On-Call policy that would take effect on Nov 1, that they pay for the service for the remainder of the year to give the municipalities a chance to budget for the services, if the intent is to charge them for the use of the services. Additionally, I would recommend that one or more of the Commissioners set a meeting with the municipal offices from the user municipalities to discuss how the funding should be handled going forward.

Department Presentation – Technical Services

Comments: Jake Nichols, IT Director, will provide the Commissioners with a brief presentation highlighting the department's operations, core responsibilities, current initiatives, recent accomplishments, challenges, and upcoming priorities. This

presentation is intended to provide the Board with a better understanding of the department's functions and ongoing efforts in support of Franklin County's mission.

Recommendation: None at this time.

Franklin County Chamber of Commerce – Chester Greenwood Day Tree Lighting Event

Comments: We received an e-mail from the Franklin County Chamber of Commerce requesting to hold their Chester Greenwood Day Tree Lighting event on Friday, December 4th, 2026, from 5:00 p.m. to 7:00 p.m. They have requested to use the entire courthouse parking area for the event and light the Christmas tree. The Farmington Fire Department will also have a fire truck at the event to help light up the area.

Recommendation: Motion to allow Franklin County Chamber of Commerce use of the Courthouse parking area on Friday, December 4, 2026, for the Chester Greenwood Day Tree Lighting Event.

Monthly Financial Review

Comments: BlueStar Accounting has provided the August 2026 Financial Review Report for your review.

Recommendation: Motion to Sign-off on the August 2026 Financial Review Report as prepared by Bluestar Accounting.

Job Descriptions – HR

Comments: In response to recommendations from the Cultural Assessment Final Report, Human Resources has begun reviewing and updating County job descriptions and developing position-specific performance evaluations. The first positions presented for review are the Detention Center Cook, Jail Administrator (Major), and Dispatch – Team

Lead. The goal is to ensure job descriptions accurately reflect current duties and provide clear and consistent standards for employee performance evaluations.

Recommendations: Motion to accept the three job descriptions and performance evaluations.

Radio RFP – Open Bids

Comments: Four bids have been received for Phase 1 of the project. Communications Director Ellis and EMA Director Simoneau will be present to answer any questions.

Recommendations: Recommend that you request the two Directors to review the proposals against the RFP and bring you a recommendation at your next meeting.

OLD BUSINESS:

Dear Commissioners,

The question keeps coming up about the status of the TIF Funds. I asked for a balance for the TIF and Blue Star sent me this information.

At the end of FY 26 the ending balance was \$4,191,506.50

Cash was \$662,809.45

Investments (CDARS) was \$3,538,546.72

Total Assets": \$4,201,356.17

Due to Franklin County from Payroll: \$9,849.67

Restricted Fund Balance:\$4,191,506.50

Total Liabilities and Fund Balance: \$4,201,356.17

PAM PRODAN, TREASURER – Report Oct. 6, 2026, Franklin County Commissioners mtg.

Current cash and investment (CDARS) balances from trio-web.com Ledger Detail Report

General Fund Operating Cash \$3,532,973.95

General Fund Payroll Cash \$871,941.76

ARPA Fund Cash \$189,342.41

UT General Fund Cash \$1,455,741.07

UT TIF Fund Cash \$510,693.15

UT TIF CDARS: \$3,556,265.63

Interest rates

General Fund Operating Cash 3.25% as of 8/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.46% as of 8/31/2026 invested w/ Intrafi Cash Service at Franklin Savings

UT General Fund Cash 3.25% as of 8/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 8/31/2026 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.19845% maturity date of 8/27/2026 was re-invested on Thursday 9/3/2026 at Androscoggin Savings for a term of 26-weeks at 3.51% APY. Maturity date 3/4/2027.

Town Tax Payments

The first payment, fifty percent (50%), of each municipality's county tax for the fiscal year ending June 30, 2027, was due on or before September 1, 2026. Pursuant to 36 M.R.S.A. Sec. 892-A, interest begins November 1, 2026, at 7.00% per annum. As of this report, 15 of 21 municipalities have made their first payments, totaling \$3,902,290.00. See next page for payments.

Warrants

Warrants for signatures 10/6/2026 not all finalized at the time of this writing (10/1/2026)

AP County Warrant \$294,235.40

AP UT Warrant \$130,133.04

AP UT TIF Warrant \$58,921.30

Payroll Warrants for signatures 10/6/2026

\$273,102.72 ck. date 9/17/2026

\$241,665.61 ck. date 10/1/2026

County Taxes 1st Half FY 27 paid as of 10-1-2026 by municipalities of Franklin County:

AVON	\$50,150.50	8/10/2026
CARRABASSETT VALLEY	\$1,097,204.50	9/16/2026
CARTHAGE	\$72,665.50	8/26/2026
CHESTERVILLE	\$141,964.00	
COPLIN PLANTATION	\$54,429.00	8/31/2026
DALLAS PLANTATION	\$191,833.50	8/24/2026
EUSTIS	\$223,432.00	8/10/2026
FARMINGTON	\$671,102.50	
INDUSTRY	\$124,078.00	8/20/2026
JAY	\$367,850.50	9/21/2026
KINGFIELD	\$164,549.00	7/27/2026
NEW SHARON	\$143,752.50	
NEW VINEYARD	\$105,526.00	8/31/2026
PHILLIPS	\$103,737.50	
RANGELEY	\$727,916.00	9/28/2026
RANGELEY PLANTATION	\$260,816.50	
SANDY RIVER PLANTATION	\$197,339.50	9/17/2026
STRONG	\$113,206.50	
TEMPLE	\$50,431.00	10/1/2026
WELD	\$141,403.00	10/1/2026
WILTON	\$333,482.00	8/17/2026

TOTAL DUE FIRST PMT. \$5,336,869.50

UNORGANIZED TOWNSHIPS \$639,609.00

IEC, INC.

Electrical & Data Services
404 Fairbanks Rd, Farmington, ME. 04938

Office 207-684-6100
Cell 207-491-9412
adam@iecinc.us

Estimated Cost for Completed Work

Remote operated ceiling fan upgrade.

PREPARED FOR Franklin County Superior Court House	SUBCONTRACTOR IEC, Inc.	JOB SITE 140 Main St. Farmington, ME.	DATE October 1st, 2026
---	-----------------------------------	---	---

Scope of Installation

Installation includes the following:

- Installation of (6) 60" ceiling fans with remotes.
- Installation of (1) 48" ceiling fans with remote.

Installation Conditions

1. We will run two new circuits from the nearest distribution panel to the new fan locations.
2. Wiring will be surface mounted EMT conduit with fan rated metal boxes.

Estimated Cost

Description	Amount
Lump-sum estimate fans and installation as described above	
Total Estimated Cost	\$7,921.00

Exclusions:

- Wall or ceiling patching and painting if needed.

Warranties

One-year warranty from the date of substantial completion on all craftsmanship and materials. Some materials may include additional manufacturer warranties; in that case IEC, Inc. will work on the Owner's behalf to secure replacement or repair parts at no charge. Any labor to replace or repair warranted materials after one year will be billed at current labor rates.

Resolution of Dispute

If a dispute arises concerning the provisions of this contract or the performance by the parties, the parties agree to settle the dispute by mediation. The location of mediation will be mutually agreed upon in Franklin County, State of Maine.

Change Orders

Any alteration or deviation from the above description that involves extra cost will be executed only after both parties enter into a written change order. No additional work will be performed without a signed Change Order Form (sample form attached).

Market Volatility

IEC, INC.

Electrical & Data Services
404 Fairbanks Rd, Farmington, ME. 04938

Office 207-684-6100
Cell 207-491-9412
adam@iecinc.us

Due to market volatility and ongoing supply-chain issues, IEC, Inc. incorporates the following clause into all proposals and contracts, including change orders: Through no fault of IEC, Inc., in the event of a delay in product availability or a price increase of materials procured from any manufacturer and/or distributor, the contract sum, time of completion, or contract requirements shall be adjusted by an additional change order.

Additional Provisions / Comments

None known.

Contract Acceptance

I, the undersigned, hereby sign into contract hiring IEC, Inc. for electrical work associated with ceiling fan installation located at the Franklin County Superior Court House at 140 Main St. Farmington, ME. I understand that invoices will be sent upon work completion and are due upon receipt.

All installations will be in compliance with the latest revision of the National Electrical Code, NFPA 70. IEC Electrical & Data Services is a Certified Independent Construction Subcontractor.

OWNER / NORTHSTAR EMS

Signature

Printed name

On behalf of

Date

IEC, INC.

Signature

Printed name / title

Project

Franklin County Superior Court House ceiling fans.

Date

quote2026001

ADRENALINE ELECTRIC

Jennings Pinkham
474 farmington falls road
Farmington, ME 04938
(207)491-5140

To: Franklin county courthouse

Date

September 30, 2026

Instructions: This is a quote for the following:

- Installation of a $\frac{3}{4}$ conduit with fittings from new MDP in the boiler room to the 1st floor
- Installation of a $\frac{3}{4}$ conduit as a truck line from one end of the building to the other providing junction and pull points at each room where fans will need to be installed.
- Installation of a $\frac{1}{2}$ conduit from each junction and pull point into each office where fans are being requested. Surface mount fan boxes shall be installed in accordance to areas we can effectively secure the box to solid blocking. This may result in the fan not being centered in each room. Total number of fans to be installed is 10.
- Installation of 3 Dedicated circuits for fan use and future use
- Fans will need be purchased by the courthouse and be remote operated as there is no switching being provided for the fans. Adrenaline Electric will aid in helping get the fans and proper equipment ordered for the project.
-

Quantity	Description	Unit Price	Total
	Total Materials		\$4,986.00
	Total Labor:		\$7,360.00
		Sales Tax	\$
		Shipping & Handling	
	Total Amount :		\$12,346.00

ESTIMATE

Simpson Electric 207 LLC
1461 Main St
Dixfield, ME 04224

derek@simpsonelectric207.com
+1 (207) 491-6373



Bill to

Brandon Gray
123 County Way
Farmington, Maine

Ship to

Brandon Gray
123 County Way
Farmington, Maine

Estimate details

Estimate no.: 1463
Estimate date: 09/25/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Labor	Labor	1	\$3,400.00	\$3,400.00
2.		Materials	7x - Ceiling Fans w/remotes (50") 200' - 1/2" EMT 100' - 1/2" EMT one hold Straps 20x - 1/2" EMT Set Screw Connectors 60x - 1/2" EMT Couplings 5x - Round Boxes 3x - Single Pole 20 AMP Breaker #12 THHN Wire	1	\$3,800.00	\$3,800.00
Total						\$7,200.00

Note to customer

Estimate is to install 5x new ceiling fans inside the court house at locations walked with Brandon. Ceiling fan allowance is \$200 for a 50" fan, each fan will come with a remote.

Accepted date

Accepted by



Franklin County Sheriff's Office

Scott R. Nichols, Sheriff

Steve Lowell, Chief Deputy

120 County Way, Suite 1 Farmington, ME 04938

Business Office: (207) 778-2680

Toll Free: (800) 773-2680

Fax: (508) 296-4032

Date: October 6th, 2026

To: Franklin County Commissioners
From: Sheriff Scott R. Nichols Sr.
Re: Civil Process Postage Revenue

Commissioners,

I am requesting that the Board authorize the postage portion of revenue collected through Civil Process to be directed back to the Sheriff's Office, similar to how Civil Process mileage revenue is currently handled.

Historically, the County received the postage revenue because the County purchased and generated the postage used for Civil Process. The Sheriff's Office has now purchased the capability to generate its own postage, allowing our Civil Administrator to process these mailings directly and much more efficiently.

As a result, the Sheriff's Office is now paying the postage expense, while the reimbursement collected for that postage continues to remain as general Civil Process revenue.

I want to be clear that I am not asking to directly offset our postage expenditure account. I understand that revenues and expenditures must be accounted for separately.

Instead, I am asking that we handle postage reimbursement in the same manner we currently handle mileage. The Commissioners previously authorized Civil Process mileage revenue to be segregated and directed to the Sheriff's Office Vehicle Reserve.

I have discussed this with our County accountant, Marc Roy, who advised that the postage revenue can similarly be segregated and directed to a Sheriff's Office capital reserve upon a vote of the Commissioners.

Therefore, I respectfully request that the Commissioners authorize the postage portion of Civil Process revenue to be separately identified and directed to the **Sheriff's Office Capital Reserve**.

Simply put, when the Sheriff's Office pays the postage necessary to provide the service, I believe the reimbursement collected for that postage should return to the Sheriff's Office, just as mileage reimbursement does today.

Thank you for your consideration.

Scott R. Nichols Sr.
Sheriff

DRAFT

IT ON-CALL	
Effective Date:	Regulation #:
Revision Date:	Supersedes:
Approved By County Commissioners	Date:

1. Purpose

This policy establishes requirements, expectations, scheduling procedures, and compensation practices for Information Technology employees who are formally designated to provide on-call coverage. On-call coverage is intended to ensure timely response to technology incidents occurring outside normal working hours, including evenings, weekends, and County-recognized holidays.

2. Scope

This policy applies to employees assigned to the Information Technology Department who are formally scheduled or designated for on-call duty. Coverage includes County technology systems and services supporting law enforcement, corrections, emergency communications/dispatch, County administration, and other County operations.

3. Definition and Status of On-Call Duty

On-call duty is a scheduled period during which an employee is not actively working at a County workplace but must remain reasonably available to respond to technology-related needs or emergencies. An on-call employee may be required to:

- Answer telephone calls, or other approved communications.
- Troubleshoot and resolve incidents remotely when practicable.
- Report to a County facility when remote resolution is not reasonably possible.
- Coordinate with vendors, service providers, or other County personnel as necessary to restore service.

Employees assigned to on-call duty are generally free to engage in personal activities during the on-call period, provided they remain reachable and capable of meeting the response requirements of this policy. Employees are not required to remain at home or at a county facility. Non-working on-call hours will not be treated as hours worked unless the restrictions imposed by the County or the circumstances otherwise require compensation under applicable law.

4. Scheduling and On-Call Shifts

Rotation. On-call assignments will be distributed equitably among all eligible IT employees using a rotating schedule. To the extent practicable, each eligible employee will receive a substantially equal number of on-call assignments over the course of the scheduling year, including weekday, weekend, and County-recognized holiday assignments. The **IT Director** will periodically review the schedule to ensure assignments remain balanced. Any deviation from the normal rotation due to staffing needs, approved leave, employee

10. Reporting and Documentation

Incident Documentation. IT will maintain sufficient documentation of after-hours incidents for operational, cybersecurity, service-history, and audit purposes, as appropriate. The IT Director will be responsible for compiling this data.

11. Policy Administration and Review

This policy will be administered consistently with applicable federal and Maine law, the Franklin County Personnel Policy, applicable collective bargaining agreements, and other controlling County policies. If a conflict exists, the controlling law or agreement will govern. The County will periodically review this policy and may revise it based on legal requirements, staffing, operational needs, technology changes, or experience administering on-call coverage.

FRANKLIN COUNTY INFORMATION TECHNOLOGY

After-Hours Support Notice

Effective November 1, 2026

Effective November 1, 2026, the Information Technology Department will provide routine and emergency IT support during established working hours. IT staff will no longer maintain an informal after-hours or on-call support expectation unless the County formally establishes that responsibility, including the applicable scheduling and compensation arrangement.

Basis for this change

The County currently has no adopted job description for the I.T. Director position. The older Information Technology Systems Administrator job description contains language requiring that position to ensure 24/7 systems availability; however, the Systems Administrator position no longer exists, and that language does not expressly establish a personal on-call schedule, standby rotation, or after-hours availability requirement for the I.T. Director. The Technical Support Specialist description likewise contains no stated on-call or after-hours requirement.

Prior notice to the County

This is not a new concern. On-call expectations and compensation affecting IT have been raised in public Commissioner meetings at least four times. The County developed and legally reviewed an exempt on-call policy, discussed compensatory-time considerations, and later considered an on-call stipend for IT and EMA salaried positions. Despite those discussions, no formal IT on-call policy or compensation arrangement has been implemented.

Going forward

IT will continue to support County technology needs during normal working hours. After-hours work may still be performed when scheduled in advance, specifically , or when a formal on-call arrangement has been adopted. Otherwise, IT employees will not routinely monitor phones, remain available, or respond to unplanned after-hours incidents as an unwritten condition of their positions.

This notice establishes a clear operational boundary until the County formally addresses the on-call responsibility that has been raised repeatedly in public meetings.

Jake Nichols

I.T. Director

Franklin County



FRANKLIN COUNTY Commissioners' Monthly Financial Review Sign-Off

August 2026

The County Commissioners have reviewed and accepted the following monthly financial reports.

- Cash and CDARS Balances Report
- Bank Reconciliations
 - County General Fund Checking – ASB **4875 and **4904
 - County General Fund Payroll – BSB **3766
 - ARPA Fund – FSB **7016 & **7024
 - Deeds Surcharge – ASB **4752 & **4816
 - Probate Surcharge – ASB **4787 & **4840
 - UT General Fund Checking – ABS **3321 & **3356
 - UT TIF – ASB **6839 & **6898
 - UT TIF CDARS - IntraFi
- Summary Budget-to-Actual Reports
 - General Fund
 - Jail Fund
 - Unorganized Territory
- Reserves Activity Report

District 1	Tom Saviello	_____
District 2	Fen Fowler	_____
District 3	Tom Skolfield	_____
District 4	Bob Carlton	_____
District 5	Jeff Gilbert	_____
Treasurer	Pam Prodan	_____

Franklin County and Franklin County Unorganized Territory

Cash and CDARS Balances

As of August 31, 2026

Acct Num	Description	Bank	Bank Acct #	Balance
G 01-1000-00	County Operational Checking	Androscoggin Bank	4875 & 4904	\$ 1,345,563.83
G 01-1001-00	County Payroll Checking	Bangor Savings Bank	3766	1,100,128.94
G 01-1105-00	County General Fund CDARS	Androscoggin Bank	Varies	-
TOTAL GENERAL FUND				2,445,692.77
G 11-1001-00	ARPA Checking	Franklin Savings Bank	7016 & 7024	189,342.41
G 72-1000-00	Deeds Surcharge Checking	Androscoggin Bank	4752 & 4816	223,134.09
G 77-1000-00	Probate Surcharge Checking	Androscoggin Bank	4787 & 4840	47,694.19
TOTAL FRANKLIN COUNTY BANK AND CDARS ACCOUNTS				2,905,863.46
G 15-1010-00	UT General Fund Checking	Androscoggin Bank	3321 & 3356	1,487,317.83
G 15-1051-00	UT General Fund CDARS	Androscoggin Bank	Varies	-
TOTAL UT GENERAL FUND				1,487,317.83
G 16-1014-00	UT TIF Fund Checking	Androscoggin Bank	6839 & 6898	4,070,094.84
G 16-1053-00	UT TIF Fund CDARS	Androscoggin Bank	Varies	-
TOTAL UT TIF FUND				4,070,094.84
TOTAL UNORGANIZED TERRITORY BANK AND CDARS ACCOUNTS				5,557,412.67
TOTAL ALL BANK AND CDARS ACCOUNTS				\$ 8,463,276.13

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Franklin County General Fund - Operating Account

Balance per Bank

8/31/2026	FC Gen Fund	Andro Checking **4875	\$	150,000.00	
8/31/2026	FC Gen Fund	Andro Sweep **4904		<u>1,219,618.83</u>	
			\$		1,369,618.83

Deposits in Transit

Outstanding Checks and Withdrawals

1/20/2026	33160	00312 - Eric Geisman	(76.23)	
6/30/2026	33776	00043 - Amy Bernard	(735.21)	
6/30/2026	33848	01312 - James Butler	(146.48)	
7/7/2026	33880	00366 - Hilltop Collision Center Inc	(2,500.00)	
7/21/2026	33913	00211 - Susan Eastler	(6,613.09)	
7/21/2026	33915	00242 - Falls Road Veterinary Clinic	(449.00)	
8/4/2026	33989	00602 - NCEU	(780.00)	
8/18/2026	34016	00281 - Franklin County	(100.00)	
8/18/2026	34020	00029 - AT&T Mobility	(2,922.80)	
8/18/2026	34024	00128 - Consolidated Communications	(91.79)	
8/18/2026	34028	00236 - Expenet Technologies, LLC	(360.00)	
8/18/2026	34029	00242 - Falls Road Veterinary Clinic	(753.14)	
8/18/2026	34040	00366 - Hilltop Collision Center Inc	(330.26)	
8/18/2026	34045	00560 - Mechanical Services Inc	(652.00)	
8/18/2026	34066	01234 - Spectrum Business	(625.00)	
8/18/2026	34070	01326 - Every Day Canine LLC	(6,500.00)	
8/4/2026	33970	00119 - Communication Consulting Service	<u>(420.00)</u>	
				<u>(24,055.00)</u>

Adjusted Bank Balance 1,345,563.83

Balance per Books G 01-1000-00 - GF Andro 1,345,563.83

Variance \$ -

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Franklin County General Fund - Payroll Account

Balance per Bank

8/31/2026	County GF	Bangor Checking **3766	\$	-	
8/31/2026	County GF	Bangor Repurchase **3766		<u>1,099,924.94</u>	
					\$ 1,099,924.94

Deposits in Transit

8/28/2026	W 0159	08/28/2026 C/R - Cash		147.00	
8/31/2026	W 0161	08/31/2026 C/R - Cash		<u>57.00</u>	
					204.00

Outstanding Checks and Withdrawals

<u>-</u>	<u>-</u>
----------	----------

Adjusted Bank Balance

1,100,128.94

Balance per Books

G 01-1001-00 - GF BSB3766

1,100,128.94

Variance

\$ -

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Franklin County ARPA Fund

Balance per Bank					
8/31/2026	ARPA Fund	Franklin Checking **7016	\$	100,000.00	
8/31/2026	ARPA Fund	Franklin Sweep **7024		<u>89,342.41</u>	
					\$ 189,342.41
Deposits in Transit				<u>-</u>	-
Outstanding Checks and Withdrawals				<u>-</u>	<u>-</u>
Adjusted Bank Balance					189,342.41
Balance per Books		G 11-1001-00 - ARPA FSB			<u>189,342.41</u>
Variance					\$ <u>-</u>

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Franklin County Deeds Surcharge Fund

Balance per Bank				
8/31/2026	Deeds Srchg	Andro Checking **4752	\$	-
8/31/2026	Deeds Srchg	Andro Sweep **4816		<u>223,134.09</u>
			\$	223,134.09
Deposits in Transit				
				<u>-</u>
Outstanding Checks and Withdrawals				
				<u>-</u>
Adjusted Bank Balance				223,134.09
Balance per Books				
		G 72-1000-00 - Deeds ASB		<u>223,134.09</u>
Variance			\$	<u>-</u>

Franklin County and Unorganized Territory
 Bank Reconciliations
 August 2026

Franklin County Probate Surcharge Fund

Balance per Bank

8/31/2026	Probate Srchg	Andro Checking **4787	\$	-	
8/31/2026	Probate Srchg	Andro Sweep **4840		<u>47,694.19</u>	
					\$ 47,694.19

Deposits in Transit

<u>-</u>	-
----------	---

Outstanding Checks and Withdrawals

<u>-</u>	-
----------	---

Adjusted Bank Balance 47,694.19

Balance per Books G 77-1000-00 - Prob ASB 47,694.19

Variance \$ -

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Unorganized Territory General Fund
Balance per Bank

8/31/2026	UT Gen Fund	Andro Checking **3321	\$	-	
8/31/2026	UT Gen Fund	Andro Sweep **3356		<u>1,487,494.66</u>	
					\$ 1,487,494.66

Deposits in Transit

<u>-</u>	-
----------	---

Outstanding Checks and Withdrawals

8/18/2026	50483	00029 - AT&T Mobility	<u>(176.83)</u>	<u>(176.83)</u>
-----------	-------	-----------------------	-----------------	-----------------

Adjusted Bank Balance 1,487,317.83

Balance per Books G 15-1010-00 - UTGFAndr3321 1,487,317.83

Variance \$ -

Franklin County and Unorganized Territory
 Bank Reconciliations
 August 2026

Unorganized Territory TIF Fund

Balance per Bank

8/31/2026	UT TIF Fund	Andro Checking **6839	\$	-	
8/31/2026	UT TIF Fund	Andro Sweep **6898		4,070,094.84	
					\$ 4,070,094.84

Deposits in Transit

-	-
---	---

Outstanding Checks and Withdrawals

-	-
---	---

Adjusted Bank Balance

4,070,094.84

Balance per Books

G 16-1014-00 - TIF ASB6839

4,070,094.84

Variance

\$ -

Franklin County and Unorganized Territory
Bank Reconciliations
August 2026

Notes

A

Franklin County and Franklin County Unorganized Territory
Summary Budget-to-Actuals
FY2027 through August 31, 2026

% of Year
Remaining
83.3%

	Budget	Actual	Pos (Neg) Variance	% Variance
Franklin County General Fund				
Property taxes	\$ 7,966,930.00	\$ 7,966,930.00	\$ -	0.0%
Other taxes	152,000.00	23,213.45	(128,786.55)	-84.7%
Permits and fees	438,000.00	92,176.40	(345,823.60)	-79.0%
Intergovernmental	186,793.00	37,073.97	(149,719.03)	-80.2%
Other revenues	142,215.00	16,419.11	(125,795.89)	-88.5%
Other financing sources	-	-	-	
<i>Total revenues and other financing sources</i>	<u>8,885,938.00</u>	<u>8,135,812.93</u>	<u>(750,125.07)</u>	-8.4%
Emergency management	301,821.00	40,781.66	261,039.34	86.5%
District attorney's office	380,250.00	42,529.80	337,720.20	88.8%
Superior court	3,000.00	-	3,000.00	100.0%
Commissioners' office	458,717.00	60,890.63	397,826.37	86.7%
Treasurer's office	320,674.00	42,185.56	278,488.44	86.8%
Technical services	639,218.00	243,864.19	395,353.81	61.8%
Facilities	394,690.00	24,147.01	370,542.99	93.9%
Registry of deeds	273,357.00	34,632.87	238,724.13	87.3%
Registry of probate	318,194.00	43,432.46	274,761.54	86.4%
Sheriff's office	3,362,501.00	409,788.17	2,952,712.83	87.8%
Civil process	-	-	-	
Communications	1,502,381.00	187,524.88	1,314,856.12	87.5%
County-wide	750,435.00	262,040.01	488,394.99	65.1%
Other financing uses	150,700.00	150,700.00	-	0.0%
<i>Total expenditures and other financing uses</i>	<u>8,855,938.00</u>	<u>1,542,517.24</u>	<u>7,313,420.76</u>	82.6%
<i>Net change in fund balance</i>	<u>\$ 30,000.00</u>	<u>\$ 6,593,295.69</u>	<u>\$ 6,563,295.69</u>	21877.7%
Franklin County Jail Fund				
Property taxes	\$ 3,346,418.00	\$ 3,346,418.00	\$ -	0.0%
Intergovernmental	740,000.00	-	(740,000.00)	-100.0%
Other revenues	-	687.00	687.00	
Other financing sources	-	-	-	
<i>Total revenues and other financing sources</i>	<u>4,086,418.00</u>	<u>3,347,105.00</u>	<u>(739,313.00)</u>	-18.1%
County jail	4,001,418.00	546,818.32	3,454,599.68	86.3%
Other financing uses	85,000.00	85,000.00	-	0.0%
<i>Total expenditures and other financing uses</i>	<u>4,086,418.00</u>	<u>631,818.32</u>	<u>3,454,599.68</u>	84.5%
<i>Net change in fund balance</i>	<u>\$ -</u>	<u>\$ 2,715,286.68</u>	<u>\$ 2,715,286.68</u>	

Franklin County and Franklin County Unorganized Territory
Summary Budget-to-Actuals
FY2027 through August 31, 2026

% of Year
Remaining
83.3%

	Budget	Actual	Pos (Neg) Variance	% Variance
Franklin County Unorganized Territory				
Property taxes	\$ 2,577,768.00	\$ 644,442.00	\$ (1,933,326.00)	-75.0%
Other taxes	250,000.00	88,463.60	(161,536.40)	-64.6%
Intergovernmental	74,970.00	-	(74,970.00)	-100.0%
Other revenues	20,500.00	4,843.05	(15,656.95)	-76.4%
Other financing sources	-	-	-	
<i>Total revenues and other financing sources</i>	<u>2,923,238.00</u>	<u>737,748.65</u>	<u>(2,185,489.35)</u>	-74.8%
Roads and bridges	480,000.00	107,969.03	372,030.97	77.5%
Snow removal	787,212.00	-	787,212.00	100.0%
Solid waste	275,126.00	68,781.43	206,344.57	75.0%
Fire protection and public safety	623,580.00	100,941.95	522,638.05	83.8%
Community support and recreation	50,978.00	5,927.95	45,050.05	88.4%
Other services	9,500.00	4,972.50	4,527.50	47.7%
Capital outlay and contingency	-	-	-	
Administration	139,202.00	12,170.20	127,031.80	91.3%
Other financing uses	-	-	-	
<i>Total expenditures and other financing uses</i>	<u>2,365,598.00</u>	<u>300,763.06</u>	<u>2,064,834.94</u>	87.3%
<i>Net change in fund balance</i>	<u>\$ 557,640.00</u>	<u>\$ 436,985.59</u>	<u>\$ (120,654.41)</u>	-21.6%

Franklin County and Unorganized Territory
Reserves Activity Report
FY2027 through August 31, 2026

	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers In (Out)</u>	<u>Ending Balance</u>
70 Benefits	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
71 Facilities	170,048.78	-	(743.26)	10,000.00	179,305.52
72 Deeds Pres	218,899.29	6,884.80	-	-	225,784.09
73 Deeds Micro	1,175.00	-	-	-	1,175.00
74 Perambulate	10,261.00	-	-	-	10,261.00
75 Contingency	100,000.00	-	-	-	100,000.00
76 DA Capital	509.87	-	-	-	509.87
77 Probate Pres	47,213.39	710.80	-	-	47,924.19
78 EMA Capital	57,039.00	-	-	20,700.00	77,739.00
79 EMA In-Kind	7,481.27	-	(248.17)	-	7,233.10
80 SO Vehicle	280,912.96	2,601.73	-	-	283,514.69
81 Parking Lot	60,000.00	-	-	-	60,000.00
82 IT Capital	137,677.88	-	-	50,000.00	187,677.88
83 SO Capital	187,090.27	-	-	75,000.00	262,090.27
84 Unemployment	26,870.77	-	-	-	26,870.77
85 Dispatch Radio	374.18	-	-	-	374.18
86 Dispatch Equip	51,239.30	-	-	5,000.00	56,239.30
87 I Am Responding	3,017.00	-	-	-	3,017.00
88 Jail Capital	13,046.06	-	(8,045.00)	85,000.00	90,001.06
91 Clerical	1,437.70	-	-	-	1,437.70
92 Prob Equip	3,627.04	-	-	-	3,627.04
COUNTY RESERVES	\$ 1,417,920.76	\$ 10,197.33	\$ (9,036.43)	\$ 245,700.00	\$ 1,664,781.66
Paving	\$ 250,000.00	\$ -	\$ -	\$ 100,000.00	\$ 350,000.00
Vehicle	26,625.88	-	-	20,000.00	46,625.88
E-911	99,690.00	-	-	17,640.00	117,330.00
Roads and Bridges	520,055.17	-	-	400,000.00	920,055.17
Communications	15,500.00	-	-	20,000.00	35,500.00
Contingency	25,000.00	-	-	-	25,000.00
UT RESERVES	\$ 936,871.05	\$ -	\$ -	\$ 557,640.00	\$ 1,494,511.05



FRANKLIN COUNTY Commissioners' Monthly Financial Review Sign-Off

August 2026

The County Commissioners have reviewed and accepted the following monthly financial reports.

- Cash and CDARS Balances Report
- Bank Reconciliations
 - County General Fund Checking – ASB **4875 and **4904
 - County General Fund Payroll – BSB **3766
 - ARPA Fund – FSB **7016 & **7024
 - Deeds Surcharge – ASB **4752 & **4816
 - Probate Surcharge – ASB **4787 & **4840
 - UT General Fund Checking – ABS **3321 & **3356
 - UT TIF – ASB **6839 & **6898
 - UT TIF CDARS - IntraFi
- Summary Budget-to-Actual Reports
 - General Fund
 - Jail Fund
 - Unorganized Territory
- Reserves Activity Report

District 1	Tom Saviello	_____
District 2	Fen Fowler	_____
District 3	Tom Skolfield	_____
District 4	Bob Carlton	_____
District 5	Jeff Gilbert	_____
Treasurer	Pam Prodan	_____

Re: Carlson stipend repayment

From Karen Rea <karen.rea@franklincountymaine.gov>
 Date Tue 9/15/2026 8:26 AM
 To Marc Roy <marc@bluestarcpa.com>
 Cc Shawn O'Leary <Shawn.OLeary@FranklinCountyMaine.gov>

Marc,

Total withheld according to payroll is \$2609.70. The amount withheld on 7/23/26 was 837.11. I will withhold the \$10 in this paycheck.

Carlton, Robert - 1427 - XXX-XX-XXXX -						ME	ME	461.54	Bi-Weekly
03 Salary	0.00	0.00	461.54	0.00	7,846.18	5T MEPERS 65 Plan	32.54	553.18	
40 Stipend	0.00	0.00	0.00	0.00	300.00	NR Repayment	381.21	1,609.70	
41 Health Stiper	0.00	0.00	516.85	0.00	1,033.70	Z1 DD Checking	455.90	6,194.83	
RSER MEPERS	0.00	0.00	47.08	0.00	800.36				
Check Totals:		0.00	978.39	0.00	9,179.88		869.65	8,357.71	

Karen Rea

Bookkeeper

Phone: (207) 860-4256

Office : (207) 778-6614

Email: karen.rea@franklincountymaine.gov



Karen Rea

Bookkeeper

Franklin County Maine

120 County Way, Suite 4, Farmington, Maine 04938

[www.franklincountymaine.gov] [Franklin County Maine](http://www.franklincountymaine.gov)

W: (207) 778-6614 M: (207) 860-4256

karen.rea@franklincountymaine.gov

MEMORANDUM

TO: County Administrator / County Commissioners
FROM: Shawn O'Leary, Director of Human Resources
DATE: September 29, 2026
RE: Job Description and Performance Evaluation Development Process

Purpose

In response to recommendations in the Cultural Assessment Final Report, I have been reviewing and updating Franklin County job descriptions and developing performance evaluations based directly on those descriptions. The goal is to ensure that job descriptions reflect the work actually performed, address applicable employment requirements, and provide clear, job-related standards for evaluating employee performance.

Process

1. **Review Current Job Description.** Reviewed the prior approved job description for accuracy, grammar, clarity, actual duties, and relevant State of Maine and federal employment requirements, including FLSA considerations. ChatGPT is used as an assistive research and drafting tool to identify potential revisions for further review.
2. **Department and Employee Review.** The revised draft is provided to the Department Director for additions, deletions, corrections, and confirmation that it reflects the actual position. Directors are encouraged to obtain input from the employee(s) performing the work.
3. **HR Final Review.** Reviewed feedback and incorporates appropriate changes into the final proposed job description, including applicable collective bargaining, licensing, certification, supervisory, and statutory requirements.
4. **Develop Performance Evaluation.** The finalized job description was then used to develop a two- to three-page performance evaluation based on the position's essential duties, responsibilities, competencies, leadership expectations, and other job-related standards.

Best Practice and Legal Rationale

This process reflects sound HR practice by ensuring job descriptions accurately reflect actual duties and that performance evaluations are directly tied to those responsibilities. This provides clear expectations, consistency, fairness, and accountability.

Accurate job descriptions also support compliance with FLSA, Maine wage-and-hour requirements, and the ADA by documenting actual duties, classification considerations, and essential job functions. Job-related performance standards further support fair and defensible personnel decisions.

Use of ChatGPT

ChatGPT is **used only as assistive research**, drafting, and editing tool. It does not make County policy or legal determinations and does not replace Human Resources, department leadership, collective bargaining obligations, legal counsel, or the County's approval process. All proposed language is reviewed and validated by County personnel before adoption.

Conclusion

This process provides Franklin County with a consistent method for implementing the Cultural Assessment recommendation: maintaining current, legally informed job descriptions and using those descriptions as the foundation for position-specific performance evaluations. The result is a clearer connection between assigned duties, employee expectations, and performance accountability.

FRANKLIN COUNTY

POSITION DESCRIPTION

Position Title	Cook	Department	Corrections / Detention Center
Reports To	Food Services Supervisor	FLSA Status	Non-Exempt
Position Type	Essential Employee	Revision Date	September 2026

GENERAL SUMMARY

Under the supervision of the Food Services Supervisor, the Cook prepares, portions, and serves meals for the Franklin County Detention Center in accordance with approved menus, standardized recipes, authorized special-diet orders, food-safety requirements, and facility security procedures. The Cook maintains sanitary food-service areas, monitors food and equipment temperatures, assists with inventory and records, and supports the safe and orderly operation of the jail kitchen. This position is designated as essential and may be required to report during County closings, emergencies, and other operational needs.

ESSENTIAL JOB FUNCTIONS

- Prepare and cook meats, vegetables, salads, sandwiches, eggs, breads, baked goods, and other menu items in quantities appropriate for the facility population and approved service needs.
- Follow approved menus, standardized recipes, portion-control requirements, and authorized substitutions. Document menu substitutions as required.
- Prepare and accurately distribute therapeutic, medical, allergy-related, religious, and other authorized special diets in accordance with written orders, approved menus, and facility procedures. Immediately report questions or discrepancies to the Food Services Supervisor or other designated staff.
- Follow applicable Maine Department of Corrections standards, Maine food-safety requirements, County policies, and Detention Center procedures governing food preparation, service, storage, sanitation, and security.
- Monitor and document food, refrigerator, freezer, storage, warewashing, and other required temperatures. Take or report corrective action when temperatures or conditions are outside established requirements.
- Maintain required meal-service and food-safety records, including menus, portion information, meal counts, special diets, substitutions, temperatures, and other logs assigned by the Food Services Supervisor.
- Prepare and retain meal samples (ghost trays) when required by applicable detention-facility standards and facility procedure.
- Clean and sanitize food-contact surfaces, equipment, utensils, storage areas, floors, and work areas using approved methods and chemicals; maintain the kitchen in a clean, dry, orderly, and safe condition.
- Operate food-service equipment, including ovens, ranges, mixers, slicers, scales, refrigerators, freezers, and dishwashing equipment, in accordance with training, manufacturer instructions, and safety procedures. Report unsafe or malfunctioning equipment promptly.
- Follow safe food-handling practices, including hand hygiene, prevention of cross-contamination, appropriate use of gloves and utensils, safe cooling/reheating/holding practices, and proper storage and labeling.
- Follow facility procedures for the control, inventory, issuance, and secure storage of knives, tools, utensils, chemicals, equipment, food products, and other items that could create a safety or security risk in a correctional environment.
- Receive, inspect, rotate, store, and inventory food and supplies; assist with ordering within assigned authority and report shortages, damaged goods, or unsafe products.
- Coordinate professionally with corrections, health-care, administrative, and food-service staff concerning meal counts, special diets, schedule changes, security restrictions, and other operational needs.
- Assist with food preparation for approved County functions when assigned.

- Follow workplace safety requirements, including appropriate personal protective equipment, safe lifting, chemical handling, slip/fall prevention, burn and cut prevention, and reporting of injuries or hazards.
- Perform other related duties consistent with the position and operational needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of commercial food preparation, sanitation, hygiene, portion control, and safe food-handling practices.
- Ability to prepare large quantities of food consistently and follow written menus, recipes, diet instructions, and production schedules.
- Ability to recognize and prevent food-safety hazards, cross-contamination, allergen exposure, and unsafe temperature conditions.
- Ability to maintain accurate logs and basic inventory records and perform routine measurements and calculations.
- Ability to operate commercial kitchen equipment safely after training.
- Ability to work effectively in a secure correctional environment, follow security directives, maintain appropriate boundaries, and avoid introducing or permitting contraband.
- Ability to communicate professionally, follow oral and written instructions, work cooperatively with others, and remain dependable during time-sensitive meal operations.
- Ability to maintain confidentiality regarding inmate information and facility operations as required by law and County policy.
- Ability to wear required washable uniforms, slip-resistant footwear, and other personal protective equipment.

EDUCATION, EXPERIENCE, AND TRAINING

- High school diploma or equivalent preferred. Relevant commercial, institutional, correctional, health-care, school, or large-volume food-service experience is desirable. An equivalent combination of education, training, and experience may be considered.
- Food-safety training appropriate to assigned duties is required. ServSafe or another recognized food-protection credential is preferred unless a specific credential is required by the facility license, assigned responsibility, or applicable regulation.
- Must complete County and Detention Center orientation and all required safety, sanitation, security, emergency, and other job-related training.
- Must successfully complete background screening and any other pre-employment requirements applicable to employees working in a secure correctional facility.

MCJA / CORRECTIONAL TRAINING

This civilian food-service position does not, solely by virtue of the Cook assignment, require certification as a Maine corrections officer through the Maine Criminal Justice Academy (MCJA). If the employee is separately assigned duties that legally require MCJA certification or another credential, the employee must obtain and maintain the applicable certification before performing those duties. The employee must complete facility-specific security and correctional-environment training required by Franklin County and the Detention Center.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in a secure institutional kitchen. The employee is regularly exposed to hot surfaces and liquids, sharp utensils, commercial equipment, cleaning and sanitizing chemicals, wet or slippery floors, temperature changes, noise, and the operational and security conditions of a correctional facility. The position requires prolonged standing and walking; frequent reaching, bending, grasping, handling, and repetitive hand use; and the ability to move food, supplies, cookware, and equipment. The employee may be required to lift, carry, push, or pull items weighing up to approximately 50 pounds, with assistance or mechanical aids when appropriate. The employee must be able to perform the essential functions of the position with or without reasonable accommodation in accordance with the Americans with Disabilities Act and the Maine Human Rights Act.

WORK SCHEDULE

The Detention Center operates continuously. Work schedules may include early mornings, evenings, weekends, holidays, overtime, call-ins, and schedule changes based on operational needs. As an essential employee, the Cook may be required to report to work during County closings or emergencies, subject to applicable County policy and collective bargaining agreement provisions, if any.

LEGAL / REGULATORY COMPLIANCE

The Cook is expected to perform assigned duties in accordance with applicable federal and Maine law; Maine Department of Corrections standards for county and municipal detention facilities; applicable Maine food-safety and health requirements; workplace safety requirements; County policies; Detention Center procedures; and lawful supervisory direction. Requirements may be updated as laws, regulations, standards, licensing requirements, or facility procedures change.

DISCLAIMER

This job description describes the general nature and level of work performed and is not an exhaustive list of all duties. Duties may be modified or additional related duties assigned consistent with operational needs, applicable law, County policy, and any applicable collective bargaining agreement. This job description does not constitute an employment contract.

COMMISSIONER APPROVAL

	Date
	Date
	Date
	Date

FRANKLIN COUNTY GOVERNMENT

JAIL COOK PERFORMANCE EVALUATION

Employee Name:		Evaluation Period:	
Evaluator:		Date:	

**Rating Scale: 5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Needs Improvement
1 = Unsatisfactory N/A = Not Applicable**

Performance Factor	Rating
1. Meal Preparation & Production Prepares and cooks meals in appropriate quantities using approved menus, standardized recipes, portion controls, authorized substitutions, and established production schedules. Comments / Examples:	
2. Special Diets & Meal Accuracy Accurately prepares and distributes authorized therapeutic, medical, allergy-related, religious, and other special diets; promptly reports questions or discrepancies. Comments / Examples:	
3. Food Safety, Sanitation & Hygiene Consistently follows safe food-handling, sanitation, hygiene, cross-contamination prevention, cooling/reheating/holding, storage, labeling, and cleaning requirements. Comments / Examples:	
4. Temperature Monitoring & Required Records Accurately monitors and documents food, refrigeration, freezer, ware washing, storage, meal counts, substitutions, special diets, ghost trays, and other required food-service records. Comments / Examples:	
5. Correctional Security & Tool / Contraband Control Follows Detention Center security procedures for knives, tools, utensils, chemicals, equipment, food products, and other controlled items; maintains appropriate boundaries and promptly reports security concerns. Comments / Examples:	
6. Kitchen Safety & Equipment Operation Operates commercial food-service equipment safely; uses required PPE and safe lifting, chemical handling, slip/fall, burn, and cut-prevention practices; promptly reports hazards or malfunctioning equipment. Comments / Examples:	
7. Inventory, Receiving & Resource Stewardship Receives, inspects, rotates, stores, and inventories food and supplies appropriately; reports shortages or unsafe products and uses County food, supplies, and equipment responsibly. Comments / Examples:	

9. Job Knowledge, Training & Regulatory Compliance

Demonstrates knowledge of commercial food service and complies with Maine Department of Corrections standards, applicable food-safety requirements, County policies, Detention Center procedures, and required job-related training.

Comments / Examples:

10. Dependability, Essential-Employee Responsibilities & Performance

Reports reliably and punctually, maintains effective performance during time-sensitive meal operations, and fulfills essential-employee scheduling and emergency-reporting responsibilities as required.

Comments / Examples:

11. Teamwork & Collaboration

Works cooperatively with food-service staff, corrections personnel, health-care staff, County departments, and other authorized personnel; shares information appropriately, supports team goals, and assists others when needed.

Comments / Examples:

12. Working Relationships & Respect

Treats coworkers, inmates, supervisors, County employees, vendors, and others with professionalism, respect, fairness, and courtesy; maintains appropriate correctional boundaries and contributes to a productive workplace.

Comments / Examples:

13. County Mission, Values & Public Service

Demonstrates integrity, accountability, professionalism, responsible stewardship of County resources, confidentiality, and commitment to safe, dependable public service and Franklin County operations.

Comments / Examples:

OVERALL RATING: _____ / 5

Key Strengths / Accomplishments

Areas for Improvement / Development

Goals for Next Evaluation Period

Employee Comments

Performance Improvement Plan Required: ☐ Yes ☐ No

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Employee signature acknowledges receipt of the evaluation and does not necessarily indicate agreement with the evaluation.

FRANKLIN COUNTY

POSITION DESCRIPTION

Position Title	Jail Administrator (Major)	Department	Detention Center
Reports To	Sheriff and Chief Deputy	FLSA Status	Exempt - Executive/Administrative
Original Date	February 2015	Revised	September 2026

GENERAL SUMMARY

The Jail Administrator is the senior administrative and operational manager of the Franklin County Detention Center. Under the direction of the Sheriff and Chief Deputy, the Administrator plans, directs, coordinates, and evaluates the day-to-day operation of the facility, including safety and security, inmate care and custody, classification, staffing, personnel administration, training, budgeting, records, regulatory compliance, and quality assurance. The Administrator develops and maintains facility policies and procedures authorized by the Sheriff and ensures operations comply with applicable federal and Maine law, Maine Department of Corrections detention and correctional standards, Maine Criminal Justice Academy requirements, collective bargaining agreements, and County policies.

ESSENTIAL JOB FUNCTIONS

- Provides overall leadership, management, and supervision of Detention Center operations, command staff, supervisors, corrections officers, support staff, volunteers, contractors, and other authorized persons working in the facility.
- Develops, implements, maintains, and annually reviews written policies and procedures governing all aspects of facility administration and operations; recommends revisions when laws, standards, operational needs, or best practices change and obtains required authorization from the Sheriff.
- Ensures continuing compliance with Maine Department of Corrections Detention and Correctional Standards for Maine Counties and Municipalities and coordinates inspections, corrective-action plans, documentation, and other compliance activities.
- Manages the Detention Center budget, including preparation, submission, monitoring, expenditure control, purchasing, contracts, and financial reporting in accordance with County requirements.
- Plans staffing and scheduling to maintain safe and lawful facility operations; monitors vacancies, overtime, leave usage, minimum staffing needs, and operational coverage.
- Works with Human Resources and command staff on recruitment, selection, onboarding, performance management, employee relations, investigations, discipline, and other personnel matters in accordance with applicable law, County policy, and collective bargaining agreements.
- Ensures corrections officers satisfy applicable Maine Criminal Justice Academy entrance, basic training, certification, field training, and annual mandatory in-service requirements; maintains or ensures maintenance of accurate training records.
- Oversees inmate admission, release, classification, housing, counts, supervision, movement, discipline, programs, grievances, records, and other custody functions consistent with law and facility policy.
- Oversees systems for inmate health, behavioral health, suicide prevention, medication and medical services, disability access, food service, sanitation, communicable-disease controls, and emergency response in coordination with qualified providers and applicable standards.
- Reviews significant incidents, uses of force, injuries, emergencies, escapes or attempted escapes, deaths, PREA-related matters, security breaches, and other critical events; ensures required notifications, investigations, documentation, and corrective action.
- Immediately communicates significant events or information affecting safety, security, legal compliance, or orderly facility operation to the Sheriff and Chief Deputy.
- Coordinates internal administrative investigations as assigned and assists law enforcement personnel with criminal investigations arising within the facility, while maintaining appropriate separation of administrative and criminal investigative functions.

- Establishes performance measures and quality-assurance processes; analyzes operational data, trends, grievances, incidents, staffing, overtime, population levels, and other indicators and recommends improvements.
- Monitors jail population and rated capacity; coordinates with courts, prosecutors, defense counsel, law enforcement, corrections partners, and other criminal justice stakeholders as appropriate to address population and operational concerns.
- Maintains positive professional relationships with municipal, county, state, and federal agencies, community partners, service providers, and the public; represents the Sheriff's Office at meetings as assigned.
- Ensures employees, volunteers, contractors, and other authorized persons receive appropriate orientation, training, supervision, and information regarding facility rules, confidentiality, safety, and security.
- Prepares and reviews administrative reports, correspondence, policies, statistical reports, budget materials, and other records; ensures records are maintained and released in accordance with applicable law and County policy.
- Maintains professional knowledge through continuing education, professional associations, legal and regulatory updates, and developments in corrections and jail administration.
- Performs other related duties consistent with the responsibilities and level of the position as assigned by the Sheriff or Chief Deputy.

SUPERVISORY RESPONSIBILITY

Exercises senior-level supervisory and management responsibility for Detention Center personnel through the established chain of command. Responsibilities include assigning and directing work; establishing expectations; coaching and developing staff; evaluating performance; addressing conduct and performance concerns; reviewing grievances; recommending or administering corrective or disciplinary action within delegated authority; and supporting lawful, consistent, and equitable personnel practices.

MINIMUM QUALIFICATIONS

- High school diploma or recognized equivalent required. An associate or bachelor's degree in criminal justice, public administration, business administration, management, or a related field is preferred.
- Substantial progressively responsible corrections experience, including supervisory or command-level responsibility. Executive-level correctional management experience is strongly preferred.
- Current Maine Criminal Justice Academy corrections officer certification, or the ability to obtain or maintain the certification required for the duties actually performed in this position, is required. The incumbent must remain in good standing with all certification and mandatory in-service requirements applicable to the position.
- Demonstrated knowledge of jail administration, security, inmate supervision and classification, emergency operations, employee supervision, budgeting, policy development, investigations, records, and regulatory compliance.
- Valid driver's license and ability to meet County driving requirements when operation of a County vehicle is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal and Maine laws, constitutional requirements, Maine Department of Corrections jail standards, MCJA requirements, and accepted correctional practices.
- Ability to lead a 24-hour public-safety operation; make sound decisions under pressure; manage emergencies; and maintain confidentiality, professional judgment, and command presence.
- Ability to interpret and apply policies, collective bargaining agreements, laws, regulations, standards, and court orders consistently.
- Strong written and oral communication, conflict-resolution, organizational, analytical, budgeting, and personnel-management skills.
- Ability to use records-management, scheduling, payroll, email, and standard office software, including Microsoft Office or comparable applications.
- Ability to work effectively with employees, inmates, elected officials, courts, attorneys, law enforcement agencies, service providers, and members of the public.

WORKING CONDITIONS / PHYSICAL AND MENTAL DEMANDS

Work is performed primarily in a secure detention environment and administrative office setting. The position requires frequent walking and standing within the facility; sitting and computer work; speaking and hearing in person, by telephone, and by radio; visual observation; bending, reaching, and occasional lifting or carrying of work-related materials. The incumbent may be exposed to communicable diseases, bodily fluids, hazardous materials, loud noise, stressful situations, and potentially combative or assaultive individuals. The position requires the ability to respond effectively to emergencies and to perform the essential functions of the position, with or without reasonable accommodation. Physical or medical qualification standards will be applied only when job-related and consistent with business necessity.

WORK SCHEDULE / AVAILABILITY

The Detention Center operates 24 hours a day, 7 days a week. The Jail Administrator generally works an administrative schedule but must be available to respond to significant incidents, emergencies, staffing needs, and operational issues outside normal business hours, including nights, weekends, and holidays, as required.

REGULATORY AND TRAINING REQUIREMENTS

- Comply with all applicable Maine Criminal Justice Academy certification and mandatory in-service training requirements for corrections officers when those requirements apply to the incumbent's duties.
- Ensure facility training programs and records support compliance with MCJA requirements, Maine Department of Corrections standards, OSHA/Maine Department of Labor requirements, and other applicable mandates.
- Maintain familiarity with current Maine Department of Corrections detention and correctional standards and ensure the facility's policies and practices address all mandatory standards.
- Complete County-required supervisory, safety, harassment-prevention, emergency-management, cybersecurity, and other assigned training.

DISCLAIMER / REASONABLE ACCOMMODATION

This job description describes the general nature and level of work expected and is not intended to be an exhaustive list of every duty, responsibility, or qualification. Duties may be modified or assigned based on operational needs, applicable law, and County policy. This job description does not constitute an employment contract. Franklin County will provide reasonable accommodation to qualified applicants and employees with disabilities as required by the Americans with Disabilities Act, the Maine Human Rights Act, and other applicable law, unless doing so would impose an undue hardship or otherwise be inconsistent with law.

*FLSA classification should be confirmed by Human Resources based on the employee's actual duties and salary basis; a job title alone does not determine exempt status.

COMMISSIONER APPROVAL

	Date
	Date
	Date
	Date
	Date

FRANKLIN COUNTY GOVERNMENT

JAIL ADMINISTRATOR PERFORMANCE EVALUATION

Employee Name:		Evaluation Period:	
Evaluator:		Date:	
Department:	Detention Center	Position:	Jail Administrator (Major)

Rating Scale: 5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Needs Improvement 1 = Unsatisfactory N/A = Not Applicable

Performance Factor	Rating
1. Leadership & Facility Management Provides effective senior-level leadership and direction for Detention Center operations; establishes clear expectations, maintains accountability, and promotes safe, lawful, consistent operations. Comments / Examples	—
2. Safety, Security & Emergency Management Maintains effective facility security, inmate custody and control, staff safety, emergency preparedness, and appropriate response to significant incidents and critical events. Comments / Examples	—
3. Regulatory, Legal & Policy Compliance Ensures operations comply with applicable federal and Maine law, Maine Department of Corrections standards, MCJA requirements, County policies, collective bargaining agreements, and authorized facility procedures. Comments / Examples	—
4. Personnel Management & Staff Development Effectively manages staffing, scheduling, recruitment, onboarding, performance management, coaching, training, employee relations, investigations, discipline, and professional development through the chain of command. Comments / Examples	—
5. Inmate Care, Classification & Facility Operations Provides effective oversight of admission, release, classification, housing, counts, movement, discipline, grievances, programs, health services, behavioral health, suicide prevention, sanitation, and other custody functions. Comments / Examples	—
6. Budget, Staffing & Resource Management Prepares and manages the Detention Center budget; monitors expenditures, purchasing, contracts, staffing levels, vacancies, overtime, leave usage, and operational resources responsibly. Comments / Examples	—

7. Incident Review, Investigations & Quality Assurance

Reviews significant incidents, uses of force, injuries, emergencies, security concerns, PREA-related matters, and investigations; uses operational data and trends to identify and implement improvements.

Comments / Examples

8. Communication, Judgment & Accountability

Communicates significant matters promptly through the chain of command; demonstrates sound judgment, command presence, confidentiality, decisiveness, and accountability during difficult or high-pressure situations.

Comments / Examples

9. Training, Certification & Professional Knowledge

Ensures required employee training and records are maintained; remains current on corrections standards, legal and regulatory requirements, MCJA requirements, and professional practices relevant to jail administration.

Comments / Examples

10. External Relations & Public Service

Maintains professional working relationships with courts, law enforcement, attorneys, correctional partners, service providers, government agencies, community partners, elected officials, and the public.

Comments / Examples

11. Teamwork & Collaboration

Works cooperatively with command staff, supervisors, employees, Human Resources, County departments, and partner agencies; shares information appropriately, supports common goals, and promotes collaborative problem-solving.

Comments / Examples

12. Working Relationships & Respect

Treats employees, inmates, County officials, coworkers, partner agencies, service providers, and the public with professionalism, respect, fairness, consistency, and courtesy; promotes a positive workplace culture.

Comments / Examples

13. County Mission, Values & Public Service

Demonstrates integrity, accountability, professionalism, ethical leadership, responsible stewardship of County resources, and commitment to Franklin County's public-service mission and organizational values.

Comments / Examples

14. Executive Leadership & Strategic Direction

Provides organization-level leadership for the Detention Center; translates the Sheriff's priorities into clear operational objectives; anticipates emerging needs and risks; sets strategic direction; and aligns people, policies, and resources with long-term public safety and County goals.

Comments / Examples

15. Organizational Culture, Leadership Development & Succession

Builds a professional, accountable, and service-oriented culture; develops supervisors and future leaders; delegates appropriately; supports succession planning; reinforces consistent leadership expectations; and addresses organizational issues constructively and promptly.

Comments / Examples _____

16. Executive Decision-Making, Change Management & Continuous Improvement

Uses sound executive judgment and available data to make timely decisions; evaluates operational and organizational impacts; leads change effectively; communicates the reasons for significant changes; and promotes continuous improvement, innovation, and organizational learning.

Comments / Examples _____

OVERALL RATING: _____ / 5

Key Strengths / Accomplishments

Areas for Improvement / Development

Goals for Next Evaluation Period

Employee Comments

Performance Improvement Plan Required: ☐ Yes ☐ No

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Employee signature acknowledges receipt of the evaluation and does not necessarily indicate agreement with the evaluation.

FRANKLIN COUNTY

POSITION DESCRIPTION

Position Title: ECS Team Leader	Department: Communications
Position Type: Full-Time	FLSA Status: Non-Exempt
Reports To: Communications Supervisor	Effective Date: September 2026
Work Location: Franklin County Regional Communications Center	Schedule: 24/7 Public Safety Operations

JOB SUMMARY

The Emergency Communication Specialist (ECS) Team Leader is a working lead position that reports to the Communications Supervisor and provides operational leadership and support to communications personnel assigned to the shift. The Team Leader performs all duties of an ECS while helping coordinate daily workflow, staffing coverage, call-processing quality, training, and adherence to established policies, procedures, protocols, and applicable legal requirements. The Team Leader serves as a resource to communication personnel and promptly elevates significant operational, personnel, safety, or service concerns through the established chain of command.

ESSENTIAL JOB FUNCTIONS

- Performs the full range of emergency and non-emergency call-taking and public safety dispatch duties when needed to maintain safe and effective staffing and service delivery.
- Provides shift-level leadership and operational support to all ECS, including prioritizing workflow, answering procedural questions, coordinating resources, and helping ensure continuity of operations.
- Assists the Communications Supervisor with scheduling and shift coverage resulting from leave, training, vacancies, special details, emergencies, and other operational needs.
- Assists with quality assurance and quality improvement reviews of 9-1-1, emergency medical dispatch, emergency fire dispatch, radio, and CAD activity as assigned and within the employee's training and authorization.
- Assists with call and recording requests and ensures requests are handled in accordance with County policy, applicable confidentiality requirements, records-retention requirements, and Maine law.
- Responds to authorized requests for information related to criminal investigations, motor vehicle records, wanted or missing persons, and other public safety information in accordance with applicable METRO/NCIC/NLETS/CJIS requirements and agency policy.
- Provides accurate and timely information to local, county, state, federal, fire, EMS, law enforcement, emergency management, and other authorized partner agencies.
- Participates in employee training, coaching, mentoring, and orientation activities and may assist Communications Training Officers or supervisors with documented training objectives and remedial training plans.
- Provides objective performance feedback to the Communications Supervisor for employee evaluations, training assessments, and performance improvement as requested.
- Promotes professional, respectful, and service-oriented communication with coworkers, responders, partner agencies, and members of the public.
- Monitors shift operations for compliance with established policies, procedures, emergency communications protocols, and safety practices; promptly reports significant deviations or concerns to the Communications Supervisor or Communications Director.

- Immediately reports significant incidents, service disruptions, equipment failures, responder-safety concerns, complaints, or other events requiring management notification in accordance with policy and the chain of command.
- Assists with maintaining operational readiness of CAD, radio, telephone, recording, NG9-1-1, mapping, and related communications systems by promptly reporting malfunctions and following established contingency procedures.
- Attends staff training, and operational meetings as required and communicates relevant information to assigned personnel.
- Protects confidential, criminal justice, medical, personnel, and other sensitive information and accesses restricted systems only for authorized official purposes.
- Performs other related duties consistent with the position as assigned.

LEADERSHIP / SUPERVISORY RESPONSIBILITY

This position is a working lead assignment and provides day-to-day operational direction to communications personnel on the assigned shift. Unless specifically delegated by the Communications Supervisor or Communications Director, the Team Leader does not independently exercise final authority to hire, terminate, suspend, or impose formal discipline. The Team Leader is expected to document and promptly communicate performance, conduct, safety, and operational concerns through the chain of command.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced working knowledge of public safety communications, emergency and non-emergency call processing, radio operations, CAD, mapping, and related communications systems.
- Ability to exercise sound judgment, prioritize competing demands, and make timely decisions in high-stress and rapidly changing situations.
- Ability to lead by example, provide constructive feedback, resolve routine operational issues, and communicate concerns appropriately through the chain of command.
- Excellent verbal and written communication, interpersonal, customer-service, organizational, and problem-solving skills.
- Ability to maintain confidentiality and comply with applicable CJIS, METRO/NCIC/NLETS, County, and departmental security requirements.
- Ability to work effectively with law enforcement, fire, EMS, emergency management, municipal officials, partner agencies, coworkers, and the public.
- Ability to work rotating or assigned shifts, including nights, weekends, holidays, overtime, and emergency call-back when required.

EDUCATION AND EXPERIENCE

- High school diploma, GED, or equivalent required.
- Minimum of two years of progressively responsible public safety dispatching experience required; comparable experience may be considered when consistent with County requirements.
- Demonstrated leadership, training, mentoring, quality assurance, or senior-dispatch experience preferred.

CERTIFICATIONS AND TRAINING

- Must possess and maintain all certifications, licenses, security clearances, and continuing education required for the dispatch functions performed and as required by Maine law, the Maine Emergency Services Communication Bureau, Maine EMS, applicable criminal justice information systems, and Franklin County policy.
- For full-time Emergency Communication Specialist duties, must satisfy the Maine Emergency Services Communication Bureau's Basic Public Safety Dispatcher Training / Emergency Telecommunicator

requirements within the applicable statutory or regulatory time period, including any authorized extension or waiver.

- When performing emergency medical dispatch services, must hold and maintain a current Maine Emergency Medical Dispatcher license and perform EMD functions using a Maine EMS-approved Emergency Medical Dispatch Priority Reference System.
- Must maintain applicable EMD, EFD, CPR, ProQA, NG9-1-1/equipment, METRO/NCIC/NLETS, CJIS, Quality Assurance, and other certifications or authorizations required by assigned duties and County policy.
- Must successfully complete supervisory, leadership, quality assurance, and other training assigned by the Communications Director or Communications Supervisor.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is primarily performed in a 24-hour public safety communications center. The position requires prolonged periods of sitting; frequent keyboard, mouse, telephone, headset, and radio use; sustained visual attention to multiple computer displays; and the ability to receive, distinguish, and accurately process simultaneous voice and electronic communications. The employee may be exposed to highly stressful, traumatic, graphic, or emotionally distressing information and must maintain composure and effective performance during emergency operations. The position may require occasional standing, walking, bending, reaching, and lifting or moving office or communications equipment and supplies up to approximately 25 pounds.

Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with the Americans with Disabilities Act, the Maine Human Rights Act, and other applicable law.

EMPLOYMENT / COMPLIANCE

This position is classified as non-exempt and is subject to applicable federal and Maine wage-and-hour requirements and any applicable collective bargaining agreement. Employment is subject to County policies, departmental procedures, applicable background and security requirements, and maintenance of required credentials. Nothing in this job description creates a contract of employment or alters rights or obligations established by law, County policy, or an applicable collective bargaining agreement.

ACKNOWLEDGMENT

The statements above describe the general nature and level of work performed and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified or reassigned consistently with operational needs and applicable law.

COMMISSIONER APPROVAL

	Date
	Date
	Date
	Date
	Date

FRANKLIN COUNTY GOVERNMENT

DISPATCH TEAM LEADER PERFORMANCE EVALUATION

Employee Name:		Evaluation Period:	
Evaluator:		Date:	

Rating Scale: 5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations

2 = Needs Improvement 1 = Unsatisfactory N/A = Not Applicable

Performance Factor	Rating
1. Shift Leadership & Operational Coordination Provides effective shift-level leadership; prioritizes workflow, coordinates resources, answers procedural questions, supports continuity of operations, and leads by example within assigned authority. Comments / Examples	
2. Emergency & Non-Emergency Dispatch Performance Performs the full range of call-taking and dispatch duties accurately and effectively and provides operational coverage when needed to maintain safe, timely service delivery. Comments / Examples	
3. Judgment, Prioritization & Critical-Incident Response Exercises sound judgment, prioritize competing demands, remain composed, and make timely decisions during high-stress, rapidly changing, or significant incidents. Comments / Examples:	
4. Staffing & Shift Coverage Support Assists the Communications Supervisor with shift coverage for leave, training, vacancies, emergencies, special details, and other operational needs while supporting continuous 24/7 operations. Comments / Examples	
5. Quality Assurance & Service Improvement Assists with authorized QA/QI reviews of 9-1-1, EMD/EFD, radio, CAD, and related activity; identifies concerns and supports coaching, training, and service improvements. Comments / Examples:	
6. Training, Coaching & Mentoring Supports employee orientation, coaching, mentoring, and training; assists training officers or supervisors with documented objectives and remedial training plans and provides objective performance feedback. Comments / Examples:	
7. Policy, Protocol & Regulatory Compliance	

Promotes and monitors compliance with Center policies, procedures, emergency communications protocols, safety practices, confidentiality requirements, CJIS/METRO/NCIC/NLETS requirements, and applicable County requirements.

Comments / Examples:

8. Communications Systems & Operational Readiness

Maintains proficiency with CAD, radio, telephone, recording, NG9-1-1, mapping, and related systems; promptly reports malfunctions and follow established contingency procedures.

Comments / Examples:

9. Communication, Documentation & Chain of Command

Communicates clearly and professionally, maintains appropriate records and documentation, and promptly elevates significant operational, personnel, safety, service, or performance concerns through the chain of command.

Comments / Examples:

10. Confidentiality, Integrity & Professional Conduct

Protects confidential, criminal justice, medical, personnel, and other sensitive information; uses restricted systems only for authorized purposes and demonstrates integrity and dependable professional conduct.

Comments / Examples:

11. Teamwork & Collaboration

Works cooperatively with Dispatchers, supervisors, responders, County departments, and partner agencies; shares information appropriately, supports team goals, and contributes to effective problem-solving.

Comments / Examples:

12. Working Relationships & Respect

Treats coworkers, responders, partner agencies, officials, and members of the public with professionalism, respect, fairness, and courtesy and promotes a positive, service-oriented work environment.

Comments / Examples:

13. County Mission, Values & Public Service

Demonstrates accountability, professionalism, responsible stewardship, commitment to public safety, and dedication to Franklin County's mission, organizational values, and service to the community.

Comments / Examples:

OVERALL RATING: _____ / 5

Key Strengths / Accomplishments

Areas for Improvement / Development

Goals for Next Evaluation Period

Employee Comments

Performance Improvement Plan Required: ☐ Yes ☐ No

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Employee signature acknowledges receipt of the evaluation and does not necessarily indicate agreement with the evaluation.