

# TRAINING FILE











*Cuyahoga Metropolitan Housing Authority*



*Police Department*

This is to certify that

James Griffiths #89

Has Successfully Completed a Course of Training In  
Expandable Baton

August 16<sup>th</sup>, 2018

Date

**Andrés González**  
Chief of Police

A handwritten signature in black ink, appearing to read "John Smiddy".

Sgt John Smiddy #654

*Cuyahoga Metropolitan Housing Authority*



*Police Department*

This is to certify that

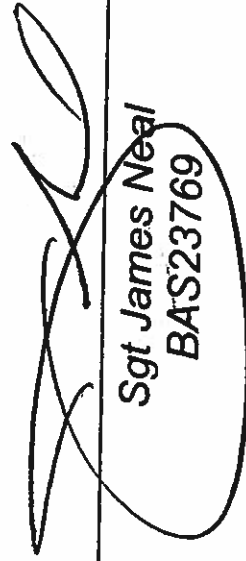
PO James Griffiths #89

Has Successfully Completed a Course of Training In  
Practical Application of Force/Firearms Qualification

August 13<sup>th</sup>, 2018

Date

**Andrés González**  
Chief of Police

  
Sgt James Neal  
BAS23769





# TASER Conducted Electrical Weapon

USER CERTIFICATE

**James Griffiths #89**

*This certifies that the above named individual ("the Student") has completed the training required and has passed a written examination in the use of the TASER X26/X26P Conducted Electrical Weapon. By accepting this User Certificate, the Student accepts the terms of the Training Materials License Agreement, incorporated herein by reference, and agrees to be bound by its terms as a Licensee of TASER International, Inc. This certification must be renewed annually.*

Instructor: \_\_\_\_\_ Date 08/16/2018

*[Signature]*  
Sgt John Smiddy #654













**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING

**TRAINING DOCUMENTATION**

PAGE <b>1 of 1</b>	SUBJECT <b>Emergency Vehicle Operations</b>	<b>31MAY18</b>
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NAME	BADGE #	SIGNATURE	DATE
✓ PO Griffiths	89	[Signature]	31-May-18
PO Ali	31	PO Salem Alw #31	31MAY18
PO LaRosa	40	[Signature] #40	31MAY18
PO Vidal	19	PO Vidal Enguerran	31 May 18
PO Sabeiha	16	[Signature]	31 May 18
PO Bradley	37	PO Bradley	31MAY18
PO Justus	35	[Signature]	
Det. Fields	61	[Signature] #61	31MAY18
Det. Williams	65	[Signature] #65	31MAY18
Sgt. Lastuka	648	[Signature]	31MAY18
PO Beichler	54	[Signature]	5-31-18
Lt. Harris	644		
PO Rucinski	5		
Sgt Troyer	664	[Signature]	5-31-18
Det Jaycox	33		
Det Wright	83	Det [Signature] #83	5-31-18
<del>Det Wright</del>	83	<del>Det [Signature]</del>	
Det Aum	29	[Signature]	5-31-18
PO McGilbra	11	[Signature]	31 May 18
PO Namy	4	[Signature]	5-31-18
DET. WILLIAMS	65	DET. [Signature]	5-31-18
PO mollehan	73	[Signature]	5-31-18
PO FATTAH	#1	[Signature]	5-31-18





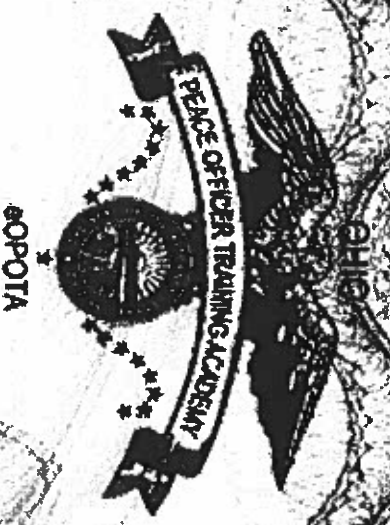
*This is to certify that*

*James Griffiths*

*has completed the Ohio Attorney General's online training course on*

***2017 Legal Update: Search and Seizure Law***

***Completed on: 10/7/2017 12:53:45 PM***





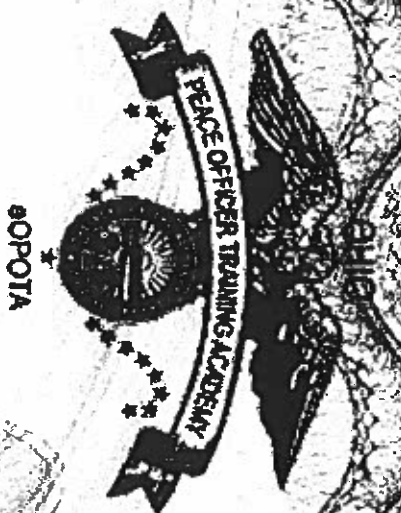


*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*  
***2017 Legal Update: Civil Liability for***  
***Officers***

*Completed on: 10/7/2017 12:07:55 PM*







**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING

**TRAINING DOCUMENTATION**

PAGE <b>1 of 1</b>	SUBJECT Individual First Aid Kit(IFAK) Training	<b>20SEP17</b>
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This will certify that the below Members have attended the four (4) hour block of instruction and have been issued their Individual First Aid Kit.

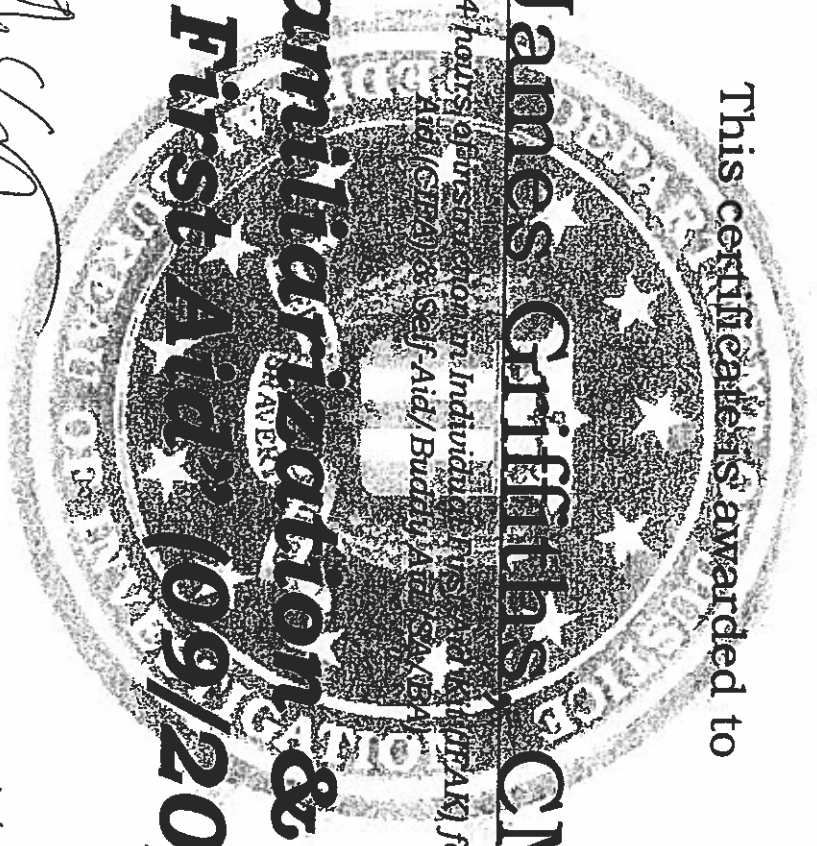
NAME	BADGE #	SIGNATURE	DATE
Sgt James Neal	668	<i>[Signature]</i>	20 Sep 17
Sgt Aaron Reaser	628	<i>[Signature]</i>	20 Sep 17
PO Cornell Grimes	56	<i>[Signature]</i>	20 SEP 17
PO James Griffiths	89	<i>[Signature]</i>	20 SEP 17
PO Thomas Hinkle	42	Thomas Hinkle	20 Sep 17
PO Jack Justus	93	<i>[Signature]</i>	
PO Alecia Nagy	4	-Reschedule PO Alecia Nagy #4	20 SEP 17
PO James Sanders	51	PO James Sanders #51	20 SEP 17
PO Stacey Wright	83	PO Stacey Wright #83	20 Sep 17

# CERTIFICATE OF COMPLETION

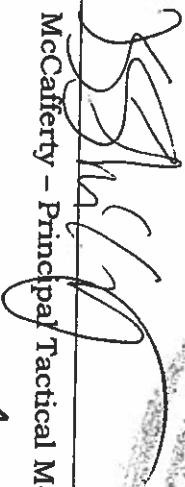
This certificate is awarded to

Officer James Griffiths CMHA PD

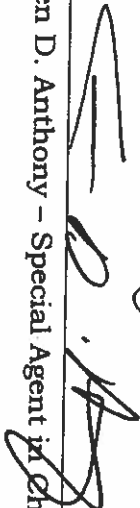
Who has satisfactorily completed 4 hours of training in Individual First Aid (IFA), IFAK, familiarization, Critical Injury First Aid (CIFA) & Self-Aid/ Buddy Aid (SABA).



**“IFAK Familiarization & Critical Injury First Aid” (09/20/2017)**

  
SA Kerry F. McCafferty - Principal Tactical Medical Instructor

11/01/2017  
Date

  
SAC Stephen D. Anthony - Special Agent in Charge

11/01/2017  
Date



**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE	SUBJECT	025MAY16
1 of 3	Use of Force-Firearms Qualification	

NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Haran Abdul-Ali</i>	13 JUN 16
Ali, Saleem	31	<i>Saleem Ali #31</i>	6-1-16
Allen, Ryan	9	<i>Ryan Allen</i>	5/2/16
Assaf, Jay	642	<i>Sgt Jay Assaf</i>	5-4-16
Beichler, Daren	54	<i>Daren Beichler</i>	6-1-16
Bradley, Sean	37	<i>PO Bradley #37</i>	01 JUN 16
Burgos, Jackelyn	634	<i>Jackelyn Burgos</i>	02 MAY 16
Cadell, Glen	53	<i>Glen Cadell #53</i>	1 June 16
Carabollo, Jose	40	<i>Jose Carabollo #40</i>	24 MAY 16
Carmargo, Antonio	55	<i>PO Antonio Carmargo #55</i>	12 MAY 16
Catalani, Louis	8	<i>PO Louis Catalani #8</i>	13 MAY 16
Chapman, William	14	<i>William Chapman #14</i>	14 JUN 16
Collins, Christopher	45	<i>Christopher Collins #45</i>	24 MAY 16
Crawford, Michael	29	<i>Michael Crawford</i>	24 MAY 16
Delk, Brandon	39	<i>Brandon Delk</i>	15 JUN 16
Drew, Gregory	638	<i>Sgt Gregory A. Drew #638</i>	01 JUN 16
Drew, Scott	646	<i>Scott Drew</i>	13 JUN
Field, Carolyn	61	<i>Carolyn Field #61</i>	14 JUN 16
Griffiths, James	89	<i>James Griffiths #89</i>	10 MAY 16
Grimes, Cornell	56	<i>Cornell Grimes #56</i>	10 MAY 16
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	07 MAY 16
Harris, James	644	<i>James Harris #644</i>	26 MAY 16
Hermensky, Paul	630	<i>Paul Hermensky</i>	14 JUN 16
Higginbotham, William	102	Retired	
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	23 MAY 16
Holdeman, Jeffrey	10	<i>Jeffrey Holdeman</i>	5-12-16



*Cuyahoga Metropolitan Housing Authority*

*Police Department*

This is to certify that

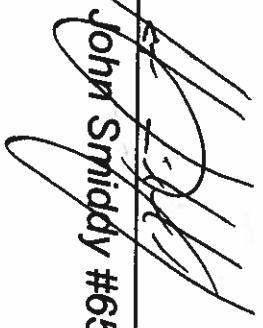
James Griffiths #89

Has Successfully Completed a Course of Training In  
Ethics/Bias Based Policing  
All Hazard Plan, Responding to Critical Incidents,  
Responding to an Active Shooter

April 19<sup>th</sup> and 22<sup>nd</sup>

Date

Sgt John Smiddy #654



**Andrés González**  
Chief of Police



*Cuyahoga Metropolitan Housing Authority*

*Police Department*

This is to certify that

James Griffiths #89

Has Successfully Completed a Course of Training In  
Practical Application of Force/Firearms Qualification

April 18th, 2017

Date

**Andrés González**  
Chief of Police

  
Sgt James Neal  
BAS23769



*Cuyahoga Metropolitan Housing Authority*

*Police Department*

This is to certify that  
James Griffiths #89




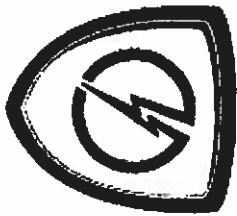
Has Successfully Completed CMHA PD In-Service Training on:  
Procedural Justice/Police legitimacy  
Trauma Informed Policing/PAR

April 19-20, 2017

Date

**Andrés González**  
Chief of Police

  
Sgt. Jaskelyn Burgos  
BAS24081



# TASER TRAINING ACADEMY

## TASER Conducted Electrical Weapon

USER CERTIFICATE

**James Griffiths #89**

*This certifies that the above named individual ("the Student") has completed the training required and has passed a written examination in the use of the TASER X26/X26P Conducted Electrical Weapon. By accepting this User Certificate, the Student accepts the terms of the Training Materials License Agreement, incorporated herein by reference, and agrees to be bound by its terms as a Licensee of TASER International, Inc. This certification must be renewed annually.*

Instructor: \_\_\_\_\_

  
Sgt. James Neal

Date 04/21/2017

















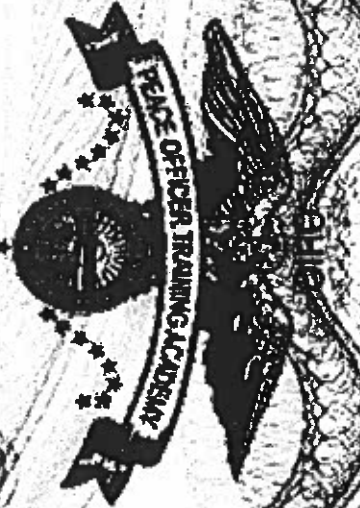
*This is to certify that*

**James Griffiths**

*has completed the Ohio Attorney General's online training course on*

**Missing Children Investigation**

*Completed on: 3/24/2017 1:37:17 PM*



OPOTA





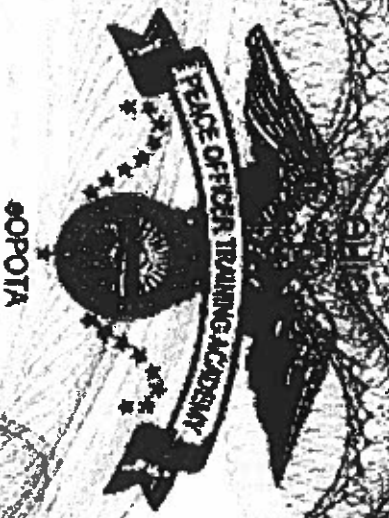
*This is to certify that*

**James Griffiths**

*has completed the Ohio Attorney General's online training course on*

**Human Trafficking 2016 Update**

*Completed on: 12/8/2016 7:43:35 PM*







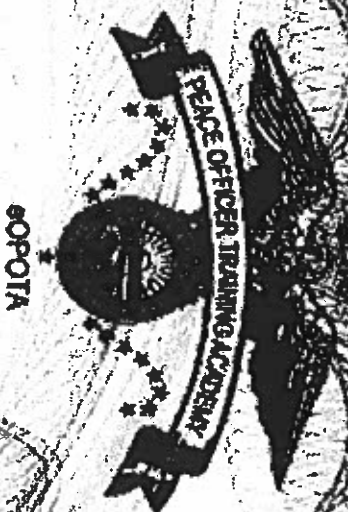
*This is to certify that*

*James Griffiths*

*has completed the Ohio Attorney General's online training course on*

*Companion Animal Encounters*

*Completed on: 12/8/2016 7:25:25 PM*







**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>CMHA In Service</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul-Ali</i>	20 OCT 16
Ali, Saleem	31	<i>Saleem Ali #31</i>	27 SEP 16
Allen, Ryan	9		
Assaf, Jay	642	<i>Sgt. Assaf #642</i>	27 SEP 16
Beichler, Daren	54	<i>Daren</i>	10-26-16
Bradley, Sean	37	<i>PO Bradley #37</i>	14 SEP 16
Burgos, Jackelyn	634	<i>Jackelyn</i>	28 SEP 16
Cadell, Glen	53	<i>Glen Cadell #53</i>	28 Sept 16
Carabollo, Jose	40	Resigned	
Carmargo, Antonio	55	<i>PO Antonio Carmargo #55</i>	08 SEP 16
Catalani, Louis	8	Resigned 8/2016	
Chapman, William	14	<i>Del. Chapman #14</i>	5 Oct 16
Collins, Christopher	45	<i>Christopher #45</i>	5 OCT 16
Crawford, Michael	29	<i>Michael Crawford #29</i>	23 Sep 16
Delk, Brandon	39	<i>Brandon #39</i>	14 SEP 16
Drew, Gregory	638	<i>Gregory #638</i>	05 OCT 16
Drew, Scott	646	<i>Scott #646</i>	9-19-16
Field, Carolyn	61	<i>Carolyn #61</i>	9 OCT 16
Griffiths, James	89	<i>James #89</i>	25 OCT 16
Grimes, Cornell	56	<i>PO Grimes #56</i>	28 SEP 16
Guinn, Melvin	624	<i>Melvin #624</i>	27 Sep 16
Harris, James	644	<i>LT Harris #644</i>	5 OCT 16
Hermensky, Paul	630	<i>Paul #630</i>	20 OCT 16
Higginbotham, William	102	Resigned	
Hinkle, Thomas	42	<i>Thomas #42</i>	26 Oct 16
Holdeman, Jeffrey	10	<i>Jeffrey #10</i>	08 SEP 16



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Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE	SUBJECT
1 of 3	Baton / OC

NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	Huran Abdul-Ali #60	4 OCT 16
Ali, Saleem	31		
Allen, Ryan	9	Ry Allen	9/22/16
Assaf, Jay	642	Jay Assaf #642	9-22-16
Beichler, Daren	54		
Bradley, Sean	37	PO Bradley #37	10/25/16
Burgos, Jackelyn	634	Jackelyn Burgos #634	19 OCT 16
Cadell, Glen	53		
Carabollo, Jose	40	Resigned	
Carmargo, Antonio	55	PO Antonio Camargo #55	07 SEP 16
Catalani, Louis	8	Resigned	
Chapman, William	14	William Chapman #14	25 OCT 16
Collins, Christopher	45	Christopher Collins #45	23 SEP 16
Crawford, Michael	29	Michael Crawford #29	22 SEP 16
Delk, Brandon	39	Brandon Delk #39	13 SEP 16
Drew, Gregory	638	Gregory Drew #638	27 SEP 16
Drew, Scott	646	Scott Drew #646	9-13-16
Field, Carolyn	61	Carolyn Field #61	04 OCT 16
Griffiths, James	89	James Griffiths #89	27 SEP 16
Grimes, Cornell	56	Cornell Grimes #56	25 OCT 16
Guinn, Melvin	624		
Harris, James	644	James Harris #644	4 OCT 16
Hermensky, Paul	630	Paul Hermensky #630	22 SEP 16
Higginbotham, William	102	Retired	
Hinkle, Thomas	42	Thomas Hinkle #42	27 SEP 16
Holdeman, Jeffrey	10	Jeffrey Holdeman #10	07 SEP 16



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Training Manual  
Ref: Accreditation Chapter 33**



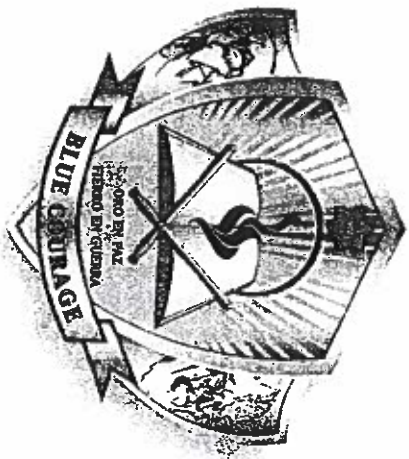
**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>TASER Blue Courage</b>	<b>07JUL16</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60		
Ali, Saleem	31	<i>Saleem Ali #31</i>	10/18/16
Allen, Ryan	9	<i>Ryan Allen</i>	9/6/16
Assaf, Jay	642	✓	
Beichler, Daren	54		
Bradley, Sean	37	<i>INSTRUCTOR</i>	
Burgos, Jackelyn	634	<i>[Signature]</i>	18 OCT 16
Cadell, Glen	53		
Carabollo, Jose	40	<i>Resigned</i>	
Carmargo, Antonio	55	<i>PO Antonio Carmargo #55</i>	03 OCT 16
Catalani, Louis	8	<i>Resigned</i>	
Chapman, William	14	✓	
Collins, Christopher	45	<i>[Signature] #45</i>	9/6/16
Crawford, Michael	29	<i>Michael Crawford #29</i>	21 Sep 16
Delk, Brandon	39	<i>[Signature]</i>	
Drew, Gregory	638	<i>St. Lynn Dr - 638</i>	10/24/16
Drew, Scott	646	<i>[Signature]</i>	9-12-14
Field, Carolyn	61	<i>[Signature] #11</i>	03 OCT 16
Griffiths, James	89	<i>[Signature] #89</i>	10-24-16
Grimes, Cornell	56		
Guinn, Melvin	624	<i>[Signature] #24</i>	28 Oct 16
Harris, James	644	<i>[Signature]</i>	30 OCT 16
Hermensky, Paul	630	<i>[Signature]</i>	18 OCT 16
Higginbotham, William	102	<i>Resigned</i>	
Hinkle, Thomas	42	<i>Thomas Hinkle</i>	26 Sept 16
Holdeman, Jeffrey	10	<i>[Signature]</i>	06 SEP 16

Certificate of Completion  
is hereby granted to

PO. Griffiths #89



in recognition of successful completion of

**Blue Courage**

**The Heart and Mind of the Guardian**

Date  
15 JUL 16

PO.   
Signature



National Law Enforcement Officers  
MEMORIAL FUND  
RESPECT HONOR REMEMBER







**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>Blue Courage</b>	<b>07JUL16</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul Ali #60</i>	28 JUL 16
Ali, Saleem	31	<i>Saleem Ali #31</i>	7-14-16
Allen, Ryan	9		
Assaf, Jay	642	<i>Jay Assaf #642</i>	7-18-16
Beichler, Daren	54		
Bradley, Sean	37	<i>PO Bradley #37</i>	8/31/16
Burgos, Jackelyn	634	<i>Jackelyn Burgos #634</i>	01 SEP 16
Cadell, Glen	53	<i>Glen Cadell #53</i>	7-26-16
Carabollo, Jose	40		
Carmargo, Antonio	55	<i>PO Antonio Carmargo #55</i>	07 JUL 16
Catalani, Louis	8		
Chapman, William	14		
Collins, Christopher	45	<i>Chris Collins #45</i>	15 JUL 16
Crawford, Michael	29	<i>Michael Crawford #29</i>	4 JUL 16
Delk, Brandon	39	<i>Brandon Delk #39</i>	15 SEP 16
Drew, Gregory	638		
Drew, Scott	646		8-4-16
Field, Carolyn	61	<i>Carolyn Field #61</i>	14 JUL 16
Griffiths, James	89	<i>James Griffiths #89</i>	19 JUL 16
Grimes, Cornell	56	<i>PO Cornell Grimes #56</i>	07 JUL 16
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	07 JUL 16
Harris, James	644	<i>James Harris #644</i>	28 JUL 16
Hermensky, Paul	630	<i>Paul Hermensky #630</i>	13 AUG 16
Higginbotham, William	102		
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	07 JUL 16
Holdeman, Jeffrey	10		



**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>Emergency Vehicle Operations</b>	<b>01MAR16</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul-Ali #60</i>	28 APR 16
Ali, Saleem	31	<i>Saleem Ali #31</i>	3-1-16
Allen, Ryan	9	<i>Allen #9</i>	4/20/16
Assaf, Jay	642	<i>Jay Assaf #642</i>	4-20-16
Beichler, Daren	54	<i>Daren Beichler #54</i>	12-5-16
Bradley, Sean	37	<i>PO Bradley #37</i>	15 MAR 16
Burgos, Jackelyn	634	<i>Jackelyn Burgos #634</i>	28 MAR 16
Cadell, Glen	53	<i>PO Glen Cadell #53</i>	24 Apr 16
Caraballo, Jose	40	<i>Jose Caraballo #40</i>	12 APR 16
Carmargo, Antonio	55	<i>PO Antonio Carmargo #55</i>	25 APR 16
Catalani, Louis	8	<i>PO Louis Catalani #8</i>	04 APR 16
Chapman, William	14	<i>William Chapman #14</i>	04 APR 16
Collins, Christopher	45	<i>Christopher Collins #45</i>	10 MAR 16
Crawford, Michael	29	<i>Michael Crawford #29</i>	10 MAR 16
Drew, Gregory	638	<i>Gregory Drew #638</i>	10 APR 16
Drew, Scott	646	<i>Scott Drew #646</i>	08 APR 16
Emerson, Teandra	33	Resigned	
Field, Carolyn	61	<i>Carolyn Field #61</i>	15 MAR 16
Griffiths, James	89	<i>James Griffiths #89</i>	4-20-16
Grimes, Cornell	56	<i>Cornell Grimes #56</i>	28 MAR 16
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	25 APR 16
Harris, James	644	<i>James Harris #644</i>	7 APR 16
Hermensky, Paul	630	<i>Paul Hermensky #630</i>	04 APR 16
Higginbotham, William	102	EXT illness	
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	28 APR 16
Holdeman, Jeffrey 10	10	<i>Jeffrey Holdeman #10</i>	20 APR 16



**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>Taser Training 2015</b>	DATE <b>04DEC15</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul-Ali #60</i>	7 DEC 15
Ali, Saleem	31	<i>Saleem Ali #31</i>	12-14-15
Allen, Ryan	9	<i>Allen</i>	12-5-15
Assaf, Jay	642	<i>Jay Assaf #642</i>	12-14-15
Beichler, Daren	54	Instructor	
Bradley, Sean	37	Instructor	
Burgos, Jackelyn	634	<i>Jackelyn Burgos #634</i>	14 DEC 15
Cadell, Glen	53	<i>Glen Cadell #53</i>	7 Dec 15
Carabollo, Jose	40	<i>Jose Carabollo #40</i>	07 DEC 15
Carmargo, Antonio	55	<i>P.O. Antonio Carmargo #55</i>	17 DEC 15
Catalani, Louis	8	<i>P.O. Louis Catalani #8</i>	14 DEC 15
Chapman, William	14	<i>William Chapman #14</i>	9 DEC 15
Collins, Christopher	45	<i>Christopher Collins #45</i>	17 DEC 15
Crawford, Michael	29	<i>Michael Crawford #29</i>	4 DEC 15
Darrow, Robert	80	<i>Robert Darrow #80</i>	17 DEC 15
Drew, Gregory	638	<i>Sgt. Gregory Drew #638</i>	4 DEC 15
Drew, Scott	34	<i>Scott Drew #34</i>	12-7-15
Emerson, Teandra	3378	<i>Teandra Emerson #3378</i>	17 DEC 15
Field, Carolyn	61	<i>Carolyn Field #61</i>	14 DEC 15
Griffiths, James	89	<i>James Griffiths #89</i>	12-9-15
Grimes, Cornell	56		
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	09 DEC 15
Harris, James	644	<i>James Harris #644</i>	11 DEC 15
ensky, Paul	630	<i>Paul ensky #630</i>	12-7-15
botham, William	102	Ext. Illness	
e, Thomas	42	<i>Thomas R. Nease #42</i>	12/17/15



Academy / Accreditation  
 Training Manual  
 Ref: Accreditation Chapter 33



**TRAINING DOCUMENTATION**

PAGE	SUBJECT	DATE
1 of 3	TASER RECERTIFICATION 2014	

NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60		
Ali, Saleem	31	Saleem Ali # 31	09 DEC 14
Allen, Ryan	09	WA	
Assaf, Jay	642	Sgt. Assaf # 642	12 DEC 14
Bradley, Sean	37	PO Bradley # 37	11 DEC 14
Burdyslaw, Thomas	603	No Taser	
Burgos, Jackelyn	634	Sgt. Burgos # 634	18 DEC 14
Caddell, Glenn	53	P.O. Caddell # 53	29 Dec 14
Caraballo, Jose	40	Other Sign For Street	12-5-14
Carmargo, Antonio	55	P.O. Carmargo # 55	11 DEC 14
Catalani, Louis	8	PA # 8	4 DEC 14
Chapman, William	14	William Chapman # 14	4 DEC 14
Collins, Christopher	45	Christopher Collins # 45	31 DEC 14
Crawford, Michael	29	M. Crawford # 29	11 DEC 14
Drew, Gregory	638	Sgt. Drew # 638	17 DEC 14
Drew, Scott	34		17 DEC 14
Field, Carolyn	61	Officer Field # 61	04 DEC 14
Griffiths, James	89	James Griffiths # 89	29 DEC 14
Grimes, Cornell	56	Other Sign For Street	12-5-14
Guinn, Melvin	624	Sgt. Guinn # 624	03 DEC 14
Hamilton, Al	36	Al Hamilton # 36	03 DEC 14
Harris, James	644	Sgt. Harris # 644	17 DEC 14
Higginbotham, William	102	William Higginbotham # 102	18 DEC 14
Hinkle, Thomas	42	Thomas Hinkle # 42	18 DEC 14
Holdeman, Jeffrey	10	Jeffrey Holdeman # 10	18 DEC 14
Homerick, Dale	636	Dale Homerick # 636	11 DEC 14





*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*

***DeEscalating Mental Health Crises***

***Completed on: 11/26/2014 10:51:42 AM***



*Cuyahoga Metropolitan Housing Authority*



*Police Department*

This is to certify that

Police Officer James Griffiths #89

Has Successfully Completed An In-Service Course of Training In

Domestic Violence  
Customer Service

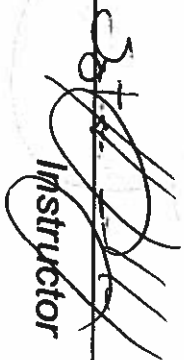
PAR

(8 Hours of Instruction)

November 14, 2014

Date

**Andrés González**  
Chief of Police

  
Instructor

Instructor





*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*

## ***DeEscalating Mental Health Crises***

***Completed on: 11/26/2014 10:51:42 AM***







*Chicago Metropolitan Housing Authority*

*Police Department*

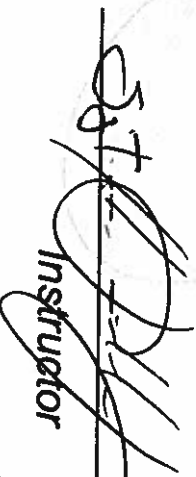
This is to certify that

PO James Griffiths #89

Has Successfully Completed An In-Service Course of Training In  
Emergency Vehicle Operations  
(Sixteen Hours of Instruction)

October 2-3, 2014

Date

  
Instructor

  
Instructor

**Andrés González**  
Chief of Police





**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>Range</b>	DATE <b>MAR/APR 2014</b>
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NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul-Ali #60</i>	7 APR 14
Ali, Saleem	31	<i>Saleem Ali #31</i>	26 MAR 14
Allen, Ryan	09	<i>Ryan Allen #09</i>	03 MAR 14
Assaf, Jay	642	<i>Jay Assaf #642</i>	10 APR 14
Bell, Naquana	39	<i>Naquana Bell #39</i>	03 MAR 14
Beichler, Daren	54	<i>Instructor</i>	
Bradley, Sean	37	<i>PO Bradley #37</i>	10 MAR 14
Burdyshaw, Thomas	640	<i>Thomas Burdyshaw #640</i>	30 APR 14
Burgos, Jackelyn	33	<i>PO Burgos #33</i>	26 MAR 14
Carabollo, Jose	40	<i>PO Carabollo #40</i>	10 MAR 14
Chapman, William	14	<i>William Chapman #14</i>	9 APR 14
Collins, Christopher	45	<i>Christopher Collins #45</i>	26 MAR 14
Crawford, Michael	29	<i>Michael Crawford #29</i>	09 APR 14
Drew, Gregory	638	<i>Gregory Drew #638</i>	30 APR 14
Drew, Scott	34	<i>Scott Drew #34</i>	03 MAR 14
Griffiths, James	89	<i>James Griffiths #89</i>	3-18-14
Grimes, Cornell	56	<i>PO Grimes #56</i>	10-MAR-14
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	9 APR 14
Hamilton, Al	36	<i>Al Hamilton #36</i>	26-MAR-14
Harris, James	644	<i>James Harris #644</i>	1 MAR 14
Higginbotham, William	102	<i>William Higginbotham #102</i>	7 APR 14
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	03 MAR 14
Holdeman, Jeffrey	10	<i>Jeffrey Holdeman #10</i>	26 MAR 14
Homerick, Dale	636	<i>Dale Homerick #636</i>	07 APR 14
Hopkins, Ronald	88	<i>Instructor</i>	



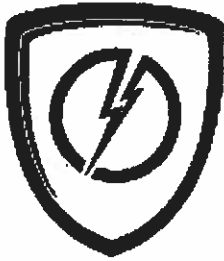
**Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION**

PAGE <b>1 of 3</b>	SUBJECT <b>OC/BATON Police</b>	DATE <b>MAR/APR 2014</b>
-----------------------	-----------------------------------	---------------------------------

NAME	BADGE #	SIGNATURE	DATE
Abdul-Ali, Huran	60	<i>Huran Abdul-Ali #60</i>	8 APR 14
Ali, Saleem	31	<i>Saleem Ali #31</i>	27 MAR 14
Allen, Ryan	09	<i>Ryan Allen #09</i>	04 MAR 14
Assaf, Jay	642	<i>Jay Assaf #642</i>	11 MAR 14
Bell, Naquana	39	<i>NA</i>	
Beichler, Daren	54	<i>Instructor</i>	
Bradley, Sean	37	<i>PO Bradley #37</i>	11 MAR 14
Burdysaw, Thomas	640	<i>NA</i>	
Burgos, Jackelyn	33	<i>Jackelyn Burgos #33</i>	27 MAR 14
Carabollo, Jose	40	<i>Jose Carabollo #40</i>	11 MAR 14
Chapman, William	14	<i>William Chapman #14</i>	16 APR 14
Collins, Christopher	45	<i>Christopher Collins #45</i>	27 MAR 14
Crawford, Michael	29	<i>Michael A Crawford #29</i>	10 APR 14
Drew, Gregory	638	<i>Gregory Drew #638 Instructor</i>	
Drew, Scott	34	<i>Scott Drew #34</i>	04 MAR 14
Griffiths, James	89	<i>James Griffiths #89</i>	3-18-14
Grimes, Cornell	56	<i>PO Cornell Grimes #56</i>	11-04 MAR 14
Guinn, Melvin	624	<i>Melvin Guinn #624</i>	10 APR 14
Hamilton, Al	36	<i>Al Hamilton #36</i>	4-28-14
Harris, James	644	<i>James Harris #644</i>	30 APR 14
Higginbotham, William	102	<i>William Higginbotham #102</i>	08 APR 14
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	04 MAR 14
Holdeman, Jeffrey	10	<i>Jeffrey Holdeman #10</i>	27 MAR 14
Homerick, Dale	636	<i>Dale Homerick #636</i>	08 APR 14
Hopkins, Ronald	88	<i>Ronald Hopkins #88</i>	08 APR 14



# TASER

## TRAINING ACADEMY

VERSION 19

### TASER® Conducted Electrical Weapons (CEWs)

#### Part 1: User Certification Test

PRINT LEGIBLY AND CLEARLY PLEASE!

Name: JAMES GRIMMIS

Agency: CM44

Training Date: 1-5-13 Location: 5715 L. OGDEN RD

1. According to the Version 19 TASER International, Inc. (TASER) training program, how long before presenting a user (or other) TASER Conducted Electrical Weapon (CEW) course is a CEW instructor required to check the TASER website to ensure he/she is using the most current version of the training and warning materials:
  - a) 6 months
  - b) 1 month
  - c) 1 week
  - d) 72 hours
  
2. In deploying a CEW the officer should:
  - a) Use the least number of CEW discharges to accomplish lawful objectives
  - b) Keep pulling the CEW trigger until the person submits
  - c) Hold the trigger back (continuous CEW discharge) as long as it takes until the person submits to the officer's commands
  - d) Use the CEW as a torture device to gain the person's complete compliance
  
3. When deploying or using a CEW sensitive CEW target areas of the body to be avoided when practicable or possible include:
  - a) Head
  - b) Throat
  - c) Chest/breast
  - d) Chest area near the heart
  - e) Genitals
  - f) Known pre-existing injury areas
  - g) All of the above

4. The preferred target areas (with the exception of sensitive CEW target areas) for CEW deployment are:
- Lower center mass (below chest or area of the heart) and legs for front shots
  - Below the neck area for back shots
  - Anywhere on the person's body
  - a and b
  - a and b (with the back being the most preferred area)
5.  True  False As with any use of force, the longer the CEW exposure the greater the potential cumulative physiologic or metabolic effects.
6. Officers should attempt to minimize the total or cumulative CEW exposure duration by:
- Using the window of opportunity
  - Cuffing under power
  - Observing the person during breaks in the CEW exposure
  - All of the above
7. When deploying probes to the front of a person's body, the CEW should generally be aimed:
- At the face
  - At the chest or area of the heart
  - So as to split the hemispheres (the beltline)
  - At the throat
  - At the head
- ~~8.~~ The risk (or probability) of a CEW causing or contributing to a person's cardiac arrest is:
- Zero (to infinity)
  - Very high
  - High
  - Higher than the risk of death or serious injury from a firearm
  - Very low
9.  True  False Under the 4<sup>th</sup> Amendment to the U.S. Constitutional standard: in judging whether [an officer's] actions were reasonable, we must consider the risk of bodily harm that [the officer's] actions posed to [the person] in light of the [person's] threat to the public that [the officer] was trying to eliminate.
10.  True  False CEW use against a non-violent misdemeanant who appears to pose no immediate threat and who is given no warning is unconstitutional excessive force.
11.  True  False It is an excessive and unreasonable use of force for an officer to repeatedly administer electrical shocks with a CEW on a person who is no longer armed, has been brought to the ground, has been restrained physically by several other officers, and is no longer actively resisting arrest.
- ~~12.~~ Experts have identified the following key factors related to CEW cardiac risks:
- Dart-to-heart ("DTH") distances
  - Amount of delivered electrical charge
  - Probe (or dart) anywhere on a person's body
  - A and B



13. As with any use of force tool or technique used by an officer:
- a) Any use of force has a risk of death or serious body harm
  - b) The lower the number of force applications to accomplish lawful objectives the better
  - c) Nothing works 100 percent of the time and contingencies should be considered.
  - d) The use of force must be in compliance with appropriate legal, policy, and training directives, standards, and requirements
  - e) All of the above
14. Factors courts may consider in determining the reasonableness of an officer's use of force include, but are not limited to;
- a) The availability of (less injurious) alternative methods of capturing, controlling, restraining, or subduing a person
  - b) What officers knew about the person's health, mental condition, or other relevant frailties
  - c) Whether officers warned the person that a certain type of force was about to be used, if possible
  - d) All of the above
15. If the person is not an immediate threat or a flight risk from a serious event, then, courts have stated that a CEW should not be used:
- a) When the person is passively resisting
  - b) When the person is actually or perceived to be mentally ill
  - c) Without the officer first attempting to use negotiation, commands, or physical skills
  - d) All of the above
16. The term (currently) used for describing the incapacitating effects of a CEW is;
- a) Electro-muscular disruption (EMD)
  - b) Electro-muscular incapacitation (EMI)
  - c) Neuro-muscular disruption (NMD)
  - d) Neuro-muscular incapacitation (NMI)
17. Deploying the CEW probes into the person, even at close or point blank range, is often a better option than a drive stun with the cartridge removed because;
- e) It allows the person deploying the CEW to disengage and still deliver some effects of the CEW
  - f) It allows the person deploying the CEW to drive stun away from the probes with the cartridge still attached and increase the effects if needed
  - g) A drive stun with a cartridge removed will usually result in more significant "signature" marks than a probe deployment
  - h) All of the above
18. A drive stun is sometimes not very effective because:
- a) It is usually difficult to maintain contact with a combative person
  - b) The spread of the contact points on the person is generally not large enough to cause NMI
  - c) A pressure point application on a combative person may be difficult to achieve
  - d) All of the above
19.  True/False The more electrode pairs on a CEW applied to a person during a drive stun the greater the foreseeable quantum of force.

20. During CEW voluntary exposures which of the following are required safety rules?
- a) Always use two spotters when volunteer is standing
  - b) Spotters must hold volunteers under the armpit to stabilize the shoulder and upper arm and avoid twisting their shoulder
  - c) The volunteer may be held up or carefully lowered to the ground
  - d) All of the above
21. The handheld electronic weapons manufactured by TASER are referred to as:
- a) Electronic Control Weapons
  - b) Shock devices
  - c) Conducted Electrical Weapons
  - d) Conducted Energy Weapons
22. When a violent person is incapacitated by the effects of the CEW and it is reasonably safe to do so, cover officer(s) should attempt to control/cuff the person under power. Doing so may;
- a) Reduce the need for additional cycles, exposure, or cumulative exposures
  - b) Reduce the likelihood the person will roll during the cycle
  - c) Reduce the potential of injury to the officer(s) while the person is incapacitated only during the cycle
  - d) All of the above
23. Why is a cartridge deployment, even at close range, often more desirable than a drive stun?
- a) Both probes make contact for the full 5 seconds.
  - b) Less chance of multiple "signature marks" on the person.
  - c) NMI can be achieved if a drive stun is applied over 12" from the darts.
  - d) All of the above
24. The standard CEW cycle if the trigger is pulled and released is:
- a) 10 seconds
  - b) 5 seconds
  - c) 4 seconds
  - d) The cycle always stops as soon as the trigger is released
25. A daily CEW spark test is recommended to:
- a) Verify the CEW is operating
  - b) Create muscle memory
  - c) Practice drawing and holstering the CEW
  - d) Teach proper CEW safety
26. When using spent TASER cartridges for drills, it is important to:
- a) Visually inspect each cartridge to verify there are no probes in it
  - b) Visually inspect each cartridge to verify there are no wires in it
  - c) Load the cartridge, point in a safe direction and discharge one cycle to ensure it is empty
  - d) All of the above

27. Courts have ruled that:

- a) The use of a CEW on a person involves the application of force
- b) Each CEW application involves an additional use of force
- c) Multiple CEW applications cannot be justified solely on the grounds that a person fails to comply with a command
- d) All of the above

28. Activated CEWs can ignite:

- a) Gasoline and gasoline vapors
- b) Butane
- c) Some personal defense sprays
- d) Some hair sprays or gels
- e) All of the above

29. Targeting the person's back is usually preferable because:

- a) The back of the body has larger muscles
- b) Reduced risk of hitting a sensitive body part
- c) Clothing usually fits tighter across the back
- d) Surprise factor
- e) All of the above

30. Examples of persons who are at an elevated risk of secondary effects from a CEW exposure include:

- a) Running persons
- b) Persons in elevated positions
- c) Persons in a flammable environment
- d) All of the above



# TASER

## TRAINING ACADEMY

VERSION 19

### TASER<sup>®</sup> Conducted Electrical Weapons (CEWs)

#### Part 2: X26 Certification Test

PRINT LEGIBLY AND CLEARLY PLEASE!

Name: JAMES GRIFFITHS New Cert. Recert. (circle one)

Agency: CMHA

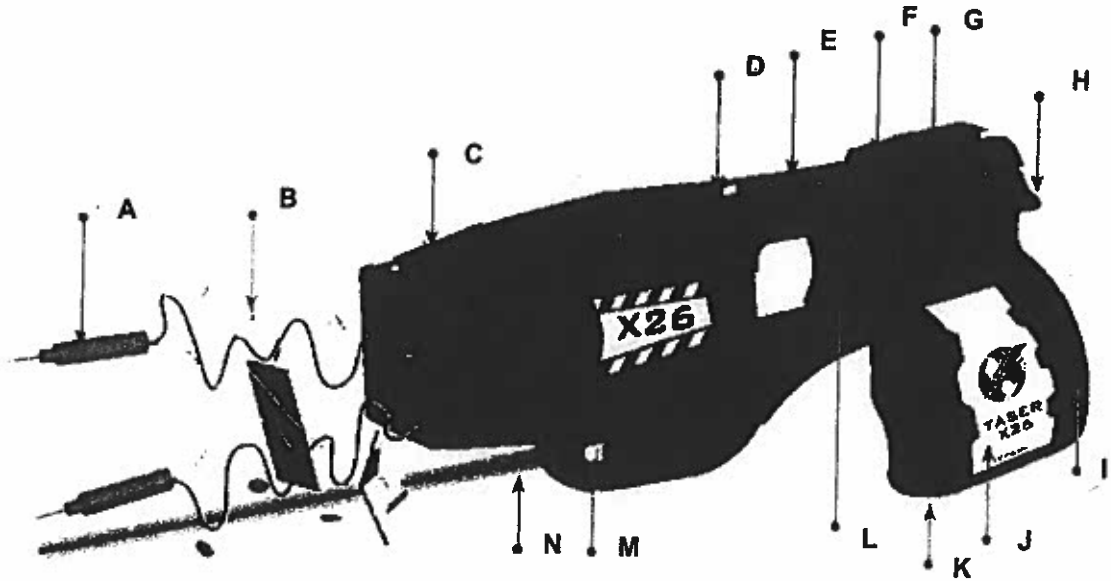
Training Date: 11-5-13 Location: 5715 WOODLAND

- ~~1.~~ If the trigger on an X26 is held down beyond 5 seconds:
  - A. The electrical discharge will continue until the trigger is released
  - B. The electrical discharge will stop after 5 seconds regardless if the trigger is held down or not.
  - C. The electrical discharge will continue until the trigger is released and the safety switch is moved to the down (SAFE) position.
  - D. None of the above
  
2. With the safety switch of the X26 in the up (ARMED) position, a single trigger pull and release will initiate:
  - A. a 5 second cycle
  - B. a 10 second cycle
  - C. a 15 second cycle
  - D. short cycle that will stop as soon as the trigger is released
  
3. If the safety switch of the X26 is put in the down (SAFE) position during the discharge cycle:
  - A. The cycle will continue for 5 seconds
  - B. The cycle will stop immediately
  - C. The cycle will stop unless the trigger is held down
  - D. None of the above
  
4. If you see a "P" on the CID of an X26:
  - A. Immediately pull the DPM out
  - B. Turn on the CEW and spark test it
  - C. Pull the DPM out during the boot up sequence
  - D. Leave the X26 alone until it has completed the boot up sequence
  
5. The X26 data download records:
  - A. The date and time of discharge
  - B. The remaining battery strength
  - C. The duration of the discharge
  - D. The internal temperature of the X26
  - E. All of the above



6. 400 megahertz (MHz) radios can interfere with proper X26 operation:
- A. When they are in close proximity to each other
  - B. When the safety switch is in the up (ARMED) position
  - C. When the radio is keyed
  - D. All of the above

**TASER® X26 CEW NOMENCLATURE**  
 Identify the parts of the TASER X26 CEW



- |                                       |                       |
|---------------------------------------|-----------------------|
| 7. Trigger                            | <u>L</u>              |
| 8. Digital Power Magazine (DPM)       | <u>K</u>              |
| 9. TASER Cartridge                    | <u><del>A</del> C</u> |
| 10. Front Sight                       | <u>E D</u>            |
| 11. Safety Switch                     | <u>G</u>              |
| 12. DPM Release Button                | <u>I</u>              |
| 13. Stainless Steel Shock Plate       | <u>J</u>              |
| 14. Built-in LASER (pointing to beam) | <u>N</u>              |
| 15. Central Information Display (CID) | <u>H</u>              |
| 16. Probes                            | <u>A</u>              |
| 17. Low Intensity Lights              | <u>M</u>              |
| 18. Serial Number Plate               | <u>E</u>              |
| 19. Illumination Selector Switch      | <u>F</u>              |
| 20. AFID Tags                         | <u>B</u>              |





**ROLL CALL TRAINING DOCUMENTATION**

1 of 1	<b>AUGUST ROLL CALL TRAINING- Bringing Sexual Offenders to Justice</b>	12AUG13
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ADMINISTRATIVE OPERATIONS			
NAME	BADGE #	SIGNATURE	DATE
Justus, Jack	603	<i>[Signature]</i>	8/23/13
Burdyslaw, Thomas	640	<i>[Signature]</i>	10/15/13
Styles, Paul	656		
Hopkins, Ronald	88		
Beichler, Daren	54	<i>Daren 54</i>	10-1-13
Kolb, Stephen	70	<i>[Signature]</i>	9-6-13
Griffiths, James	89	<i>[Signature]</i>	8-23-13
Nicole Pride	607		
Higginbotham, William	102	<i>[Signature]</i>	9-1-13
Justus, Estel	46	<i>[Signature]</i>	8/23/13
White, Kyle	51	<i>[Signature]</i>	8/29/13
Weis, Robert	06	<i>[Signature]</i>	10/15/13
Chapman, William	14	<i>[Signature]</i>	24 Aug 13
Taylor-Heard, Rhonda	704		
Kuska, Steve	22	<i>[Signature]</i>	8-23-13
Rucinski, Benjamin	5		
Reasor, A	2	<i>[Signature]</i>	8/30/13
Whitney, David	48		

NAME	BADGE#	SIGNATURE	DATE
Dunham, Robert	238	<i>Robert Dunham #238</i>	19 July 13
Eppinger, Alisha	255	<i>Alisha Eppinger #255</i>	19 July 13
Flagg, Kyle	1	<i>Kyle Flagg</i>	17 Jul 13
Golson, Susan	002	<i>Susan Golson</i>	22 Jul 13
González, Andrés	601	<i>Andrés González</i>	7/15/2013
Gowdy, Janet	219	<i>Janet Gowdy #219</i>	12 Jul 13
Griffiths, James	89	<i>James Griffiths #500</i>	20 JUL 13
Grimes, Cornell	56	<i>Cornell Grimes</i>	23 Jul 13
Guinn, Melvin	624	<i>Melvin Guinn</i>	20 Jul 13
Hamilton, Al	36	<i>Al Hamilton</i>	17 JUL 13
Hammon, Aaron	119	<i>Aaron Hammon</i>	23 JUL 13
Hammond, Willie	200	<i>Willie Hammond #200</i>	7-24-13
Harper, Ronald	222	<i>Ronald Harper #222</i>	19 JUL 13
Harris, James	644	<i>James Harris #644</i>	17 Jul 13
Henderson, Laura	012	<i>Laura Henderson #012</i>	
Hermensky, Paul	630	<i>Paul Hermensky #630</i>	23 Jul 13
Higginbotham, Wm	102	<i>Wm Higginbotham #102</i>	25 Jul 13
Hines, Louis	215	<i>Louis Hines #215</i>	7-24-13
Hinkle, Thomas	42	<i>Thomas Hinkle #42</i>	18 Jul 13
Holdeman, Jeffrey	10	<i>Jeffrey Holdeman #10</i>	
Homerick, Dale	636	<i>Dale Homerick #636</i>	17 JUL 13
Hopkins, Ronald	88	<i>Ronald Hopkins #88</i>	22 Jul 13
Hunt, Mark	702	<i>Mark Hunt #702</i>	7/25/13
Jackson, Anthony	21	<i>Anthony Jackson #21</i>	8-9-13
Jackson, Demetrius	17	<i>Demetrius Jackson #17</i>	19 Jul 13
Johnson, Dennis	225	<i>Dennis Johnson #225</i>	20-7-13
Johnson, Will	260	<i>Will Johnson #260</i>	20 Jul 13
Jones, AnnCarla	228	<i>AnnCarla Jones #228</i>	23 JUL 13
Jones, Brenda	213	<i>Brenda Jones #213</i>	27 July 2013
Jones, Larry	26	<i>Larry Jones #26</i>	22 Jul 13
Justus, Estel	46	<i>Estel Justus #46</i>	7/23/13
Justus, Jack	603	<i>Jack Justus #603</i>	22 Jul 13
Kazimer, Thomas	105	<i>Thomas Kazimer #105</i>	
Kelly, Michelle	606	<i>Michelle Kelly #606</i>	18 JUL 13
Kolb, Stephen	70	<i>Stephen Kolb #70</i>	7/23/13





**TRAINING DOCUMENTATION  
 ADMINISTRATIVE/ FORFEITURE**

Page 1 of 1	Policy & Procedure Revision - Chap. 3.12 (Traffic Enforcement)	DN #13-049
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This is to certify that I have received and reviewed Chap. 3.12.

NAME	BADGE #	SIGNATURE	DATE
Burdyshaw, Thomas	640	<i>[Signature]</i>	5/13/13
Styles, Paul	656	<i>[Signature]</i>	5/13/13
Morgan, Raymond	658	<i>[Signature]</i>	5-13-13
Hopkins, Ronald	88	<i>[Signature]</i>	5-21-13
Beichler, Daren	54	<i>[Signature]</i>	6-5-13
Griffiths, James	89	<i>[Signature]</i>	5-13-13
Masterson, Brian	608	Brian Masterson	6/5/13
Kolb, Stephen	70	<i>[Signature]</i>	5-21-13
Higginbotham, Wm	102	<i>[Signature]</i>	5-16-13
Justus, Estel	46	<i>[Signature]</i> 46	5/13/13
Chapman, William	14	<i>[Signature]</i>	15 MAY 13
Weis, Robert	6	<i>[Signature]</i>	15 MAY 13
Kuska, Steve	22	<i>[Signature]</i>	15 MAY 13
White, Kyle	51	<i>[Signature]</i> #51	16 MAY 13
Rucinski, Benjamin	5	<i>[Signature]</i>	05 JUN 13
Reaser, Aaron	2	<i>[Signature]</i> #2	5-13-12



**ROLL CALL TRAINING DOCUMENTATION**

1 of 1	MARCH ROLL CALL TRAINING- Juvenile Policy	01APR13
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ADMINISTRATIVE OPERATIONS			
NAME	BADGE #	SIGNATURE	DATE
Burdyslaw, Thomas	640	<i>[Signature]</i>	4/1/13
Morgan, Ray	658	<i>[Signature]</i>	4-4-13
Styles, Paul	656	<i>[Signature]</i>	4-4-13
Hopkins, Ronald	88	<i>[Signature]</i>	4-9-13
Beichler, Daren	54	<i>[Signature]</i>	4-3-13
Kolb, Stephen	70	<i>[Signature]</i>	4-3-13
Griffiths, James	89	<i>[Signature]</i>	4-3-13
Nicole Pride-Allen	607	<i>[Signature]</i>	4-16-13
Higginbotham, William	102	<i>[Signature]</i>	4-4-13
Justus, Estel	46	<i>[Signature]</i> 46	4/4/13
White, Kyle	51	<i>[Signature]</i> #5-1	4/4/13
Weis, Robert	06	<i>[Signature]</i>	4/3/13
Chapman, William	14	<i>[Signature]</i> William Chapman 14	3/2/13
Taylor-Heard, Rhonda	704	<i>[Signature]</i> Rhonda Taylor-Heard	4/9/13
Kuska, Steve	22	<i>[Signature]</i>	4-3-13
Rucinski, Benjamin	5	<i>[Signature]</i>	4-4-13
Reasor, A	2	<i>[Signature]</i>	4-4-13



**ROLL CALL TRAINING DOCUMENTATION**

1 of 1	MARCH ROLL CALL TRAINING- Tow Policy	01APR13
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ADMINISTRATIVE OPERATIONS			
NAME	BADGE #	SIGNATURE	DATE
Burdyshaw, Thomas	640	<i>[Signature]</i>	4/4/13
Morgan, Ray	658	<i>[Signature]</i>	4-9-13
Styles, Paul	656	<i>[Signature]</i>	4-11-13
Hopkins, Ronald	88	<i>[Signature]</i>	4-9-13
Beichler, Daren	54	<i>[Signature]</i>	4-9-13
Kolb, Stephen	70	<i>[Signature]</i>	4-9-13
Griffiths, James	89	<i>[Signature]</i>	4-9-13
Nicole Pride - Allen	607	<i>[Signature]</i>	4-16-13
Higginbotham, William	102	<i>[Signature]</i>	4-11-13
Justus, Estel	46	<i>[Signature]</i>	4/11/13
White, Kyle	51	<i>[Signature]</i>	4/14/13
Weis, Robert	06	<i>[Signature]</i>	4/17/13
Chapman, William	14	<i>[Signature]</i>	4-11-13
Taylor-Heard, Rhonda	704	<i>[Signature]</i>	4/9/13
Kuska, Steve	22	<i>[Signature]</i>	4-10-13
Rucinski, Benjamin	5	<i>[Signature]</i>	4-1-13
Reasor, A	2		



**ROLL CALL TRAINING DOCUMENTATION**

1 of 1	MARCH ROLL CALL TRAINING- Legal Updates	01MAR13
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<b>ADMINISTRATIVE OPERATIONS</b>			
NAME	BADGE #	SIGNATURE	DATE
Correy, Donna	615	<i>[Signature]</i>	3/6/13
Burdyslaw, Thomas	640	<i>[Signature]</i>	3/20/13
Morgan, Ray	658	<i>[Signature]</i>	3-18-13
Styles, Paul	656	<i>[Signature]</i>	3-18-13
Hopkins, Ronald	88	<i>[Signature]</i>	3-18-13
Beichler, Daren	54	<i>[Signature]</i>	2-18-13
Kolb, Stephen	70	<i>[Signature]</i>	4-8-13
Griffiths, James	89	<i>[Signature]</i>	3-14-13
Nicole Pride-Allen	607	<i>[Signature]</i>	4-16-13
Higginbotham, William	102	<i>[Signature]</i>	3-27-13
Justus, Estel	46	<i>[Signature]</i>	3/27/13
White, Kyle	51	<i>[Signature]</i>	3/27/13
Weis, Robert	06	<i>[Signature]</i>	3-15-13
Chapman, William	14	<i>[Signature]</i>	3-15-13
Taylor-Heard, Rhonda	704	<i>[Signature]</i>	3-27-13
Kuska, Steve	22	<i>[Signature]</i>	3-18-13
Rucinski, Benjamin	5	<i>[Signature]</i>	3-15-13
Reasor, A	2	<i>[Signature]</i>	3/28/13



# CMHA POLICE DEPARTMENT RANGE RECORD - TRAINING

DATE: CHMEX 13

RANGE OFFICERS: NEAL 623 SIGNATURE: [Signature]

TIME IN: 0800 TIME OUT: 1200

Buehler 54 SIGNATURE: \_\_\_\_\_

TIME IN: 0800 TIME OUT: 1200

SIGNATURE: \_\_\_\_\_

TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

Ammunition Inventory (Number of Cases): .45 .38 9mm .40 12ga

Range Tracking Shoot Table Weapon Database

NAME/ BADGE # **Print Only**	TIME IN	FIREARM MAKE	FIREARM MODEL	FIREARM SERIAL NUMBER	CALIBER	ROUNDS FIRED	P/F	RANGE OFFICERS SIGNATURE
SMITH 188	1700	GLOCK	21	DCS123US	45	XXXX	X	XXXXXXXXXXXXXX
Drew, S 34	0800	Glock	21	DCS034US	45	125	P	[Signature]
Nabyl, A 4	0800	Glock	21	DCS025US	45	125	P	[Signature]
Rusinski B 5	0800	Glock	21	DCS059US	45	125	P	[Signature]
Reaser, A 2	0800	Glock	21	DCS091US	45	125	P	[Signature]
Gribb, H, J 89	0800	Glock	21	DCS089US	45	125	P	[Signature]
Crawford, M 29	0800	Glock	21	DCS029US	45	125	P	[Signature]
Sanders, C 76	0800	Glock	21	DCS080US	45	125	P	[Signature]
Assaf, J. 642	0835	Glock	21	DCS067US	45	125	P	[Signature]

Additional Blocks on Back of This Sheet



**TRAINING DOCUMENTATION**  
**ADMINISTRATIVE/ FORFEITURE**

Page 1 of 1	Policy & Procedure Revision - Chap. 8.6 (Emergency Cellular Phones)	DN #13-002
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This is to certify that I have received and reviewed Chap. 8.6.

NAME	BADGE #	SIGNATURE	DATE
Correy, Donna	603	<i>[Signature]</i>	1/3/13
Burdyshaw, Thomas	640	<i>[Signature]</i>	1/3/13
Styles, Paul	656	<i>[Signature]</i>	1-4-13
Drew, Gregory	638	<i>[Signature]</i>	1-4-13
Morgan, Raymond	658	<i>[Signature]</i>	01/03/13
Hopkins, Ronald	88	<i>[Signature]</i>	01/25/13
Beichler, Daren	54	<i>[Signature]</i>	1-7-103
Griffiths, James	89	<i>[Signature]</i>	1-3-13
Nicole Pride	607	<i>[Signature]</i>	1-4-13
Kolb, Stephen	70	<i>[Signature]</i>	1-3-13
Malone, Brenda	734	<i>[Signature]</i>	1/13



**ROLL CALL TRAINING DOCUMENTATION**

1 of 1	<b>JANUARY ROLL CALL TRAINING- USE OF NON-DEADLY FORCE</b>	01JAN13
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ADMINISTRATIVE OPERATIONS	NAME	BADGE #	SIGNATURE	DATE
	Correy, Donna	615		1/4/13
	Burdyshaw, Thomas	640		1-3-12
	Morgan, Ray	658		1-3-12
	Styles, Paul	656		1-3-13
	Hopkins, Ronald	88		1-5-12
	Beichler, Daren	54		1-3-12
	Kolb, Stephen	70		1-3-13
	Griffiths, James	89		1-3-13
	Nicole Pride	607		1-4-13
	Higginbotham, William	102		1-3-12
	Justus, Estel	46		1/4/13
	White, Kyle	51		1-3-12
	Weis, Robert	06		1-3-12
	Chapman, William	14		3 JAN 13
	Taylor-Heard, Rhonda	704		3 JAN 13
	Kuska, Steve	22		1-3-13
	Rucinski, Benjamin	5		1-3-12



*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*

***Ohio Human Trafficking***

*Completed on: 12/17/2012*

*Completed in: 0:36:22*







*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*

***Awareness of Human Trafficking***

*Completed on: 10/18/2012*

*Completed in: 1:20:48*



*This is to certify that*

***James Griffiths***

*has completed the Ohio Attorney General's online training course on*

***Responding to Human Trafficking***

*Completed on: 10/31/2012*

*Completed in: 0:58:15*





# Cuyahoga Metropolitan Housing Authority

## Police Department

*This is to certify that*

**Police Officer James Griffiths #89**

*Has Successfully Completed An In-Service Course of Training In*

**Defensive Driving**

*(Sixteen Hours of Instruction)*

13 Dec 12

Date

**Andrés González**  
Chief of Police



Instructor

**Sergeant James Neal #668**  
Certification BASS22614



# City of Cleveland

Police



Academy

To all who shall see these presents, greeting:

*This is to certify that*

**Officer James Griffiths #89**

HAS COMPLETED A COURSE OF INSTRUCTION IN  
**8 hour Crisis Intervention Training**

June 30, 2008  
DATE

COMMANDING OFFICER  
P.O. [Signature] #426  
COURSE COORDINATOR





TASER X26  
**James Griffiths**  
Certified User

*This Certifies that*

**James Griffiths**

*is trained in the proper and safe use of the TASER® X26 Electronic Control Device and has passed the requirements of the Cuyahoga Metropolitan Housing Authority Police Department TASER X26 training program under the supervision of a Certified Instructor.*

*In Witness Whereof, Certified Instructor*

**Johnny Harris**

*has certified the successful completion of the training requirements this day:*

**July 2, 2008**

*Certified Instructor:*

*Certified Instructor ID:*

**080422594491412871346C**



# TASER

PROTECT LIFE

## TASER® Non-Lethal Device User Certification Application

PRINT LEGIBLY AND CLEARLY PLEASE!

Which device were you certified in (check one or both):  M26  X26

Rank: Patrolman Name: JAMES GRITTHS

Agency: CMHA Police Department

Phone: (216) 361-3700 Fax: (216) 361-3728

Email: \_\_\_\_\_

Address/State/Zip: 5715 Woodland Ave.

Cleveland, Ohio 44104

Number of answers correct: 38 out of 39 for X26 only test (80% minimum = 32), or out of 33 for M26 only test (80% minimum = 26), or out of 45 for M26/X26 user test (80% minimum = 36)

Instructor to initial that student has successfully completed the following practical application tests:

- PS Demonstration of proper finger positions for aiming and firing.
- PS Reload TASER device 5 times in 15 seconds (watch finger position, disqualify for fingers in front of blast doors).
- PS Officer can control unit adequately when commanded "Arm - Spark - Safe" at random.
- PS Officer can remove and reinstall battery correctly.
- PS Draw TASER device (select the unit most likely to be used in the field) hit target at 8 feet, reload, hit 2<sup>nd</sup> target at 12 feet with laser sight (time limit 10 seconds).

I hereby certify that the above named applicant has successfully completed a minimum of six hours of training, has passed the written test with a score of 80% or better, has passed the above functional tests, has demonstrated proficiency in the function and use of the TASER Electronic Control Device checked above and is hereby certified as a trained user of this system.

Attested by Certifying Instructor: Lt. Ronald J. Morenz  
(Print Name)

[Signature]  
(Signature)

Date: 7-2-08

**Maintain a file copy of this certification in department records.**



**TASER**  
P R O T E C T L I F E

17800 N 85<sup>th</sup> St., \* Scottsdale, AZ 85255 \* USA \* 800-978-2737 \* Fax 480-905-2034  
[www.TASER.com](http://www.TASER.com)

VERSION 14  
**TASER<sup>®</sup> X26 User Certification Test**  
PRINT LEGIBLY AND CLEARLY PLEASE!

Name: JAMES BR. FICHS Dept. / Company: CMHA Police Department

Rank: P.O. Email: [REDACTED]

Phone: (216) 361-3700 Fax: (216) 361-3728

Address: 5715 Woodland Ave. Cleveland, Ohio 44104

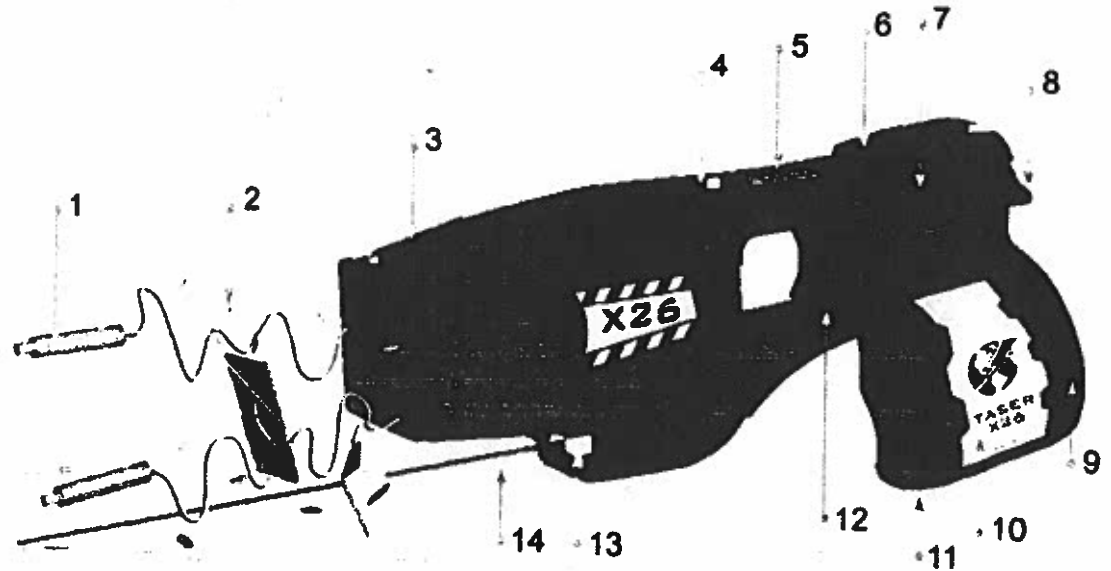
Training Date: 6-7-2 Location: CMHA Police Department

1. What do the green blast doors indicate on a TASER cartridge?
  - a) 21 ft of line, extended probe needle, regular probe weight
  - b) 25 ft of line, regular probe needle, heavier probe weight
  - c) 25 ft of line, extended probe needle, heavier probe weight
  - d) 21 ft of line, regular probe needle, regular probe weight
  
2. Electricity follows;
  - a) The path of most resistance
  - b) From top to bottom following gravity
  - c) The path of least resistance between the probes
  - d) Or flows to any metal in contact
  
3. If you see a "P" on the CID of a TASER X26;
  - a) Immediately pull the DPM out
  - b) Turn on the device and spark test it
  - c) Pull DPM out during boot up sequence
  - d) Leave it alone until after it has finished the boot up sequence
  
4. According to TASER V14, the proper term to describe the TASER Devices is:
  - a) Propelled Energy Device
  - b) Conducted Energy Weapon
  - c) Electronic Control Device
  - d) Extended Stun Device

12. According to the TASER V14 training the term used for describing the incapacitating affects of the TASER ECD is;
- a) Electro-muscular disruption (EMD)
  - b) Electro-muscular incapacitation (EMI)
  - c) Neuro-muscular disruption (NMD)
  - d) Neuro-muscular incapacitation (NMI)
13. Which part of the human nervous system functions as the Command Center?
- a) Nerve Expressway
  - b) Motor nervous system
  - c) Sensory nervous system
  - d) Brain and Spinal cord
14. The TASER X26 ECD operates at a peak open gap 50,000 volts. A normal electrical wall outlet in the USA operates at about 110 volts and can be dangerous to a human. What is the main reason the electrical output of the TASER ECD is safer?
- a) Because the amps of the ECD are extremely low
  - b) Because the amps are extremely high
  - c) Because the wall outlet is pulsed energy
  - d) Because the joule output of the ECD is 300 times greater
15. While a violent subject is incapacitated by the affects of the TASER ECD and it is reasonably safe to do so, cover officer(s) should attempt to control/cuff the subject under power. Doing so may;
- a) Reduce the need for additional cycles
  - b) Reduce the likelihood the subject will roll during the cycle
  - c) Reduce the potential of injury to the officer(s) because the subject is incapacitated only during the cycle
  - d) All of the above
16. The probes are propelled from the TASER cartridge by:
- a) Primer propellant
  - b) Compressed Argon gas
  - c) Compressed Nitrogen
  - d) Compressed blended gas (proprietary secret blend)
17. The TASER X26 high peak arcing voltage of 50,000 volts only occurs when the arc is required to jump a gap such as between the electrodes on the end of the X26, or when a probe lodges in loose clothing and must jump the gap to the body. When traveling across the human body, the peak voltage drops to approximately;
- a) 20,000
  - b) 10,000
  - c) 5,000
  - d) 1,200
18. During TASER voluntary exposures which of the following are required safety rules?
- a) Always use two spotters when volunteer is standing
  - b) Spotters must hold volunteers under the armpit to avoid twisting their shoulder
  - c) The volunteer may be held up or carefully lowered to the ground
  - d) All of the above



**TASER® X26 NOMENCLATURE**  
**Identify the parts of the TASER X26**



- |                                      |           |
|--------------------------------------|-----------|
| A. Trigger                           | <u>12</u> |
| B. Digital Power Magazine (DPM)      | <u>11</u> |
| C. TASER Cartridge                   | <u>3</u>  |
| D. Mechanical Sight                  | <u>4</u>  |
| E. Safety Switch                     | <u>7</u>  |
| F. DPM Release Button                | <u>9</u>  |
| G. Stainless Steel Shock Plate       | <u>10</u> |
| H. Built-in Laser (pointing to beam) | <u>14</u> |
| I. Central Information Display (CID) | <u>8</u>  |
| J. Probes                            | <u>1</u>  |
| K. Low Intensity Lights              | <u>13</u> |
| L. Serial Number Plate               | <u>5</u>  |
| M. Illumination Selector Switch      | <u>6</u>  |
| N. AFID Tags                         | <u>2</u>  |



*Guaynabo Metropolitan Housing Authority*  
**Police Department**

This is to certify that



**Police Officer James Griffiths #89**

Has Successfully Completed An In-Service Course of Training In  
**Crisis Intervention | Ethics | Biased Based Policing**  
*(Eight Hours of Instruction)*

11/9/2011

Date

**Andrés González**  
Chief of Police

*Don McN*

Instructor

*G. R. L. \*633*

Instructor



*Mayor's Office*  
*Metropolitan Housing Authority*

*Police Department*

This is to certify that

**Police Officer James Griffiths #89**

Has Successfully Completed An In-Service Course of Training In

**Crisis Intervention | Ethics | Biased Based Policing**  
(Eight Hours of Instruction)

11/9/2011

Date

**Andrés González**  
Chief of Police

*D. Kelly*

Instructor

*A. R. L. #633*

Instructor

## James Tufts - Fwd: Taser Training

---

**From:** James Tufts  
**To:** James Griffiths; Jeffery Holdeman; Richard Schilling  
**Date:** 6/18/2008 8:56 PM  
**Subject:** Fwd: Taser Training

---

>>> Jack Justus 6/18/2008 2:29 PM >>>

The following Officers will report for training on the following dates: Report at 0800 hours.  
30JUN08 at the Cleveland Police Academy 7th floor room 731 located at 1300 ontario, all officers will report in the uniform of the day. This training will be in lieu of assigned shifts.

Sgt. Rucker  
Sgt. Schilling  
Sgt. Svec  
Sgt. Burdyshaw  
PO Salmone  
PO Tallman  
PO Holdeman  
PO Griffiths  
PO E. Williams  
PO Brantley  
PO Justus  
PO L. Jones  
PO Whitney PO Woodland  
Det. Beichler  
Det. Kuska

All officers with the exception of PO Woodland and Det. Beichler will report to CMHA HQ on 01JUL and 02JUL for Taser Training. It is the responsibility of each supervisor to notify the officers under their command and will be held responsible for the notification.

By Order Of;

Jack J. Justus, Commander



# City of Cleveland

Police



Academy

*To all who shall see these presents, greeting:*

*This is to certify that*

**Officer James Griffiths #89**

HAS COMPLETED A COURSE OF INSTRUCTION IN  
**8 hour Crisis Intervention Training**

June 30, 2008  
DATE

COMMANDING OFFICER  
P.O. [Signature] #426  
COURSE COORDINATOR



Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 34.4



**TRAINING DOCUMENTATION**  
**Taser X26**

This is to certify that I have received a copy of and training on the following topic:

CMHA Police Department Taser X26 Policy

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
<i>[Signature]</i> 89	JAMES CRIVELLO 89	11-21-08

Supervisor Issuing: Sgt. Styles #656

Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 34.3



## TRAINING DOCUMENTATION

### Use of Force

This is to certify that I have received a copy of and training on the following topic:

CMHA Police Department Chapter 34.3 Use of Force Policy

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
JAMES BRADY 89	<i>[Signature]</i> 89	11-24-08

Supervisor Issuing: *[Signature]* #654

**Academy / Accreditation  
Training Manual**



**TRAINING DOCUMENTATION**  
**Rules and Regulations- Prohibited Conduct**

This is to certify that I have received a copy of and training on the following topic:

CMHA Police Department Prohibited Conduct 1.2.1.02

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
JONES, G. G. 89	<i>[Signature]</i> 89	11-24-08

Supervisor Issuing: DET. S. G. #656



**TRAINING DOCUMENTATION**  
**2nd PLATOON**

Page 1 of 1	Remedial Training	04MAY08
-------------	-------------------	---------

This is to certify that I have received and reviewed the above.

NAME	BADGE #	SIGNATURE	DATE
Crime Victim Rights Introduction	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
Interviewing the Crime Victim	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
The Role of the Crime Victim Advocate	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
The Science of Victimology	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
Victims with Special Needs	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
Policies and Procedures Chapter 1.1	PO Griffiths #89	<i>[Signature]</i> 89	04MAY08
ORC 2927 Sex Offenses	PO Griffiths #89	<i>[Signature]</i>	04MAY08





**MARC DANN**  
**ATTORNEY GENERAL**  


---

**STATE OF OHIO**

**Instructions for applying for OHLEG access**

To apply for access to OHLEG, please fill out the application form attached. To receive a quicker response to your request, please include an email address if available. After the form has been signed by your agency Chief, Sheriff, or designee, fax it to (740) 845-2021 or mail it to:

Ohio Law Enforcement Gateway  
P.O. Box 365  
London, OH 43140

**Special Access Requests**

Some applications within OHLEG require unique access privileges. If you are requesting access to one of the following applications, please attach a note to the application form noting which type of authorization you require (please choose only one per application).

**MCCH** - All law enforcement users with OHLEG access have "Case Operator" access, allowing them to view all cases in any agency. If you require additional authorization, please indicate the following:

MCCH Case User	Allows user to view, create, and modify their agency case information. They also have the ability to create posters, issue media and truckers advisories (email and fax notifications).
----------------	---

**eSORN** - All law enforcement users with OHLEG access have "Read" access. If you require additional authorization, please indicate one of the following:

eSORN Sheriff User	Allows user to view and create records in any agency and modify records in their own agency
eSORN Sheriff Admin	Same as "Sheriff User" plus ability to update agency profile
eSORN DRC User	Allows user to view and create records in any agency and modify records in their own agency
eSORN DRC Admin	Same as "DRC User" plus ability to update agency profile

**Identity Theft Passport** - All law enforcement users with OHLEG access have "Read" access. If you require additional authorization, please indicate the following:

Passport User	Allows user to view and create records in any agency and modify records in their own agency
---------------	---

Please contact the OHLEG HelpDesk with any questions regarding access.



**Ohio Law Enforcement Gateway**

PO Box 365  
London, OH 43140  
Telephone: (866) 406-4534, or (866) 40-OHLEG  
Facsimile: (740) 845-2021  
[www.ag.state.oh.us](http://www.ag.state.oh.us)



**MARC DANN**  
**ATTORNEY GENERAL**  
 STATE OF OHIO

**OHLEG**

**Request for Access to Investigative Tools**

Requestor Name  
 First: James Middle:  Last: Griffiths

Agency Address: 5715 Woodland Ave City: Cleveland

Email: jgriffiths@cmhagd.org State: Ohio Zip Code: 44104

Date of Birth: 10/19/1971 Non-Sworn:  Sworn:

SSN: [REDACTED] If you have problems printing or viewing this form, please upgrade to Adobe Reader 7.0, or contact the OHLEG Helpdesk.

\*Notification of activation will be sent via email. If email is unavailable, please note fax number: \_\_\_\_\_

Requesting Agency: Cuyahoga Metro Housing Authority Police Department

ORI Number: OH0186800

Agency Phone Number: (216) 391 -2642

**Terms and Conditions**

The undersigned is hereby requesting user access to the investigative tools within the Ohio Law Enforcement Gateway (OHLEG) established by the Attorney General of the State of Ohio. **Participation in OHLEG is voluntary.** The undersigned agrees that all information from this site is for law enforcement purposes **ONLY**. Any dissemination to the public is strictly prohibited. The Social Security Number (SSN) is required and used solely for the purpose of maintaining user authentication. SSN's will not be disclosed to individuals or agencies except in accordance with state and federal law, and not to the Attorney General of the State of Ohio. Requests that are made without SSN or an authorizing signature will not be processed.

Requestor's Signature  
[Signature]  
 Date  
4-17-08

Chief / Sheriff or Designee Printed Name

Chief / Sheriff or Designee Signature  
  
 Date

**For Office Use Only**

Director Approval: \_\_\_\_\_  
 Date: \_\_\_\_\_

Entered By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Ohio Law Enforcement Gateway**

P.O. Box 365  
 London, OH 43140  
 Telephone: (866) 406-4534, or (866) 40-OHLEG  
 Facsimile: (740) 845-2021  
 www.ag.state.oh.us





**CUYAHOGA  
METROPOLITAN HOUSING  
AUTHORITY**



This is to certify that

*James Griffiths*

Has Completed an Intensified Course of Training in

**MEB / OC Refresher Course**

*Consisting of 8-Hours of Instruction  
On this 21st Day of July in the Year 2008.*

**ANDRES GONZALAS  
CHIEF OF POLICE**

**GEORGE PHILLIPS  
SAFETY DIRECTOR**

*Paul Henry*

INSTRUCTOR

*[Signature]*

INSTRUCTOR

**James Tufts - certificates**

**From:** William Likes  
**To:** James Tufts; Melvin Guinn; Richard Schilling  
**Date:** 5/5/2008 2:51 PM  
**Subject:** certificates  
**CC:** David Solomon

I need certificates of completion for PO Rives #86 and PO Griffith #89 for the training they did on OHLEG. I need these as soon as possible.

**How to get certificates!!!!**

**log onto OHLEG > click on "EOPOTA" > click on "profile" in the upper right corner> click on "transcripts"> click on each coarse they took (total of 5) and print each certificate.**

William R. Likes  
Patrol Commander  
CMHA Police Department  
Office-216-426-7804  
Fax-216-361-3728



## Certificate of Learning

This certifies that James Griffiths has participated in Crime Victims' Rights Introduction with the following achievements :

Date Enrolled **5/2/08**

Total Time Spent **00:05:24**

Date Last Taken **5/4/08**

Topic	Status	Completed On	Score	Mastery Score	Time	Source
<input checked="" type="checkbox"/> Crime Victims' Rights Introduction	Completed	5/4/08			00:05:24	

Printed On 5/5/08 by James Griffiths

opotc





## Certificate of Learning

This certifies that James Griffiths has participated in Interviewing the Crime Victim with the following achievements :

Date Enrolled **5/4/08**

Total Time Spent **00:27:09**

Date Last Taken **5/4/08**

Topic	Status	Completed On	Score	Mastery Score	Time	Source
Interviewing the Crime Victim	Completed	5/4/08			00:27:09	

Printed On 5/5/08 by James Griffiths

opota



## Certificate of Learning

This certifies that James Griffiths has participated in The Role of the Crime Victim Advocate with the following achievements :

Date Enrolled **5/4/08**

Total Time Spent **01:01:48**

Date Last Taken **5/4/08**

Topic	Status	Completed On	Score	Mastery Score	Time	Source
<input checked="" type="checkbox"/> The Role of the Crime Victim Advocate	Completed	5/4/08			01:01:48	

Printed On 5/5/08 by James Griffiths

opota



## Certificate of Learning

This certifies that James Griffiths has participated in The Science of Victimology with the following achievements :

Date Enrolled **5/4/08**

Total Time Spent **00:36:11**

Date Last Taken **5/4/08**

Topic	Status	Completed On	Score	Mastery Score	Time	Source
<input checked="" type="checkbox"/> The Science of Victimology	Completed	5/4/08			00:36:11	

Printed On 5/5/08 by James Griffiths

opota



## Certificate of Learning

This certifies that James Griffiths has participated in Victims with Special Needs with the following achievements :

Date Enrolled **5/4/08**

Total Time Spent **00:47:05**

Date Last Taken **5/5/08**

Topic	Status	Completed On	Score	Mastery Score	Time	Source
Victims with Special Needs	Completed	5/4/08			00:47:05	

Printed On 5/5/08 by James Griffiths

opota

# IT COMPUTER ACCESS FORM

Complete form for new employee Network access or current employee transfer. Once complete, return to the IT Department, IT will not accept forms without a Supervisor's and Director's signature.

Name: Ptl. James M. Griffiths #89  
Department: Police Department  
Location: 5715 Woodland  
Telephone: 216-391-2642 Extension: \_\_\_\_\_

Permanent Employee  Temporary Employee

What kind of computer will this person be using?  
Full PC Workstation  or Thin Client / Citrix

## Change in Location

From: \_\_\_\_\_ To: \_\_\_\_\_

## Statement of Understanding

I Ptl. James M. Griffiths #89 understand that my password and the security level assigned to such password are solely my responsibility. I will not share this password with any employee, colleague or friend. I further understand that my password will be inferred as my signature and that data entered or modified in the computer attributed to a user using my password will be my responsibility. I also understand that failure to abide by this agreement will result in my immediate termination of employment with the Cuyahoga Metropolitan Housing Authority in accordance with the progressive disciplinary policy. Access to any folder may be denied by IT if not required for job duties.

*Ptl. James M. Griffiths #89* 02APR08  
Employee Signature Date

*James M. Griffiths #89* *James M. Griffiths #89* 02APR08  
Supervisor Name Supervisor Signature Date  
(Please Print)

Name of a person with a similar position:



SECURITY ACCESS FORM-ELITE SYSTEM

Please read the instructions carefully and fill out the entire form. When you are finished, submit this form to your Supervisor and department Director for signature.

NOTE: IT will not accept forms submitted without a supervisor's signature

ADD TERMINATED TRANSFER

FULL TIME X PART TIME TEMP

IF TRANSFER APPLIES:

From Department: To New Department:

PLEASE PRINT User Name Griffiths (LAST NAME) James (FIRST NAME) M. (MI)

User Title: Patrolman User Dept: Police Ext

Phone Number: 216-391-2642

Name of a person with a similar position:

Check the following accounts that are needed:

Table with columns: Accounts, Display, Update, Accounts, Display, Update. Rows include BB - Bank Book, FSS - Family Self-Sufficiency, GL - General Ledger, IN - Inspections, and RR - Rent Reasonableness.

STATEMENT OF UNDERSTANDING

I Ptl. James M. Griffiths #89 understand that my password and the security level assigned to such password are solely my responsibility. I will not share this password with any employee, colleague or friend. I further understand that my password will be inferred as my signature and that data entered or modified in the computer attributed to a user using my password will be my responsibility. I also understand that failure to abide by this agreement will result in my immediate termination of employment with the Cuyahoga Metropolitan Housing Authority in accordance with the progressive disciplinary policy. Access to any modules may be denied by IT if not required for job duties.

EMPLOYEE SIGNATURE DATE 02APR08

SUPERVISOR SIGNATURE DATE 09 APR 2008

DEPARTMENT DIRECTOR SIGNATURE DATE

# \*Internet Justification Form

Name	Ptl. James M. Griffiths #89
Department	Police
Telephone/Extension	216-391-2642
Date	02APR08

\* Check

Internet

List 2 job specific web sites

## Statement of Understanding Internet Guidelines and Code of Conduct

I, Ptl. James M. Griffiths #89 the undersigned, have received and reviewed the Internet Guidelines and Code of Conduct. I understand that I am fully accountable for its use and activity. I am fully aware that the internet is intended to assist me in the performance of CMHA business and that any misuse as outlined in the Internet Guidelines and Code of Conduct may result in disciplinary action up to and including termination.

Printed Name

James m. Griffiths

Date

02APR08

Signature

Supervisor Signature/Approval

IT Director Signature/Approval

*Det James M. Griffiths #89*

# INTERNET GUIDELINES AND CODE OF CONDUCT

## I. INTRODUCTION

Access to the Internet has been provided to staff members for the benefit of the Cuyahoga Metropolitan Housing Authority (CMHA) and its customers. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the public image of CMHA, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the public image of CMHA, the following guidelines have been established for using the Internet.

## II. RESPONSIBLE OFFICIAL

It is the responsibility of the IT Department, Human Resources and Individual Department Directors, Managers or Supervisors to ensure the timely and effective ; intake, processing and resolution of all matter and/or issues related to the Internet.

## III. USES OF THE INTERNET

### A. Internet Access

Authorization for Internet access will be justified in writing to the Executive Office through the IT Department. The justification will show the benefit(s) accruing to CMHA as a result of continuing access by the requesting organization. If approved the IT Department will ensure access and the type of equipment needed.

### B. Acceptable Uses of the Internet

Employees accessing the Internet are representing the Cuyahoga Metropolitan Housing Authority (CMHA). All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official agency business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

### C. Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-agency business or any use of the Internet for personal gain is strictly prohibited and will result in disciplinary action, up to and including termination. Use of the Internet must not disrupt the operation of the agency network or the networks of other users. It must not interfere with your productivity.

## IV. COMMUNICATIONS

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited and will result in disciplinary action, up to and including termination. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive profane or offensive language is transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own user names on other Internet systems.

## V. SOFTWARE

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the IT Department.

## VI. COPYRIGHT ISSUES

Copyrighted materials belonging to entities other than this company may not be transmitted by staff members on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the agency and/or legal action by the copyright owner.

## VII. SECURITY

All messages created, sent or retrieved over the Internet are the property of the company and should be considered public information. CMHA reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

## VIII. HARASSMENT

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race religion, national origin, physical attributes, or sexual preference will be transmitted.

## IX. VIOLATIONS

Violations of any guidelines listed above may result in disciplinary action up to and including termination. In addition, if necessary the company will advise appropriate legal officials of any illegal violations.



C U Y A H O G A  
M E T R O P O L I T A N H O U S I N G  
A U T H O R I T Y  
P O L I C E D E P A R T M E N T



This is to certify that

*James Griffiths*

Has Completed an Intensified Course of Training in

*Report Writing*

*Consisting of 8-Hours of Instruction  
On this 23rd Day of May in the Year 2007*

ANDRES GONZALEZ  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

  
INSTRUCTOR



**NORTHCOAST  
POLYTECHNIC INSTITUTE**

This is to certify that

**James Griffiths**

has completed a course of instruction in

**Field Training Officer**

April 16-20, 2007  
Date

William D. Stealy  
Training Director





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Sworn and Non-Sworn Officers

**FROM:** Andres Gonzalez, Chief of Police

**DATE:** October 22, 2007

<b>Page 1 of 2</b>	<b>MANDATORY TRAINING Self-Defense Tactics</b>	<b>DN #07-112</b>
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All officers will be scheduled to attend In-service Training relating to Self-Defense Tactics, in lieu of their regularly scheduled shift. The class will be held at headquarters and will be from 0800 hrs. to 1600 hrs. All attendance control policies will be in effect. Officers will be required to wear gym clothing (sweat pants, t-shirt, tennis shoes), their bullet-resistant vest, and their complete duty rig. Any officers, who may need to be rescheduled, are required to contact Commander Jack Justus #603 to be rescheduled. The schedule is as follows:

<b>November 1, 2007</b>	<b>November 5, 2007</b>	<b>November 8, 2007</b>
Schilling, Richard #652	Strickland, Donald #242	Hermensky, Paul #630
Burdyshaw, Thomas #640	Pollard, Alesia #216	Correy, Donna #615
Morgan, Ray #658	Taylor, Jerimane #247	McGroder, Mary #668
Copeland, Arthur #41	Cattren, William #18	Spigner, Michael #67
Hinkle, Thomas #42	Higginbotham, William #102	Reynolds, David #75
Conway, Reginald #209	Alcantara, Jose #09	Kirby, Darrin #229
Kolb, Stephen #70	Ali, Saleem #31	Ortiz, Marc #95
DeJesus, David #20	Wiltshire, Harley #19	Blakemore, Kerry #12
Holdeman, Jeffrey #10	Beichler, Daren #54	Sailey, Oliver #212
Johnson, Jeffrey #256	Rucker, Carol #632	Woodland, Darrell #101

<b>November 12, 2007</b>	<b>November 15, 2007</b>	<b>November 19, 2007</b>
Kuska, Steve #22	Tufts, James #613	Johnson, Will #260
Chapman, William #14	Homerick, Dale #636	Dunham, Robert #238
Neal, James #35	Troyer, Theodore #664	Matza, Murray #221
Ovalle, Clinton #30	Clayton, Alan #38	Toles, Charles #648
Grimes, Cornell #56	Tallman, Paul #01	Hamilton, Al #36
Justus, Estel #46	Coleman, Jan #214	Crawford, Michael #29
Dancy, Alvin #32	Lastuka, Jerry #52	Wallace, Melvin #220
Harris, James #03	Beese, Adam #06	Drew, Gregory #04
Kennedy, Maurice #28	Branch, Antonio #204	Griffiths, James #89
Schultz, Charles #37	Solomon, Nathaniel #236	

November 22, 2007	November 26, 2007	November 29, 2007
Ramsey, Randy #07	Mollohan, Donald #634	Morenz, Ronald #626
Clark, Michael #235	Svec, Christopher #662	Bowen, Anthony #225
Hammond, Willie #200	Rice, Debra #202	Williams, Latasha #204
Eppinger, Alesia #255	Jones, Michael #25	Harper, Ronald #222
Roberts, Carl #237	Puree, Ken #226	Hizak, Brandon #24
Assaf, Jihad #62	Lawson, John #201	Tidwell, Robert #227
Harris, Johnny #17	Gowdy, Janet #219	Hines, Louis #215
Jones, Larry #26	Leon, Manuel #58	Smiddy, John #11
Salomone, Brian #23	Williams, Eric #50	Whitney, David #48
Bachelor, Arrie #224	Vales, Robert #44	Williams, Thomas #65
Azzano, Thomas #61	Montague, Nicholas #208	Rives, Eric #86

By order of,



Andres Gonzalez, Chief of Police



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All employees  
**FROM:** Andres Gonzalez, Chief of Police  
**DATE:** September 28, 2007

Page 1 of 2	<b>MANDATORY TRAINING Sexual Harassment</b>	DN #07-096
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The following is the schedule for training related to Sexual Harassment. Attendance is mandatory for all divisional employees. The training will be held at headquarters in the Community Policing Room. Dress will be the officers uniform of the day.

Watch Commanders/ Unit OIC's must maintain coverage at all mandatory buildings and notify their respective Commander for rescheduling of officers.

The schedule is as follows:

**TUESDAY, OCTOBER 2, 2007**

0500 hrs.-0600 hrs.	0630 hrs. – 0830 hrs.	0900 hrs. – 1000 hrs.	1030 hrs. – 1230 hrs.
Assaf, Jihad #62	Toles, Charles #648	Reynolds, David #75	Gonzalez, Andres #601
Williams, Eric #50	Troyer, Theodore #664	Crawford, Michael #29	Solomon, David #602
Wiley, Toni #003	Svec, Christopher #662	Conway, Reginald #209	Justus, Jack #603
Gowdy, Janet #219	McGroder, Mary #668	Roberts, Carl #237	Likes, William #604
Williams, Latasha #204	Mollohan, Donald #634	Azzano, Thomas #61	Broom, Darlene #730
Harper, Ronald #222	Correy, Donna #615	Brantley, Earl #77	Terry, Sandra #731
Branch, Antonio #274	Morenz, Ronald #626	Cattren, William #18	Burdyshaw, Thomas #640
Solomon, Nathaniel #236		Higginbotham, Will #102	Howard, Roxsann #606
Eppinger, Alisha #255		Alcantara, Jose #09	Morgan, Raymond #658
Taylor, Jerimane #247		Ali, Saleem #31	Hermensky, Paul #630
White, Gloria #008		Golson, Susan #002	Styles, Paul #656
Montague, Nicholas #208		Kraniske, Glen #608	Kucera, Robert #702
Tidwell, Robert #227		Kuska, Steve #22	Homerick, Dale #636
Matza, Murray #221		Kennedy, Maurice #28	
Woodland, Darrell #101		Schultz, Charles #37	
		Taylor-Heard, R. #703	
		Tallman, Paul #01	
		Hinkle, Thomas #42	

## TUESDAY, OCTOBER 2, 2007 Cont'd

1400 hrs. – 1500 hrs.	1530 hrs. – 1630 hrs.
Salomone, Brian #23	Vales, Robert #44
Hamilton, Al #36	Ramsey, Randy #07
Rice, Debra #202	Sailey, Oliver #212
Coleman, Jan #214	Puree, Ken #226
Harris, Johnny #17	Bowen, Anthony #225
Jones, Larry #26	Chapman, William #14
Whitney, David #48	Neal, James #35
Williams, Thomas #65	Ovalle, Clinton #30
Wiltshire, Harley #19	Grimes, Cornell #56
Revelt, Lisa #004	Justus, Estel #46
Drew, Stephanie #006	Beese, Adam #06
	DeJesus, David #20
	Jones, Michael #25
	Suber-Bey, T. #732

## THURSDAY, OCTOBER 4, 2007

0500 hrs. – 0600 hrs.	0700 hrs. – 0800 hrs.	0830 hrs. – 0930 hrs.	1400 hrs. – 1600 hrs.
Pollard, Alesia #216	Leon, Manuel #58	Dancy, Alvin #32	Rucker, Carol #632
Hammond, Willie #200	Smiddy, John #11	Harris, James #03	Guinn, Melvin #624
Lawson, John #201	Hizak, Brandon #24	Spigner, Michael #67	Schilling, Richard #652
Johnson, Will #260	Beichler, Daren #54	Copeland, Arthur #41	Tufts, James #613
Dunham, Robert #238	Pride, Nicole #607	Clayton, Alan #38	
Paul, Darrell #250	Shealy, Kelley #007	Kirby, Darrin #229	
Bly, David #001	Swanson, Kevin #16	Wallace, Melvin #220	
Hines, Louis #215	Rives, Eric #86	Robinson, Deeda #005	
Bachelor, Arrie #224	Collins, Clifford #735	Warren, Patricia #733	
		Jenkins, Bobby #704	

1700 hrs. – 1800 hrs.	1700 hrs. – 1800 hrs.
Ortiz, Marc #95	Griffiths, James #89
Blakemore, Kerry #12	Johnson, Joseph #256
Kolb, Stephen #70	Clark, Michael #235
Lastuka, Jerry #52	Strickland, Donald #242
Hopkins, Ronald #88	West, Chanel #010
Holdeman, John #10	Harris, Monique #012
Drew, Gregory #04	

By order of,  
  
 Andres Gonzalez, Chief of Police



CUYAHOGA  
METROPOLITAN HOUSING  
AUTHORITY  
POLICE DEPARTMENT



This is to certify that

*James Gillfills*

Has Completed an Intensified Course of Training in

*Report Writing*

*Consisting of 8-Hours of Instruction  
On this 23rd Day of May in the Year 2007*

ANDRES GONZALEZ  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*George A. Phillips*  
INSTRUCTOR





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Sworn Personnel  
**FROM:** Andres Gonzalez, Chief of Police  
**DATE:** July 13, 2007

Page 1 of 3	State Mandated Crime Victim Training	DN #07-069
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The State has mandated that every police officer receive a minimum of 5-hours of training in a crime victim related area. To be in compliance with this mandate, the CMHA Police Department will be providing its officers with this training in lieu of their regularly scheduled shift. The training will be held at Headquarters, in the Community Policing Room, from 0800-1600. Dress will be the officers uniform of the day. The training will be presented by Lynn Hammond of the Witness Victim Service Center and Dan Clark of the Cleveland Rape Crisis Center

Attendance is **required** and all Attendance Control Policies will be strictly enforced. All officers are required to punch in and out for the training. Any officer who fails to report at their scheduled time will be considered "AWOL", and will not be allowed to work that day to make-up the shift.

If there are any scheduling conflicts, notify Lt. Morenz #626 to determine if an alternate date can be arranged.

The schedule is as follows:

**Thursday - July 19, 2007  
0800-1600**

Lt. Likes #660  
Lt. Morenz #626  
Sgt. Guinn #624

**Friday - July 20, 2007  
0800-1600**

Lt. Correy #615  
Sgt. Homerick #636  
Sgt. Styles #656

**Thursday - July 19, 2007**  
**0800-1600**

Sgt. Mollohan #634  
Det. Harris #03  
Det. Ovalle #30  
PO Alcantara #09  
PO Assaf #62  
PO Clayton #38  
PO Copeland #41  
PO Drew #04  
PO Griffiths #89  
PO Hamilton #36  
PO Hizak #24  
PO Kolb #70  
PO Lages #08  
PO Smiddy #11  
PO T. Williams #65

**Friday - July 20, 2007**  
**0800-1600**

Sgt. Toles #648  
Sgt. Troyer #664  
Det. Beichler #54  
Det. Kuska #22  
Det. Neal #35  
Det. Schultz #37  
PO Ali #31  
PO Azzano #61  
PO Beese #06  
PO Brantley #77  
PO Cattren #18  
PO DeJesus #20  
PO Reynolds #75  
PO Rives #86  
PO Tallman #01

**Thursday - July 26, 2007**  
**0800-1600**

Lt. Cooper #644  
Lt. Tufts #613  
Sgt. Burdyshaw #640  
Sgt. Hermensky #630  
Sgt. Rucker #632  
Det. Justus #46  
Det. Kennedy #28  
PO Higginbotham #102  
PO Hinkle #42  
PO Holdeman #10  
PO Hopkins #88  
PO Leon #58  
PO Otiz #95  
PO Ramsey #07

**Friday - July 27, 2007**  
**0800-1600**

Lt. Justus #638  
Sgt. McGroder #668  
Sgt. Morgan #658  
Sgt. Schilling #652  
Sgt. Svec #662  
Det. Chapman #14  
Det. Dancy #32  
Det. Grimes #56  
PO Blakemore #11  
PO Crawford #29  
PO Harris #17  
PO L. Jones #26  
PO M. Jones #25  
PO Lastuka #52

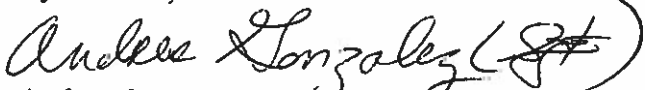
Thursday - July 26, 2007  
0800-1600

PO Spigner #67  
PO Vales #44  
PO E. Williams #50  
PO Swanson #16

Friday - July 27, 2007  
0800-1600

PO Rives #86  
PO Salomone #23  
PO Whitney #48  
PO Wiltshire #19  
PO Woodland #101

By order of,

  
Andres Gonzalez, Chief of Police



**NORTHCOAST  
POLYTECHNIC INSTITUTE**

**This is to certify that**

**James Griffiths**

**has completed a course of instruction in**

***Field Training Officer***

**April 16-20, 2007**  
Date

***William D. Stealy***  
Training Director



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Sworn and Safety Management Personnel  
**FROM:** Andres Gonzalez, Chief of Police  
**DATE:** April 19, 2007

Page 1 of 2	<b>First Responder Safety Kit Issuance</b>	DN #07-029
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Pursuant to GPO #07-005 PROCEDURES FOR RESPONDING TO HAZMAT INCIDENTS, all sworn officers and Safety Management personnel shall be issued First Responder Safety Kits, which contain Personal Protective Equipment (PPE). The air-purifying respirator (APR), included as part of the PPE issued, shall be fitted for each individual officer. Once the fitting process is complete, the equipment bags will be stored, broken down by shift, in the office adjacent to the SWAT OIC office. In the event an officer needs the equipment while on-duty or called in for duty, the officer will report to Police Headquarters and obtain it from a supervisor.

The following schedule has been prepared for the fitting and issuing of the First Responder Safety Kits. Officers being fitted **CANNOT** smoke within 15 minutes of their fitting time. The fittings will take place in the SWAT OIC office. The fitting will be done while on-duty. There will be no overtime or callback paid as a result of this schedule. If a conflict exists, contact Lt. Morenz #626 to be rescheduled. The schedule is as follows:

<u>Sunday - April 22, 2007</u>	<u>Monday - April 23, 2007</u>	<u>Tuesday - April 24, 2007</u>
1600 DeJesus 20	1200 Styles 656	0900 Crawford 29
1610 Cattren 18	1210 Chapman 14	0910 McGroder 668
1620 Whitney 48	1220 Neal 35	0920 Leon 58
1630 Ramsey 07	1230 Ovalle 30	0930 Tufts 613
1640 Holdeman 10	1240 Grimes 56	0940 Salomone 23
1650 Harris 17	1250 Justus 46	0950 Guinn 624
1700 Griffiths 89	1300 Kucera 702	1000 Spigner 67
1710 Likes 660	1310 Taylor-Heard 705	1010 Kennedy 28
1720 Alcantara 09	1320 Jenkins 704	1020 Morgan 658
		1030 Hermensky 634
		1040 Harris 03



**Tuesday - April 24, 2007**

2330 Azzano 61  
2340 Hamilton 36  
2350 Cooper 640  
2400 Burdyslaw 640

**April 25, 2007**

0030 Svec 662  
0040 Williams 50  
0050 Lastuka 52  
0100 Mollohan 630

**Thursday - April 26, 2007**

0900 Tallman 01  
0910 Hizak 24  
0920 Morenz 626  
0930 Hinkle 42  
0940 Correy  
0950 Clayton 38  
1000 Beichler 54  
1010 Copeland 41  
1020 Ali 31  
1030 Wiltshire 19  
1040 Barto 603  
1050 Solomon 602

**Thursday - April 26, 2007**

1600 Ortiz 95  
1610 Smiddy 11  
1620 Kolb 70  
1630 Reynolds 75  
1640 Rucker 632  
1650 Kuska 22  
1700 Dancy 32  
1800 Schultz 37  
1900 Higginbotham 102

**Thursday - April 26, 2007**

2330 Assaf 62  
2340 Woodland 101

**April 27, 2007**

0030 Jones 26  
0040 Troyer 664

By order of,



Andres Gonzalez, Chief of Police



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Personnel  
**FROM:** David T. Solomon, Acting Chief of Police  
**DATE:** April 12, 2007

Page 1 of 3	ADP Training	DN #07-027
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The following is the schedule for training and enrollment for the new ADP time keeping system. All personnel are required to be set-up in, and trained on, the system. Watch Commanders are required to insure that all personnel under their command are present at the time they are scheduled. If a change needs to be made, contact Lt. Morenz #626 to determine if it is feasible. The training will be held at headquarters, in the Community Policing room. The schedule is as follows:

TUESDAY, April 17, 2007			
5:00 AM	6:00 AM	7:30 AM	9:00 AM
224 Bachelor, Arrie Jr.	644 Cooper, Tyrone	003 Wiley, Toni	67 Spigner, Michael
216 Pollard, Alesia	008 White, Gloria	26 Jones, Larry	41 Copeland, Arthur
258 Flowers, Andrea		215 Hines, Louis	229 Kirby, Darrin
200 Hammond, Willie		208 Montague, Nicholas	29 Crawford, Michael
201 Lawson, John		664 Troyer, Theodore	214 Coleman, Jan
219 Gowdy, Janet			624 Guinn, Melvin
204 Williams, Latasha			54 Beichler, Daren
222 Harper, Ronald			638 Justus, Jack
640 Burdyshaw, Thomas			Kucera, Robert
			Jenkins, Bobby
			Taylor-Heard, Rhonda

<b>TUESDAY, April 17, 2007</b>		
<b>4:00 PM</b>	<b>4:30 PM</b>	<b>5:00 PM</b>
012 Harris, Monique	006 Drew, Stephanie	256 Johnson, Joseph
95 Ortiz, Marc	010 West, Chanel	632 Rucker, Carol
11 Smiddy, John	56 Grimes, Cornell	70 Kolb, Stephen
660 Likes William	46 Justus, Estel	75 Reynolds, Dave
09 Alcantara, Jose		235 Clark, Michael
Higgins, Latia		226 Puree, Kenneth
Ramsey, Daneeka		636 Homerick, Dale
		17 Harris, Johnny
		89 Griffiths, James
		242 Strickland, Donald

<b>WEDNESDAY, April 18, 2007</b>	
<b>7:30 AM</b>	<b>10:30 AM</b>
613 Tufts, James	606 Howard, Roxsann
608 Kraniske, Glenn	22 Kuska, Steven
28 Kennedy, Maurice	32 Dancy, Alvin
626 Morenz, Ronald	31 Ali, Saleem
668 McGroder, Mary	658 Morgan, Raymond
102 Higginbotham, William	04 Drew, Gregory
	11 Blakemore, Kerry
	44 Vales, Robert
	88 Hopkins, Ronald
	65 Williams Thomas
	652 Schilling, Richard
	19 Wiltshire, Harley

## THURSDAY, April 19, 2007

8:00 AM	9:00 AM	4:30 PM	5:00 PM
004 Revelt, Lisa	38 Clayton, Alan	007 Shealy, Kelley	18 Cattren, William
01 Tallman, Paul	220 Wallace, Melvin	14 Chapman, William	48 Whitney, David
24 Hizak, Brandon	209 Conway, Reginald	35 Neal, James	212 Sailey, Oliver
42 Hinkle, Thomas	237 Roberts, Carl	30 Ovalle, Clinton	225 Bowen, Anthony
58 Leon, Manuel	648 Toles, Charles	656 Styles, Paul	630 Hermensky, Paul
615 Correy, Donna E.	23 Salomone, Brian		37 Schultz, Charles
	202 Rice, Debra		
	634 Mollohan, Donald		

## FRIDAY, April 19, 2007

5:00 AM	6:30 am	7:30 AM	8:30 am
274 Branch, Antonio	61 Azzano, Thomas	227 Tidwell, Robert	002 Golson, Susan
240 Gray, Alvin	62 Assaf, Jihad	50 Williams, Eric	005 Robinson, Deeda
236 Solomon, Nathaniel	101 Woodland, Darrel	662 Svec Christopher	03 Harris, James
255 Eppinger, Alisha	36 Hamilton, Al	52 Lastuka, Jerry	732 Suber-Bey, Terrissi
247 Taylor, Jermaine	735 Collins, Clifford	221 Matza, Murray	
260 Johnson, Will		001 Bly, David	
238 Dunham, Robert			
250 Paul, Darrell			

## 4:00 pm

20 DeJesus, David
07 Ramsey, Randy
10 Holdeman Jeffery

By order of,



David T. Solomon, Acting Chief of Police

American Heart  
Association.



Fighting Heart Disease and Stroke

## Heartsaver CPR

**James M. Griffiths**

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the AHA for the Heartsaver CPR Program. Adult CPR / Pediatric CPR / Adult CPR & AED

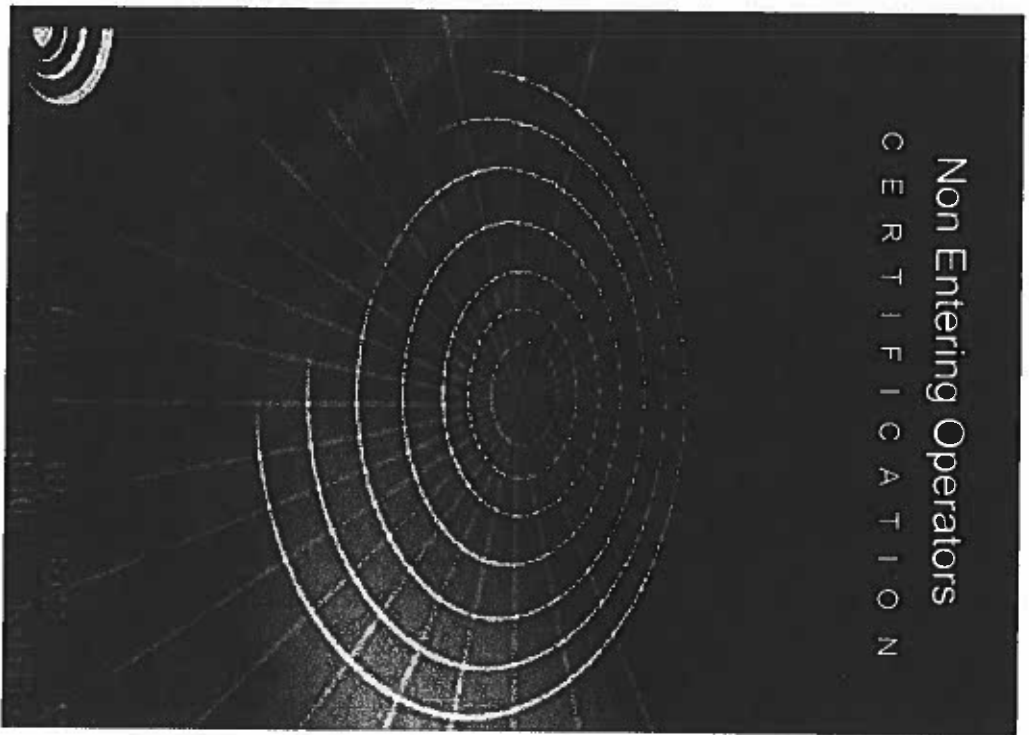
10/31/06

10/2008

Issue Date

Recommended Renewal Date





This document certifies that

**JAMES GRIFFITHS**

has passed the

**Non Entering Operators**

test and should be afforded the rights and responsibilities pertaining thereto.

Awarded this

21 day of September, 2006

DIVISION OF STATE FIRE MARSHAL

# OHIO FIRE ACADEMY

CERTIFICATE OF TRAINING

Is awarded to:

*James M Griffiths*

In recognition of completion of the

*1st Responder HazMat/WMD/PPE  
Awareness - 8 hrs*

1753-2006-439

03/01/2006-03/01/2006



*Stephen K. Wolz*  
Stephen K. Wolz  
State Fire Marshal

*B. Frank Conway*  
B. Frank Conway  
Superintendent





C U Y A H O G A  
M E T R O P O L I T A N H O U S I N G  
A U T H O R I T Y  
P O L I C E D E P A R T M E N T



This is to certify that

*James Sufflito*

Has Completed an Intensified Course of Training in

*Expandable Baton / OC Update*

*Consisting of 8-Hours of Instruction  
On this 5th Day of September in the Year 2006*

STANLEY C. MURREY  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*06454 Ramsey* #07  
INSTRUCTORS

920/6

PAGE <b>1 of 2</b>	SUBJECT <b>Chapter 10- Use of Force Test</b>	DATE <b>9-5-06</b>
-----------------------	---	-----------------------

NAME: JAMES B. GRIFFIN BADGE # 87

1) Officers are authorized to use Deadly force only to protect themselves or another person from an actual or (clear and apparent) imminent threat of death or serious physical harm, and only when there is no reasonable alternative.

2)  True or False - "Force" is defined as "any violence, compulsion, or constraint physically exerted by any means against or upon a person or thing"  
[circle one]

3) An officer shall CARRY and USE only those weapons and ammunition as furnished or authorized by the Chief of Police.

"Deadly Force" is defined as "any force which carries a substantial risk that it will proximately result in the death of any person". Which of the following are examples of deadly force?

[circle all that apply]

- 1. Shooting to wound a person so they surrender.
- 2. Striking a suspect in the leg with your baton.
- 3. Using OC (pepper spray) against a disorderly female.
- 4. Striking a suspect in the head with your baton.
- 5. Using an arm lock to restrain a suspect.

5) True or  False - An Officer would be justified in shooting a fleeing suspect if the suspect had stolen property with a value in excess of \$500.00, and the officer was otherwise unable to apprehend the suspect.  
[circle one]

True or False - An Officer may draw, display, or point their weapon only if the suspect has a weapon.  
[circle one]

7) Justification for the use of deadly force is limited to the facts actually known or reasonably perceived by the Officer at that MOMENT.

8) True or  False - An Officer would be justified in shooting a fleeing suspect solely upon the basis of reports from witnesses that the suspect had a gun.  
[circle one]

9) True or  False - It is an acceptable procedure to shoot out the tires of a vehicle that is refusing to stop if the officer thinks the driver has a warrant.  
[circle one]

10) Deadly force is never justified solely to protect PROPERTY.

11) True or  False - Officers should not fire warning shots except as a last chance effort to stop a suspect who otherwise will get away.  
[circle one]

12)  True or False - Officers are required to report all use of force incidents as soon as possible.  
[circle one]

13)  True or False - Officers are required to ensure that assistance and medical care are rendered to suspects injured as a result of any use of force.  
[circle one]

# MEB BASIC COURSE

## STUDENT PROFICIENCY TEST CHECK SHEET

NAME OF STUDENT (please print): JAMES GRIFFITHS 89 DATE: 9-5-06

To certify in the MEB BASIC COURSE, students MUST demonstrate the following techniques:

		ACCEPTABLE	UNACCEPTABLE	COMMENTS
	STANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
GRIP:	ONE-HAND GRIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED GRIP:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
BATON CARRY:	VERTICAL CARRY POSITION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	OUTSIDE-THE-ARM CARRY POSITION:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED CARRY POSITION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DRAW:	CROSS DRAW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	STRONG-SIDE DRAW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
BLOCK:	TWO-HANDED HIGH BLOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED STRONG-SIDE BLOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED MIDDLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED SUPPORT-SIDE BLOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	TWO-HANDED LOW BLOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ONE-HAND:	FORWARD STRIKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	REVERSE STRIKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TWO-HANDED:	FRONT JAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	REAR JAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	STRONG-SIDE HORIZONTAL STRIKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	SUPPORT-SIDE HORIZONTAL STRIKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	MIDDLE STRIKE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>BATON RETENTION:</b>				
	1 OR 2 HAND GRAB DEFENSE FOR ONE-HANDGRIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	1 OR 2 HAND GRAB DEFENSE FOR TWO-HANDED GRIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The above named STUDENT has attained an acceptable minimum performance rating on each of the MEB techniques listed above. The STUDENT has also attained a 70% or better on a written test consisting of a minimum of 15 questions, which is recorded below. Therefore, the STUDENT is certified in the MEB Basic Course.

RANDY POWNEY  
 Name of MEB Basic Instructor (Please Print)

Randy Powney  
 MEB Basic Instructor's Signature

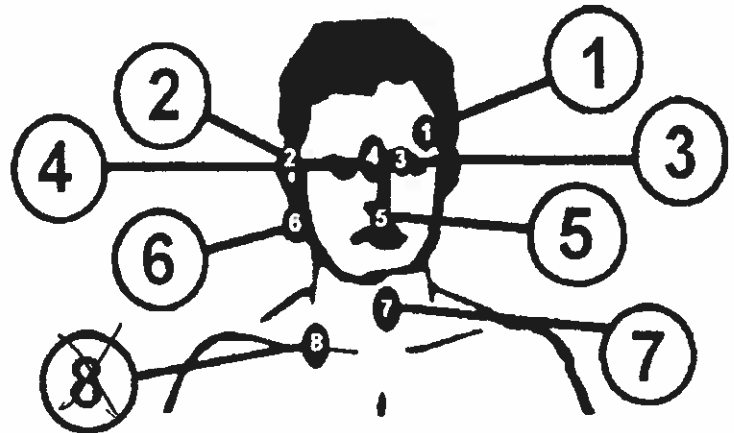
100%  
 Record Written Test Score Here

9-5-06  
 Date Certified

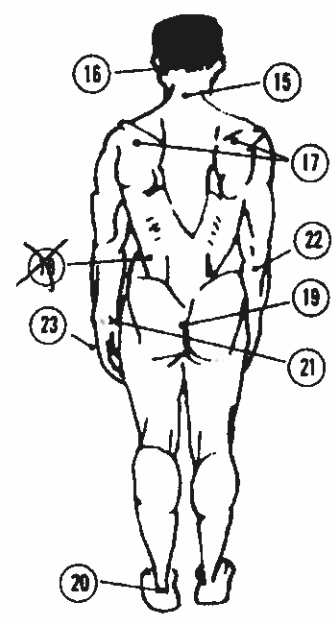
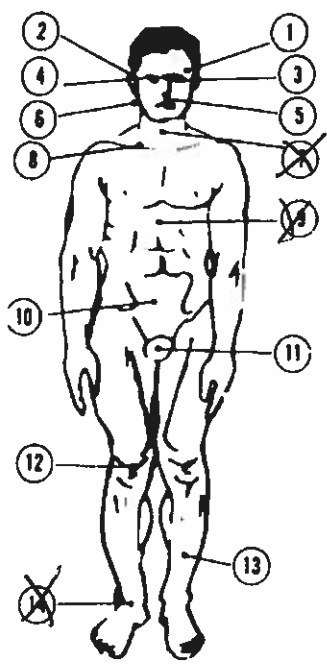
### WRITTEN TEST

Student's Name JAMES GRIFFITHS 29 Date 9-5-06

Matching: Use the most correct number from the following illustrations of the human body. Match the following areas or points on the human body to its corresponding number noted on the diagrams below.



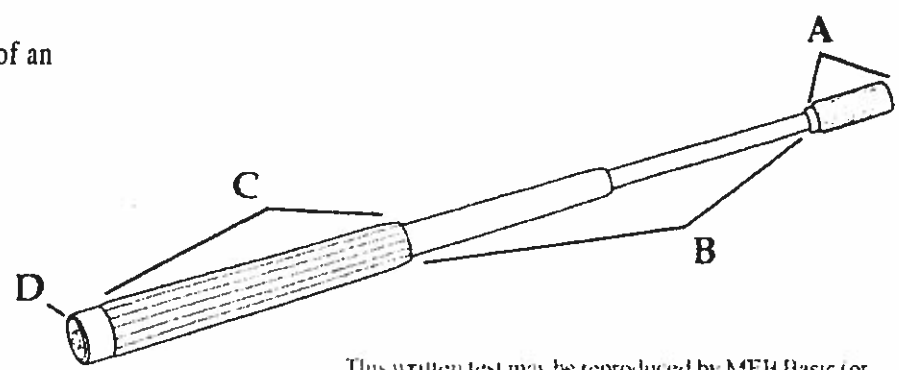
- | Number                    |                 |
|---------------------------|-----------------|
| 1. <u>8</u>               | Collarbone      |
| 2. <u>18</u>              | Kidney          |
| 3. <u>14</u>              | Instep          |
| 4. <u>7</u>               | Throat          |
| 5. <u>22</u>              | Elbow Joint     |
| 6. <u>12</u>              | Knee Joint      |
| 7. <del>10</del> <u>9</u> | Solar Plexus    |
| 8. <u>11</u>              | Groin           |
| 9. <u>3</u>               | Eyes            |
| 10. <u>17</u>             | Shoulder Blades |
| 11. <u>13</u>             | Shin            |



Complete the following:

Using the letters noted on the diagram of an expandable straight baton, match these letters to the corresponding nomenclature below.

- |                  |          |
|------------------|----------|
| 12. Grip End     | <u>D</u> |
| 13. Long End     | <u>A</u> |
| 14. Grip Portion | <u>C</u> |
| 15. Long Portion | <u>B</u> |



This written test may be reproduced by MEH Basic (or higher level) instructors who have been certified by the Monadnock Police Training Council, Inc



**Monadnock Expandable Baton Training Program**  
**Written Test**

Page 3

26. When documenting a use of force incident, the report should include:

- a. Time of day
- b. Number of persons
- c. Type of call
- d. Officer injuries
- e. All of the above

27. Officer-Subject Factors include all of the following except:

- a. Age
- b. Sex
- c. Closeness of weapon
- d. Size
- e. Skill Level

28. The officer's use of force \_\_\_\_\_ in response to the subject's increased use of violence.

- a. Decreases
- e. Increases
- b. B or C
- c. Escalates
- d. Matches

29. The acronym for remembering Weapon Retention in the holster or belt holder is:

- a. G.U.N.
- b. S.T.U.N.
- c. G.U.T.
- d. G.R.A.B.
- e. H.O.L.D.

30. The first Force Option is:

- a. Dialogue
- b. Baton
- c. Pain Compliance
- d. Escort
- e. Firearm

# DISCIPLINARY FILE



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89 Police Officer

**FROM:** Angel J. Morales, Deputy Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> DISCIPLINE - WRITTEN WARNING	<b>DATE:</b> 02OCT18
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**DATE OF INCIDENT(s):** Friday, September 14, 2018

**INVESTIGATION:** CONDUCT UNBECOMING AN EMPLOYEE (X18-174)

**CLASSIFICATION:** ADMINISTRATIVE INVESTIGATION

**SANCTION/S:** WRITTEN WARNING

**MISCELLANEOUS:** Smoking inside CMHA Owned Vehicle ZC 909

Angel J. Morales, Deputy Chief

I acknowledge receipt of this "Disciplinary Action" and understand its content.

**Signature:**  **Date:** 10-3-18 **Time:** 1150

**Union Representative:** PO. Hinkle **Date:** 10/8/18 **Time:** 1250

**Issuing/Witnessing Supervisor:** SGT. Paul A. [Signature] #656 @ 11.50 hrs

**SUPERVISOR:** after execution, return this form immediately through Official Channels.





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** James Griffiths #89, Police Officer

**FROM:** Angel J. Morales #602, Deputy Chief

PAGE <b>1 of 2</b>	SUBJECT <b>Investigation X18-174 Written Warning</b>	DATE <b>02 OCT 18</b>
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**BACKGROUND**

On Friday, September 14, 2018, you were observed smoking while operating a CMHA owned vehicle (Zone Car 909) while responding to assist another member with a call for service.

The Mission Statement of the CMHA Department of Police and Security is to protect CMHA residents, staff and property; to decrease the fear of crime; and to provide auxiliary services in support of CMHA. In addition, the Core Values of the department are based on "TRUST". We strive to be trustworthy by displaying integrity, dependability and benevolence in the following areas: Tenacity, Respect, Understanding, Service and Training.

**Manual of Rules and Regulations:**

- Section III, (E) failure to Obey Orders Given by Proper Authority
- Section III, (F) Conduct Unbecoming an Employee
- Section III, (H) Violation of Established Departmental Written Directives
- Section III, (I) Reference in the CMHA Personnel Policies and Procedures Manual (AO-11)
- Section V.A, (10) Conduct Themselves in Such a Manner to Command Respect of the Public
- Section VI.A, (2) Willfully disobey or Willfully neglect to Perform Duties Required by Rules, Regulations, or Directives or any Lawful Orders
- Section VI.A, (17) Engaged in any Conduct, Speech or Acts While On Duty that Would Reasonably Diminish the Esteem of CMHA


**Law Enforcement Roll and Authority**

**Chapter 1.26 Smoking Policy**

Section B, Smoking is prohibited in all CMHA owned and leased vehicles

**Code of Ethics**


Section: IV-(I) Members shall be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

APPROVED:  Date: 10/2/18

PAGE <b>2 of 2</b>	SUBJECT <b>Investigation X18-174 Written Warning</b>	DATE <b>02 OCT 18</b>
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Members are mandated and expected to adhere to all departmental written directives. Whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This **“WRITTEN WARNING”** will remain in your personnel file.

By order of,

  
\_\_\_\_\_  
Angel J. Morales, Deputy Chief

APPROVED:  Date: 10/2/18



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89 Police Officer

**FROM:** Andrés González, Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> <b>DISCIPLINE – WRITTEN REPRIMAND</b>	<b>DATE:</b> 01OCT18
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**DATE OF INCIDENT(s):** Saturday, June 30, 2018

**INVESTIGATION:** CONDUCT UNBECOMING AN EMPLOYEE (X18-135)

**CLASSIFICATION:** ADMINISTRATIVE INVESTIGATION

**SANCTION/S:** WRITTEN REPRIMAND

**MISCELLANEOUS:** Failure to Properly Handle a Call for Service Regarding checking on the Welfare of a Juvenile and Drug Activity.

Andrés González, Chief

I acknowledge receipt of this "Disciplinary Action" and understand its content.

**Signature:**  **Date:** 10-3-18 **Time:** 1200

**Union Representative:** PO. Hinkle **Date:** 10/8/18 **Time:** 1255

**Issuing/Witnessing Supervisor:** SGT. Paul A. St. #656

**SUPERVISOR:** after execution, return this form immediately through Official Channels.





# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING

**TO:** James Griffiths, Police Officer # 89  
**FROM:** Andrés González, Chief of Police

PAGE	SUBJECT	DATE
1 of 3	Determination of Departmental Charges Investigation X18-135	October 1, 2018

On Wednesday September 12, 2018, you attended a Pre-Disciplinary Conference regarding Departmental Charges preferred against you. Present at the conference with you were Union Representative Mr. Charles Wilson, Commander Carol Rucker and Sergeant Paul A. Styles who presented the charges. The allegations and charges referenced violations of written directives found in the CMHAPD Manual of Rules and Regulations; CMHAPD Policy and Procedures; and the CMHA Personnel Policies and Procedures Manual (AO-11).

### BACKGROUND

On Saturday, June 30, 2018, at 1439 hours, you responded to an assignment at 12000 Wanda Avenue, #1002 to check on the welfare of a juvenile and to check for possible drug activity. Upon your arrival, you were met by the caller who provided additional information confirming that she was concerned about the well-being of a fifteen (15) year old juvenile inside the unit and that the leaseholder is known for using drugs.

At approximately 1457 hours, you responded to unit # 1002 to check for drug activity. The leaseholder opened the door and refused to admit you inside to investigate even after advising him of the nature of your assignment. You stated that you did not verify the identity of the leaseholder. You further stated that you observed two (2) unknown males inside the unit and made no attempt to identify who they were.

You asked the leaseholder if there was a juvenile inside. He stated yes and you requested to speak with her. You stated that a fifteen (15) year old female and an adult woman who identified herself as the juvenile's mother stepped outside the unit into the hallway. You gathered personal information from the mother and the juvenile and wrote it down on a piece of paper. You became satisfied with their responses and cleared the scene. You informed RCC that the juvenile checked okay and completed the assignment at 1504 hours. You returned to headquarters and notified a member of the crime suppression unit that you believed drug activity was occurring in this unit.

Approximately 10 hours later, on Sunday, July 1, 2018, at 0022 hours, Cleveland Police received a call (from the same person you spoke with earlier) to return to the unit to check for drug activity and to check on the well-being of a juvenile. Cleveland Police forwarded the call to RCC who verified that the caller was the same person you engaged with previously. Officers from third platoon were assigned to investigate.

Officers responded and conducted a record check of the male leaseholder from unit #1002 and discovered that he had an active felony warrant for his arrest. The active warrant was for violating probation and indicated that the male had violent tendencies. Officers further investigated and conducted a record check through RCC which verified that the juvenile was listed as a missing person and in custody of the State of Ohio.

Additionally, during the booking process, the arrested leaseholder admitted to Officers that he was engaged in sexual activity with the fifteen (15) year old juvenile.

## **CHARGES**

You are charged with violating the following written directives:

### **CMHAPD Manual of Rules and Regulations**

- III-(E) Failure to Obey Orders Given by Proper Authority
- III-(F) Conduct Unbecoming an Employee
- III-(H) Violation of Established Departmental Written Directives
- III-(I) Reference the CMHA Personnel Policies and Procedures Manual (AO-11)
- VA-(2) Protect Life and Property, Prevent Crime, Detect, Arrest and Prosecute Offenders
- VIA-(2) Willfully Disobey or Willfully Neglect to Perform Any Duties Required by Rules, Regulations, or Directives or Any Lawful Orders
- VIA-(16) Fail to Render Service to anyone, if such Service are Within Normal Scope of a Member's Duty or is required by an Emergency

### **CMHAPD Policy and Procedures Manual**

#### **Chapter 2.1 - Law Enforcement Role and Authority**

- Section III, (A)
  - 1. Tenacity - We are not easily torn apart from our mission of maintaining a safe environment. We will remain cohesive, firm and strong. *We will remain determined to seek individuals who do wrong and bring them to justice. We will adhere to our Code of Ethics as we perform our duties and responsibilities.*
  - 3. Understanding - Understanding allows us to accept diversity and empathize with matters that affect our citizens. We will be sensitive to individual needs and experiences while carrying out the mission of the organization. *We will display knowledge and competence as we perform our duties.*
  - 4. Service - Service without bias or prejudice is paramount and essential to building relationships and trust. *We will strive to become servant leaders using our knowledge, experience and ability for the benefit of others. We will perform our duties in a diligent manner focusing on producing effective and efficient results.*
- Section IV, (I) Members shall be responsible for their own standards of professional performances and will take every opportunity to enhance and improve their level of knowledge and competence.
- Section IV, (J) Members shall behave in a manner that does not bring discredit to their agencies or themselves.

### **CMHA Personnel Policies and Procedures Manual (AO-11)**

- B-I: (B) (8) Violation of CMHA Rules, Regulations, Policy and Procedures

**DETERMINATION**

The Mission Statement of the CMHA Department of Police and Security is to protect CMHA residents, staff and property; to decrease the fear of crime; and to provide auxiliary services in support of CMHA. In addition, our Core Values are based on "TRUST". We strive to be trustworthy by displaying integrity, dependability and benevolence in the following areas: Tenacity, Respect, Understanding, Service and Training.

**As a twenty six (26) year veteran police officer, you failed to exercise good judgement while investigating an incident involving checking on the well-being of a juvenile. Your deficient performance while handling this assignment demonstrated a significant departure from our Core Values and Mission Statement.**

Official records indicate that upon arrival at 1450 hours, you spoke with the caller who briefed you about her concerns regarding the juvenile and the activity in Unit #1002. Records indicate that in a span of seven minutes (1457 hours to 1504 hours), you responded to Unit #1002, spoke with an unidentified leaseholder, observed two (2) additional males in the apartment, spoke with the juvenile in question and her mother, returned to the lobby and entered your assigned police vehicle to return to headquarters.

**Records indicate that you hurried through a sensitive investigation and did not apply the appropriate law enforcement investigative techniques for this type of assignment.**

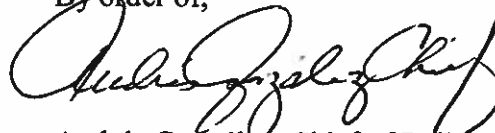
You failed to exercise proper discretion by not identifying the leaseholder and conducting a record check. This process was critical considering the nature of the assignment. Had you done so, you would have learned that the leaseholder had an active felony warrant and was subject to physical arrest.

You stated that you obtained information from the mother and juvenile. Even with this information at hand, you failed to conduct a record check to verify their identities. Once again, this step was critical considering the nature of the assignment. Had you done so, you would have learned that the juvenile was a reported missing juvenile who was in custody of the State of Ohio. You would have learned that the Cuyahoga County Juvenile Court ordered that the juvenile be removed from the mother's custody. You had the opportunity to rescue a missing juvenile and return her to safety.

Finally, during the pre-disciplinary conference, you failed to accept responsibility for your actions. You failed to recognize your lapse of good judgement. Instead, you attempted to transfer your shortcomings and responsibility for investigating this assignment to others.

After a review of the pertinent facts and evidence presented, I find that you violated the written directives as specified above. As a result, you will receive a **WRITTEN REPRIMAND.**

Future violation of established written directives may result in further discipline up to and including dismissal from employment.

By order of,  
  
Andrés González, Chief of Police



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89 Police Officer

**FROM:** Angel J. Morales, Deputy Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> <b>DETERMINATION OF INVESTIGATION X18-171 Rule</b> <b>Abuse of Sick Leave</b>	<b>DATE:</b> <b>26SEP18</b>
-----------------------	--	--------------------------------

**DATE OF INCIDENT(s):** 23MAY18, 25JUN18 and 16SEP18

**INVESTIGATION:** ABUSE OF SICK LEAVE


**CLASSIFICATION:** ADMINISTRATIVE INVESTIGATION

**SANCTION/S:** WRITTEN WARNING

**MISCELLANEOUS:** You are currently at Stage 1 as a sick leave abuser. Discipline is imposed for accumulating three (3) sick abuse events within a one hundred twenty (120) day period.

  
Angel J. Morales, Deputy Chief

I acknowledge receipt of this "Investigation Determination" and understand its content.

**Signature:**  **Date:** 9-27-18 **Time:** 0700  
(Your signature is not an admission of agreement)

**Issuing/Witnessing Supervisor:** 

**SUPERVISOR:** after execution, return this form immediately through Official Channels.



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** James Griffiths #89, Police Officer

**FROM:** Angel J. Morales #602, Deputy Chief

PAGE <b>1 of 2</b>	SUBJECT <b>Determination of Departmental Charges Investigation X18-171 Written Warning</b>	DATE <b>26 SEP 18</b>
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**BACKGROUND**

Official records identified you as a sick leave abuser. The following dates were verified as events: 23MAY18, 25JUN18 and 16SEP18.

The Mission Statement of the CMHA Department of Police and Security is to protect CMHA residents, staff and property; to decrease the fear of crime; and to provide auxiliary services in support of CMHA. In addition, the Core Values of the department are based on "TRUST". We strive to be trustworthy by displaying integrity, dependability and benevolence in the following areas: Tenacity, Respect, Understanding, Service and Training.

**CHARGES**

You are charged with violating the following written directives:


**CMHAPD Manual of Rules and Regulations**

- III-(F) Conduct Unbecoming an Employee
- III-(H) Violation of Established Departmental Written Directives
- III-(I) Reference the CMHA Personnel Policies and Procedures Manual (AO-11)
- VI.A-(17) Engaged in Any Conduct or Act That Would Reasonably Diminish the Esteem of CMHA.
- VI.A-(24) Abuse Sick Leave

**CMHAPD Policy and Procedures Manual**

**Chapter 2.1 Law Enforcement Role and Authority**

- IV (I) Members shall be responsible for their own standards of professional performances and will take every opportunity to enhance and improve their level of knowledge and competence.
- IV (J) Members shall behave in a manner that does not bring discredit to their agencies or themselves.

APPROVED:  Date: 9/24/18

**Chapter 1.9 – Abuse of Sick Leave: Pattern of Sick Leave Usage**

A pattern of sick leave abuser is the identification of three (3) or more events of excused or unexcused sick leave within a one hundred twenty (120) day period.

**CMHA Personnel Policies and Procedures Manual AO-11,**

B-I: (B) (8) Violation of CMHA Rules, Regulations, Policy and Procedures

B-I: (B) (24) Excessive Absenteeism

**B-XVI Absence Abuse Policy**

(E) Patterns of abuse, including but not limited to, unexcused absences the day before or the day after a holiday, weekend, and payday, etc. may considered as occurrences.


**DETERMINATION**

Reporting to work is critical in law enforcement. Failure to come to work placed an undue restraint on Departmental operation, other members, and diminishes our efficiency and effectiveness in providing adequate service to citizens.

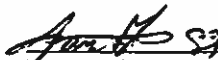
After a review of the pertinent facts and evidence presented, I find that you violated the written directives as specified above. As a result, you are receiving this **Written Warning** for engaging in pattern of sick leave abuse. Please be advised that you are now categorized on Stage 1 and designated as a sick leave abuser.

*Future violation of established written directives may result in further discipline up to and including dismissal from employment.*

By order of,

  
Angel J. Morales, Deputy Chief

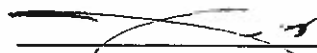
I acknowledge receipt of this determination of departmental charges and understand the contents.

  
(Your Signature is required)

9-27-18 0700  
(Date and Time)


PO Huakle  
(Union Representative)

10/8/18 1253  
(Date and Time)

  
(Witnessing Supervisor)

27 Sep 18 0200  
(Date and Time)

**SUPERVISOR: after execution, return this form immediately through Official Channels.**

APPROVED:  Date: 9/24/18





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89 Police Officer

**FROM:** Angel J. Morales, Deputy Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> <b>DETERMINATION OF INVESTIGATION X18-126 Rule</b> <b>Violation Habitual Tardiness</b>	<b>DATE:</b> <b>19JUN18</b>
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**DATE OF INCIDENT:** 23APR18, 24APR18, 25APR18, 01MAY18, 05JUN and 12JUN18

**INVESTIGATION:** **HABOTUAL TARDINESS**

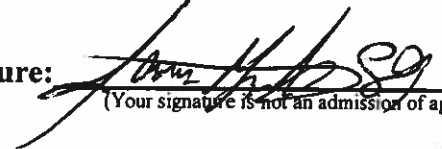
**CLASSIFICATION:** **ADMINISTRATIVE INVESTIGATION**

**SANCTION/S:** **WRITTEN WARNING**

**MISCELLANEOUS:** Discipline is imposed for engaging in behavior of habitual tardiness on six (6) separate occasions. Please be advised you are assessed three (3) ACP Points

 D.C.  
Angel J. Morales, Deputy Chief

I acknowledge receipt of this "Investigation Determination" and understand its content.

**Signature:**  **Date:** 6-21-18 **Time:** 1035  
(Your signature is not an admission of agreement)

**Issuing/Witnessing Supervisor:** M. Rueter #637

**SUPERVISOR:** after execution, return this form immediately through Official Channels.



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TRUST \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89, Police Officer

**FROM:** Paul A. Styles, Sergeant

<small>PAGE</small> <b>1 of 3</b>	<small>SUBJECT</small> <b>Determination of Departmental Charges Investigation X18-126 Written Warning</b>	<small>DATE</small> <b>19 JUN 18</b>
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**BACKGROUND**

Official time records verified that you engaged in behavior of habitual tardiness on six (6) separate occasions: 23APR18, 24APR18, 25APR18, 01MAY18, 05JUN18 and 12Jun18.

The Mission Statement of the CMHA Department of Police and Security is to protect CMHA residents, staff and property; to decrease the fear of crime; and to provide auxiliary services in support of CMHA. In addition, the Core Values of the department are based on "TRUST". We strive to be trustworthy by displaying integrity, dependability and benevolence in the following areas: Tenacity, Respect, Understanding, Service and Training.

**CHARGES**

You are charged with violating the following written directives:

**CMHAPD Rules and Regulations**

- III-(F) Conduct Unbecoming an Employee
- III-(H) Violation of Established Departmental Written Directives
- III-(I) Reference the CMHA Personnel Policies and Procedures Manual (AO-11)
- VA-(36) Report to Work at Their Designated Start Time
- VI.A-(17) Engaged in Any Conduct or Act That Would Reasonably Diminish the Esteem of CMHA.
- VI.A-(23) Be Tardy for Work

APPROVED: PK403 Date: 6/20/18

**CMHAPD Policy and Procedures**

Chapter 2.1 Law Enforcement Role and Authority

- IV (I) Members shall be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.
- IV (J) Members shall behave in a manner that does not bring discredit to their agencies or themselves.

**Chapter 1.08 Leave of Absence– Attendance Control**

- III-A Members who fail to report to work at their designated start time may be subject to disciplinary actions which may include, but is not limited to, assessed attendance control points.
- III-B Discipline for accumulating ACP within a calendar year (January through December) will be as followed:
  - (1) Three (3) Points Written Warning

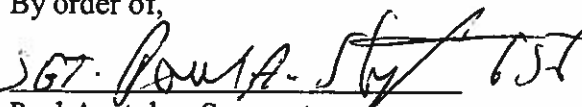
**CMHA Personnel Policies and Procedures Manual AO-11,**


- B-I: (B) (8) Violation of CMHA Rules, Regulations, Policy and Procedures
- B-I: (B) (24) Excessive Absenteeism or Tardiness

**DETERMINATION**

- \* Reporting to work on time is critical in law enforcement. Tardiness places an undue restraint on Departmental operations, other Members, and diminishes our efficiency and effectiveness in providing service to citizens. Members are expected to report to work on time and be ready to respond to a call for service at a given notice.
- \* After considerable review of the pertinent facts and evidence presented, I find that you violated the written directives as specified above. As a result, you will receive a **Written Warning** for violating departmental written directives and being assessed three (3) Attendance Control Points.

***You are reminded that your behavior is the subject of progressive discipline and future violations of written directives will result in further discipline up to and including dismissal from employment.***

By order of,  
  
Paul A. styles, Sergeant

APPROVED:  Date: 6/20/19.

Determination, Police Officer Griffiths, Page 3

I acknowledge receipt of this determination of departmental charges and understand the contents.

[Signature]  
(Your Signature is required)

6-21-18 1035  
(Date and Time)

[Signature]  
(Union Representative)

6/29/18 0824  
(Date and Time)

[Signature]  
(Witnessing Supervisor)

21 June 2018 1035  
(Date and Time)

**SUPERVISOR: after execution, return this form immediately through Official Channels.**

APPROVED: [Signature] Date: 6/20/18



# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING

**TO: Andres Gonzalez, Chief of Police**  
**FROM: Gregory Drew, Lieutenant**

PAGE	SUBJECT	DATE
1 of 2	Employee Counseling / P.O. James Griffiths	22SEP17

On Friday, September 22, 2017, Sgt. Neal and I engaged in an employee counseling with P.O. James Griffiths, regarding his work performance.

I explained to Griffiths that there is a performance issue related to him loitering inside headquarters and in the parking lot after being dismissed from roll-call, 30 to 45 minutes earlier.

I explained to Griffiths that there does not seem to be any improvement related to this performance issue even after Sgt. Neal, Sgt. Hermensky, Lt. Homerick and I, have all personally addressed the issue with him.

I explained to Griffiths that the expectation is he complete a vehicle inspection immediately after roll-call and begin patrolling the properties. I explained to him how important visibility is to our stakeholders and in my opinion, more importantly to the school aged children waiting for public transportation or walking to school.

I asked Griffiths to explain to me what his thoughts were regarding this expectation and his performance issue. Griffiths reported:

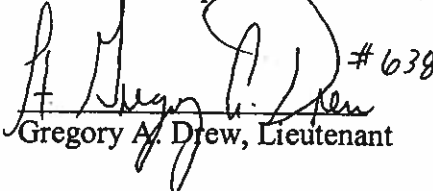
- He did not feel it was an issue because he is available to take calls and the parking lot is centrally located to all of our properties.
- He reported that by 0730 hours he makes his way to Heritage View, where he does make himself visible to the residents and being visible has been a deterrent for crime in that area.
- He reported that his Lieutenant and Commander leave for hours at a time to get coffee and pick up dry cleaning, so his performance is no different.
- He acknowledged that he has been instructed by Sgt. Neal, Sgt. Hermensky, Lt. Homerick and I, about this issue in the past 60 days.

I explained to Griffiths that while our parking lot is centrally located, he is not visible to the residents and we do not wait at HQ to respond to calls. I explained to him what he is doing at Heritage View is exactly what our expectations are and I would like for him to continue this behavior earlier in the morning instead of waiting until 0730 hours. Lastly, I shared with Griffiths that he can only be accountable for himself and that is what I am asking him to do.

Griffiths admitted that he has just fallen in to a bad habit. I explained to him that it may take 30 days to break that bad habit and asked him to make an honest effort to change. Griffiths agreed

that he would. I also explained to Griffiths that if he did not correct this issue, the next step would be for him to enter into progressive discipline.

Griffiths and I agreed that we would re-visit this issue in 30 days, unless it became obvious that he was not making any effort to correct his performance issue. At the conclusion of our meeting Griffiths understood what the expectations are and had no questions for me or Sgt. Neal.

 #638  
Gregory A. Drew, Lieutenant

REVIEWED —



9/26/2017

cc: CWO2 LILES  
DC MORALES  
MEMBER FILE  
SGT STYLES.





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89, Police Officer

**FROM:** Angel J. Morales, Deputy Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> <b>DETERMINATION OF INVESTIGATION X17-0114</b> <b>Attendance Control Policy</b>	<b>DATE:</b> 07AUG17
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**DATE OF INCIDENT:** 14JUN17, 10JUL17, 13JUL17 and 29JUL17

**INVESTIGATION CLASSIFICATION:** **WRITTEN REPRIMAND**


**SANCTION/S:** N/A

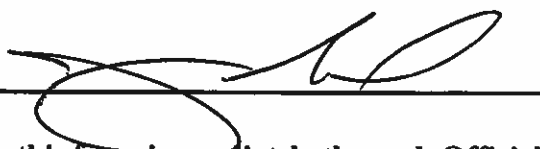
**MISCELLANEOUS:** Administrative Investigation Regarding Violation of Chapter 1.08 Attendance Control Policy

Your conduct does not represent our core values of T.R.U.S.T

  
Angel J. Morales, Deputy Chief

I acknowledge receipt of this "Investigation Determination" and understand its content.

**Signature:**  **Date:** 155877 **Time:** 1455  
(Your signature is not an admission of agreement)

**Issuing/Witnessing Supervisor:** 

**SUPERVISOR:** after execution, return this form immediately through Official Channels.



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89, Police Officer**

**FROM: James Neal #668, Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN REPRIMAND re: Rule Violation X#17-114</b>	DATE  01AUG17
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On 21MAR17, 05APR17, 11APR17, 12APR17, 14APR17, 24MAY17, 14JUN17, 10JUL17, 13JUL17, and 29JUL17 Police Officer James Griffiths #89 you were Tardy which caused you to accumulate 5 Attendance Control Points, you violated portion of the CMHAPD Policy and Procedures and/ or the CMHAPD Manual of Rules and Regulations and/ or the CMHA Administrative Oder #11.

Specifically, you are alleged to have violated:

**Policy II.F.1.08- Attendance Control;**  
**Rules and Regulations III-I- References CMHA Personnel Policies and Procedures Manual (AO-11)**

Records indicate that you have now obtained 5.0 points under the A.C.P. in 2017. This is the result of your Tardy recorded on: 29JUL17.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

APPROVED: wlkey Date: 8-1-17

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN REPRIMAND re: Rule violation</b>	01AUG17
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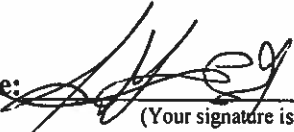
Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is still confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in additional discipline being taken against you, which would result in **SUSPENSION or TERMINATION**. This "WRITTEN REPRIMAND" will remain in your Personnel file.

By order of,



James Neal #668, Sergeant

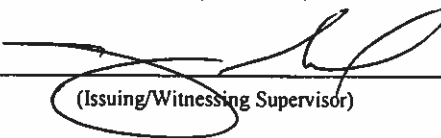
I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
 (Your signature is not an admission of agreement)

8-7-17 / 1455  
 (Date/Time)

Signature: PO. Ankle #42  
 (Union Representative)

8/7/17 / 1455  
 (Date/Time)

Signature:   
 (Issuing/Witnessing Supervisor)

07AUG17 1455  
 (Date/Time)

APPROVED: WLC Date: 8-1-2017



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** James Griffiths #89, Police Officer

**FROM:** Angel J. Morales, Deputy Chief

<b>PAGE</b> 1 of 1	<b>SUBJECT</b> <b>DETERMINATION OF INVESTIGATION X17-0066</b> <b>Violation of Leave of Absence/ Attendance Control Policy</b>	<b>DATE:</b> 01JUN17
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**DATE OF INCIDENT:** 21MAR17, 05APR17, 11APR17, 12APR17, 14APR17 and 24MAY17

**INVESTIGATION CLASSIFICATION:** WRITTEN WARNING

**SANCTION/S:** N/A

**MISCELLANEOUS:** Administrative Investigation Regarding Violation of Chapter 1.08 Leave of Absence/ Attendance Control Policy

Your conduct does not represent our core values of T.R.U.S.T

  
Angel J. Morales, Deputy Chief

I acknowledge receipt of this "Investigation Determination" and understand its content.

**Signature:**  **Date:** 6-2-17 **Time:** 630  
(Your signature is not an admission of agreement)

**Issuing/Witnessing Supervisor:** 

**SUPERVISOR:** after execution, return this form immediately through Official Channels.



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89, Police Officer**

**FROM: James Neal #668, Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE WRITTEN WARNING re: Rule Violation X#17-66</b>	DATE <b>25MAY17</b>
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On 21MAR17, 05APR17, 11APR17, 12APR17, 14APR17, and 24MAY17 Police Officer James Griffiths #89 you were Tardy which caused you to accumulate 3 Attendance Control Points, you violated portion of the CMHAPD Policy and Procedures and/ or the CMHAPD Manual of Rules and Regulations and/ or the CMHA Administrative Oder #11.

Specifically, you are alleged to have violated:

- Policy 1.8- Attendance Control;**
- Rules and Regulations III-I- References CMHA Personnel Policies and Procedures Manual (AO-11)**
- Rules and Regulations VI.A.26- Be tardy for work**

Records indicate that you have now obtained 3.0 points under the A.C.P. in 2017. This is the result of your Tardy recorded on: 24MAY17.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

APPROVED: WLC Date: 5-31-17

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN WARNING re: Rule violation</b>	DATE <b>25MAY17</b>
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Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is still confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in additional discipline being taken against you, which would result in **SUSPENSION or TERMINATION**. This "WRITTEN REPRIMAND" will remain in your Personnel file.

By order of,



James Neal #668, Sergeant

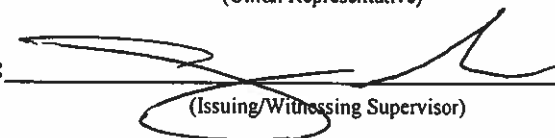
I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
 (Your signature is not an admission of agreement)

6-2-17  
 (Date/Time)

Signature: PO. Dunkley Thomas  
 (Union Representative)

6/2/17 0643  
 (Date/Time)

Signature:   
 (Issuing/Witnessing Supervisor)

02 Jun 17 0843  
 (Date/Time)

APPROVED: wl604 Date: 5-31-17





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** James Griffiths #89, Police Officer

**FROM:** Thomas Burdyshaw #603, Commander

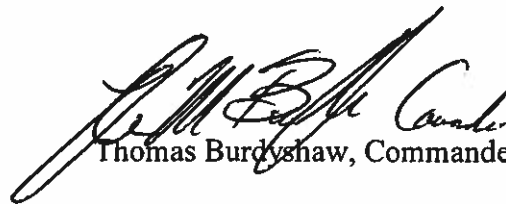
<b>PAGE</b> 1 of 1	<b>SUBJECT</b> DETERMINATION OF INVESTIGATION X14-233	<b>DATE:</b> 12NOV14
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**DATE OF INCIDENT:** 02JAN14, 06JAN14, 03FEB14, 10FEB14, 11FEB14, and 23OCT14

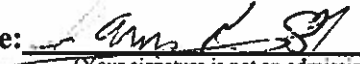
**INVESTIGATION CLASSIFICATION:** WRITTEN WARNING


**SANCTION/S:** N/A

**MISCELLANEOUS:** Internal Investigation regarding Violation of Chapter 1.8 Attendance Control Policy

  
Thomas Burdyshaw, Commander

I acknowledge receipt of this "Investigation Determination" and understand its content.

**Signature:**  **Date:** 12-14-14 **Time:** 1320  
(Your signature is not an admission of agreement)

**Issuing/Witnessing Supervisor:** 

**SUPERVISOR:** after execution, return this form immediately through Official Channels.

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN WARNING re: Rule violation (ACP)</b>	DATE  11NOV14
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Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is still confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in additional discipline being taken against you, which would result in **suspension or termination**. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,

*Sgt. Assaf #642*

Sgt. Jay M. Assaf #642

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: *[Signature]*  
(Your signature is not an admission of agreement)

11-14-14  
(Date/Time)

Signature: *T. Dink #42*  
(Union Representative)

12 NOV 14 1521  
(Date/Time)

Signature: *Sgt. Assaf #642*  
(Issuing/Witnessing Supervisor)

12 NOV 14  
(Date/Time)

APPROVED: *[Signature]* Date: 11/12/14



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: PO James Griffiths #89**

**FROM: Jay M. Assaf #642, Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE WRITTEN WARNING re: Rule violation (ACP)</b>	DATE  11NOV14
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On 02JAN14, 06JAN14, 03FEB14, 10FEB14, 11FEB14, and 23OCT14, you violated portion of the CMHAPD Policy and Procedures and/ or the CMHAPD Manual of Rules and Regulations and/ or the CMHA Administrative Oder #11.

Specifically, you are alleged to have violated:  
Policy 1.8- Attendance Control;  
Rules and Regulations II-I;  
AO #11.B-I.B – Prohibited Conduct.

Records indicate that as November 7<sup>th</sup> 2014, you have obtained 3.0 points under the A.C.P. in 2014. This is the result of your Tardy record on 02JAN14, 06JAN14, 03FEB14, 10FEB14, 11FEB14, and 23OCT14.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

APPROVED: YB 203 Date: 11/12/14



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** James Griffiths #89, Logistics Unit

**FROM:** Dale E. Homerick #636, Lieutenant Administration

PAGE  1 of 1	SUBJECT  <b>DISCIPLINE</b> <i>ACP 08/11</i> <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  <b>15SEP11</b>
--------------------	---	----------------------------

You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO)#11 of CMHA: **1.8- Attendance Control; II-I and AO #11.B-I.B - Prohibited Conduct.** This **"WRITTEN WARNING"** is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained **3.0** points under the A.C.P. in 2011. This is the result of your **Tardy** record on **07JAN11, 21JUL11, 05AUG11, 25AUG11, 09SEP11, and 14SEP11.** See attached attendance record. Points are accumulated in the following manner:

- |                             |                             |
|-----------------------------|-----------------------------|
| Failure to punch in-----5pt | Failure to punch out----5pt |
| Tardy under four hours--5pt | Tardy over four hours--1pt  |
| Unexcused absence-----1pt   | AWOL-----3pts               |

Point accumulation carries the following penalties:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 03pts---Written Warning;    | 05pts---Written Reprimand;        |
| 09pts---One Day Suspension; | 13pts---Termination of Employment |

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in progressive discipline being taken against you. This **"WRITTEN WARNING"** will remain in your Personnel file.

By order of: *[Signature]*  
Dale E Homerick #636, Lieutenant

I acknowledge receipt of this **"DISCIPLINARY ACTION"** and understand its content.

Signature: *[Signature]*  
(Your signature is not an admission of agreement)

*9-19-11*  
(Date/Time)

Signature: \_\_\_\_\_  
(Union Representative)

\_\_\_\_\_  
(Date/Time)

Signature: *[Signature]*  
(Issuing/Witnessing Supervisor)

*9-19-11*  
(Date/Time)

Attachment (1)-Copy of Attendance Control Card

APPROVED: *WLM* Date: *9-15-11*

**Griffiths, James Attendance Record for 2011**

[View James's Matrix](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	X	X					T .25	X	X						X	X						X	X							X	X
Feb	V				X	X						X	X						X	X				P	P	X	X	A			
Mar	V				X	X	V 1.0	V				X	X						X	X						X	X	N			
Apr	X	X	V						X	X 1.0				V		X	X					H	X	X						X	
May	X						X	X						X	X						X	X						X	X	H	
Jun			X	X							X	X						X	X						X	X					
Jul	X	X					S		X	X					X	X					T .25		X	X					X	X	
Aug	V			T .25	X	X				V 1.50			X	X	V	V	V	V	V	X	X					T .25		X	X		
Sep	S	X	X					T .25	X	X				T .25			X	X						X	X						
Oct	X	X					X	X							X	X							X	X					X	X	
Nov				X	X							X	X							X	X						X	X			
Dec		X	X							X	X						X	X						X	X					X	

**Griffiths, James Point Totals for 2011**

	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	Month Total
Jan	0.5	0	0	0	0	0.5
Jul	0.5	0	0	0	0	0.5
Aug	1	0	0	0	0	1
Sep	1	0	0	0	0	1
<b>Total Points for 2011:</b>						<b>3</b>
<b>Current Status:</b>						<b>Warning</b>

**Griffiths, James Sick Abuse Event Totals**

Current SA Events:	<b>0</b>
Current Event Status:	<b>Safe</b>



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**




**TO:** William Likes #604, Administrative Commander

**FROM:** Dale E. Homerick #636, Administrative Lieutenant

<b>PAGE</b> <b>1 of 1</b>	<b>SUBJECT</b> <b>PO James Griffiths #89</b>	<b>DATE</b> <b>15SEP11</b>
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On 15SEP11, I conferred with PO. James Griffiths #89 in reference to his Attendance Control Points (ACP). PO Griffiths #89 has accumulated 3.0pts., as of this date. PO Griffiths advised that the reason for his tardy was due to unforeseen traffic accident occurring on his way in and having no other alternate routes. PO Griffiths advised that he will take immediate actions to correct this problem.

Respectfully,

  
Dale E. Homerick #636, Lieutenant





**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** James Griffiths #89, Police Officer

**FROM:** Dale Homerick #636, Lieutenant

PAGE <b>1 of 1</b>	SUBJECT <b>DISCIPLINE WRITTEN WARNING re: Attendance Control Policy (A.C.P.)</b>	DATE <b>27AUG10</b>
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You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO) #11 of CMHA: **15.3- Attendance Control**; 1.1.9; and **AO #11.B-I.B - Prohibited Conduct**. This "WRITTEN WARNING" is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained **3.0 points** under the A.C.P. in 2010. This is the result of your Tardy on 26JAN10, 27JAN10, 16MAR10, 12MAY10, 14MAY10, and 25AUG10. See attached attendance record.

Points are accumulated in the following manner:

- |                              |                              |
|------------------------------|------------------------------|
| Failure to punch in-----5pt  | Failure to punch out----.5pt |
| Tardy under four hours--.5pt | Tardy over four hours--1pt   |
| Unexcused absence-----1pt    | AWOL-----3pts                |

Point accumulation carries the following penalties:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 03pts---Written Warning;    | 05pts---Written Reprimand;        |
| 09pts---One Day Suspension; | 13pts---Termination of Employment |

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in progressive discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By Order of,  
  
Dale Homerick #636, Lieutenant

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
(Your signature is not an admission of agreement)

8-30-10 0830  
(Date/Time)

Signature:   
(Union Representative)

8-31-10 0850  
(Date/Time)

Signature:   
(Issuing/Witnessing Supervisor)

8-29-10 0830  
(Date/Time)

Attachment (1)-Copy of Attendance Control Card

APPROVED: Date: 27 AUG 10

**Griffiths, James Attendance Record for 2010**

[View James's Matrix](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan	H	X	X	V 1.0					X	X						X	X						X	X		T .25	T .25			X	X	
Feb				V 4.0		X	X			S		X	X	H						X	X							X	X			
Mar						X	X					X	X		T .25	S				X	X							X	X			
Apr		X	X	V	V				X	X							X	X						X	X	V	V	V	V	V		
May	X	X				S	X	X			T .25		T .25	X	X							X	X						X	X		
Jun					X	X					X	X						X	X							X	X					
Jul		N	X	X	H				X	X		V					X	X		V	V			X	X						X	
Aug	X					X	X						X	X					V	V	X	X	V		T .25			X	X			
Sep				X	X					X	X							X	X							X	X					
Oct	X	X							X	X						X	X							X	X						X	X
Nov						X	X						X	X							X	X						X	X			
Dec				X	X					X	X								X	X						X	X					

**Griffiths, James Comments**

Date	Comment
7/2/2010	Training-Ethics/OVI

**Griffiths, James Point Totals for 2010**

	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	Month Total
Jan	1	0	0	0	0	1
Mar	0.5	0	0	0	0	0.5
May	1	0	0	0	0	1
Aug	0.5	0	0	0	0	0.5
<b>Total Points for 2010:</b>						<b>3</b>
<b>Current Status:</b>						<b>Warning</b>

**Griffiths, James Sick Abuse Event Totals**

Current SA Events:	<b>0</b>
Current Event Status:	<b>Safe</b>

**Donna Correy - EAR Warning Alert for James Griffiths**

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**From:** <webmaster@cmhapd.org>  
**To:** <dcorrey@cmhapd.org>, <sterry@cmhapd.org>, <gkraniske@cmhapd.org>  
**Date:** 8/27/2010 11:57 AM  
**Subject:** EAR Warning Alert for James Griffiths  
**CC:** <gkraniske@cmhapd.org>

---

Hello,

James Griffiths's status in the EAR system has been changed from **Safe** to **Warning**.

Please take the necessary steps for enforcement.



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO:** Donna E Correy #615, Commander

**FROM:** Dale E. Homerick #636, Lieutenant

PAGE <b>1 of 1</b>	SUBJECT <b>PO James Griffiths #89</b>	DATE <b>30AUG10</b>
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On 30AUG10 I spoke with PO James Griffiths #89 in reference to Attendance Control Policy (ACP). PO Griffiths #89 advised that the reason that he wasn't able to make it in on the several occasions was do to traffic (accidents) and one time was that he was involved in an MVA where he was rear ended. I advised PO Griffiths of CMHA Policy in reference to Sick Abuse and ACP which he stated he is aware of. I asked if he was aware of the agencies Family Medical Leave Act (FMLA) and he is advised he is aware of how it works.

Respectfully,

Dale E. Homerick #636, Lieutenant



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89, Administrative Logistics**

**FROM: Dale E. Homerick #636, Lieutenant Administration**

PAGE <b>1 of 1</b>	SUBJECT <b>DISCIPLINE WRITTEN WARNING re: Attendance Control Policy (A.C.P.)</b>	DATE <b>06NOV09</b>
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You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO)#11 of CMHA: **15.3- Attendance Control**; 1.1.8; 1.1.9; and **AO #11.B-LB - Prohibited Conduct**. This "WRITTEN WARNING" is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained **3.0 points** under the A.C.P. in 2009. This is the result of your **Tardy record on 12JAN09, 13JAN09, 17MAR09, 10APR09, 20MAY09, and 05NOV09**. See attached attendance record.

Points are accumulated in the following manner:

Failure to punch in-----5pt	Failure to punch out----.5pt
Tardy under four hours--.5pt	Tardy over four hours--1pt
Unexcused absence-----1pt	AWOL-----3pts

Point accumulation carries the following penalties:

03pts---Written Warning;	05pts---Written Reprimand;
09pts---One Day Suspension;	13pts---Termination of Employment

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in progressive discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,  
  
Dale E Homerick #636, Lieutenant

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
(Your signature is not an admission of agreement)

11-16-09  
(Date/Time)

Signature:   
(Union Representative)

11-16-09 0920  
(Date/Time)

Signature:   
(Issuing/Witnessing Supervisor)

06NOV09  
(Date/Time)

**Attachment (1)-Copy of Attendance Control Card**

APPROVED:   
Date: 11-16-09  
CMHAPD94-058A Eff. 28APR05; rev. 10FEB09

**Griffiths, James Attendance Record for 2009**

[View James's Matrix](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan												T .25	T .25																			
Feb		S	S	S	S	SN	SN	SN	S	S	S	SN	SN	SN	SN	S	S	S	SN	SN												
Mar	SN			X	X	V	V	V				X	X	X			T .25	S	SN	X	X	X	SN	S	S	SN	SN	SN	X	X	SN	
Apr	S	S	SN	SN	SN	X	X			T .25				X	X							X	X				N	P		X		
May	X	X		N				X	X								X	X		T .25			S	S	X	X					P	
Jun		X	X					N		X	X				S			X	X	X			S 6.0	S		X	X	X				
Jul			H	V	X	X	V	V	V	V	V	V	X	X		S	S	S	S	S	X	X								X	X	FM
Aug	FM	FM	FM	FM	FM	X	X	X	FM					X	X	X							FM	X	X					X	X	FM
Sep	X							X	X			V				X	X	S	S												X	
Oct		X	X	X						X	X													X	X			X	X			X
Nov	X				T .25		X	X				T .25		X	X		N				X	X							X	X		
Dec					X	X						X	X								X	X										

**Griffiths, James Comments**

Date	Comment
2/2/2009	Workmans comp from 02-02-09 to 03-02-09
3/1/2009	Workmans comp
3/18/2009	Workermans comp 03-18-09 thru 03-31-09
4/1/2009	Workmans comp 04-01-09 thru 04-05-09
5/23/2009	Personal Illness
5/24/2009	Personal Illness
6/8/2009	OVI Training
6/15/2009	Personal Illness
6/24/2009	Personal Illness
7/16/2009	Personal Illness
7/17/2009	Personal Illness
7/18/2009	Personal Illness
7/20/2009	Personal Illness
7/25/2009	Personal Illness
7/31/2009	FMLA Approved- 07-30 thru 08-06-09
8/1/2009	FMLA
8/2/2009	FMLA
8/3/2009	FMLA
8/4/2009	FMLA
8/5/2009	FMLA
8/6/2009	FMLA Approved 1 to 2 days per week 08-06 to 09-02
8/9/2009	FMLA
8/22/2009	FMLA

**Griffiths, James Point Totals for 2009**

	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	No Punch Out (R)	Month Total
Jan	1	0	0	0	0	0	1
Mar	0.5	0	0	0	0	0	0.5

**Griffiths, James Sick Abuse Event Totals**

Current SA Events:	0
Current Event Status:	Safe





**CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** Donna Correy #615, Administrative Commander

**FROM:** Dale E. Homerick #636, Administrative Lieutenant

PAGE <b>1 of 1</b>	SUBJECT <b>PO James Griffiths #89</b>	DATE <b>06NOV09</b>
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On 06NOV09, I conferred with PO. James Griffiths #89 in reference to his Attendance Control Points (ACP). PO Griffiths #89 has accumulated 3.0pts., as of this date. PO Griffiths advised that the reason for his tardy was due to traffic accident occurring on his way in and having no other alternate routes. PO Griffiths advised that he will make immediate actions to correct this problem.

Respectfully,

Dale E. Homerick #636, Lieutenant



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89 Police Officer Second Platoon**

**FROM: Paul A. Styles #656 Sergeant- Second Platoon Watch Commander**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE <b>05AUG09</b>
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On 23MAY09, 16JUL09, 20JUL09, and 25JUL09 you called in sick in violation of the Policy & Procedures Manual Chapter 15.5 Abuse of Sick Leave: Pattern of Sick Leave Usage. As a result, you have been found in violation of the following Rules: **1.2.1.02-Personnel of The CMHA Police Department shall not: willfully disobey or willfully neglect to perform any duties required by Rules, Regulations, General Police Orders, or Directives or any lawful orders, written or oral, issued to them by a superior officer of the CMHA Police Department;** and related charges of: 1.1.8; 1.1.9; and AO #11.B-I.B – Prohibited Conduct.) "This **"WRITTEN WARNING"** is disciplinary action taken against you for being in violation of the aforementioned Rules"

On 23MAY09, 16JUL09, 20JUL09, and 25JUL09 you used sick leave which was determined to be **"three or more events"**, as defined in the Policy & Procedures Manual Chapter 15.5 Abuse of Sick Leave Pattern of Sick Leave Usage. Every officer has an important duty within the Department. When officers abuse sick leave, a number of items come into play. First, they are not present to receive important information that will best serve the residents and assist them in the performance of their duties and/or assignments more safely, expeditiously and efficiently. Second, the work force providing protection for residents is reduced. Third, since officers are inter-dependent on each other, if one officer is off, fellow officers immediately feel the impact. The impact being: not having the necessary assistance available as back up; an increase in workload; an increase in the risk of injury or death; and the like. You have selected a profession that has a tremendous responsibility, which is to protect the public. That responsibility can only be effectively shouldered if officers are at work. The Department is dedicated to protect the residents we serve by providing sufficient resources to safely accomplish that mission. Sick abuse is an obstacle hindering our mission. The Department will not tolerate sick abuse to interfere with our mission.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

APPROVED: W/L [signature] Date: 8-6-09

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE
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Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,  
*PST. Paul A. Styles #656*  
 Paul A. Styles, Sergeant

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: *[Signature]*  
 (Your signature is not an admission of agreement)

8-10-09 @ 1600  
 (Date/Time)

Signature: *[Signature]*  
 (Union Representative)

8-24-09 0950  
 (Date/Time)

Signature: *[Signature]*  
 (Issuing/Witnessing Supervisor)

10 AUG 09 @ 1400  
 (Date/Time)

APPROVED: w664 Date: 8-6-09.

**Griffiths, James Attendance Record for 2009**

[View James's Matrix](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan												T .25	T .25																		
Feb		S	S	S	S	SN	SN	SN	S	S	S	SN	SN	SN	SN	S	S	S	SN	SN											
Mar	SN			X	X	V	V	V				X	X	X			T .25	S	SN	X	X	X	SN	S	S	SN	SN	SN	X	X	SN
Apr	S	S	SN	SN	SN	X	X			T .25				X	X							X	X				N	P		X	
May	X	X		N				X	X	X							X	X			T .25			S	S	X	X			P	
Jun		X	X					N		X	X				S			X	X	X				S 6.0	S	X	X	X	X		
Jul			H	V	X	X	V	V	V	V	V	V	X	X		S	S	S		S	X	X				SN			X	X	FM
Aug	FM	FM	FM	FM	FM	X	X	X						X	X	X								X	X						X
Sep	X							X	X							X	X							X	X	X					
Oct		X	X	X							X	X							X	X							X	X			
Nov				X	X							X	X	X							X	X	X						X	X	
Dec							X	X							X	X								X	X						X

**Griffiths, James Comments**

Date	Comment
2/2/2009	Workmans comp from 02-02-09 to 03-02-09
3/1/2009	Workmans comp
3/18/2009	Workermans comp 03-18-09 thru 03-31-09
4/1/2009	Workmans comp 04-01-09 thru 04-05-09
5/23/2009	Personal Illness
5/24/2009	Personal Illness
6/8/2009	OVI Training
6/15/2009	Personal Illness
6/24/2009	Personal Illness
7/16/2009	Personal Illness
7/17/2009	Personal Illness
7/18/2009	Personal Illness
7/20/2009	Personal Illness
7/25/2009	Personal Illness
7/31/2009	FMLA Approved- 07-30 thru 08-06-09
8/1/2009	FMLA
8/2/2009	FMLA
8/3/2009	FMLA
8/4/2009	FMLA
8/5/2009	FMLA
8/6/2009	FMLA Approved 1 to 2 days per week 08-06 to 09-02

**Griffiths, James Point Totals for 2009**

	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	No Punch Out (R)	Month Total
Jan	1	0	0	0	0	0	1
Mar	0.5	0	0	0	0	0	0.5

**Griffiths, James Sick Abuse Event Totals**

Current SA Events:	<b>3</b>
Current Event Status:	<b>Warning</b>
Abuse points calculated from:	5/23/2009 to 9/20/2009

<b>Apr</b>	0.5	0	0	0	0	0	0.5
<b>May</b>	0.5	0	0	0	0	0	0.5
<b>Total Points:</b>							2.5
<b>Status:</b>							<b>Safe</b>



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO:** Richard Schilling #652 Lieutenant- Patrol Operations

**FROM:** Paul A. Styles #656 Sergeant- Second Platoon Supervisor

PAGE 1 of 1	SUBJECT Suspected Abuse of Sick Time for PO James Griffiths #89	DATE 05AUG09
----------------	--	-----------------

On 05AUG09, I was assigned to the Second Platoon as Watch Commander. I reviewed the use of sick time for PO James Griffiths #89. Below are the facts concerning this matter.

In accordance with Policies and procedures 15.5 I reviewed PO James Griffiths #89 use of sick time starting. PO Griffiths called off on the following dates:

Events:

- 23MAY09
- 16JUL09
- 20JUL09
- 25JUL09

The above events would qualify PO Griffiths #89 Written Warning.

Respectfully,

*SGT. Paul A. Styles #656*  
Paul A. Styles, Sergeant



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89/Second Platoon Patrolman**

**FROM: Marc A. Ortiz #660/Second Platoon Field Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  <b>14AUG09</b>
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On 23MAY, 16JUL, 20JUL, and 25JUL09 you called in sick in violation of the Policy & Procedures Manual Chapter 15.5 Abuse of Sick Leave: Pattern of Sick Leave Usage. As a result, you have been found in violation of the following Rules: **1.2.1.02-Personnel of The CMHA Police Department shall not: willfully disobey or willfully neglect to perform any duties required by Rules, Regulations, General Police Orders, or directives or any lawful orders, written or oral, issued to them by a superior officer of the CMHA Police Department; and related charges of: 1.1.8; 1.1.9; and AO #11.B-I.B – Prohibited Conduct.) THEN...** "This **"WRITTEN WARNING"** is disciplinary action taken against you for being in violation of the aforementioned Rules"

On 23MAY, 16JUL, 20JUL, 25JUL09 you used sick leave which was determined to be **"three or more events"**, as defined in the Policy & Procedures Manual Chapter 15.5 Abuse of Sick Leave Pattern of Sick Leave Usage. Every officer has an important duty within the Department. When officers abuse sick leave, a number of items come into play. First, they are not present to receive important information that will best serve the residents and assist them in the performance of their duties and/or assignments more safely, expeditiously and efficiently. Second, the work force providing protection for residents is reduced. Third, since officers are inter-dependent on each other, if one officer is off, fellow officers immediately feel the impact. The impact being: not having the necessary assistance available as back up; an increase in workload; an increase in the risk of injury or death; and the like. You have selected a profession that has a tremendous responsibility, which is to protect the public. That responsibility can only be effectively shouldered if officers are at work. The Department is dedicated to protect the residents we serve by providing sufficient resources to safely accomplish that mission. Sick abuse is an obstacle hindering our mission. The Department will not tolerate sick abuse to interfere with our mission.

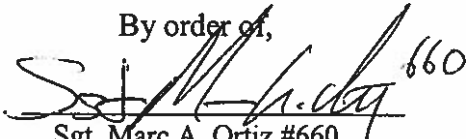
The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

APPROVED: M.A. Ortiz Date: 8-2-09

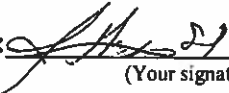


PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE <b>14AUG09</b>
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Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,  
  
 Sgt. Marc A. Ortiz #660

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
 (Your signature is not an admission of agreement)

8-21-09  
 (Date/Time)

Signature:   
 (Union Representative)

9-2-09 1000  
 (Date/Time)

Signature:   
 (Issuing/Witnessing Supervisor)

21 Aug 09 @ 1635  
 (Date/Time)

APPROVED: w. [Signature] Date: 8-21-09



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89, Police Officer**

**FROM: William Likes #604, Patrol Commander**

PAGE <b>1 of 1</b>	SUBJECT <b>SICK ABUSE NOTIFICATION</b>	DATE/NUMBER <b>05AUG09</b>
-----------------------	---	-------------------------------

A review of the attached "Suspected Abuse of Sick Time" dated 05AUG09 as exhibiting a possible pattern of sick leave abuse for you has been completed. The dates listed have been verified as sick leave events.

**VERIFIED EVENTS**

- 23MAY09
- 16JUL09
- 20JUL09
- 25JUL09

Based on the information outlined above, there is a possible abuse of sick leave. Effective immediately, you are required to submit a doctor's excuse for each sick day taken prior to returning to work. Any and all sick leave taken without a doctor's excuse will be considered an "unexcused" sick and one (1) point will be accrued pursuant to the Attendance Control Policy.

Pursuant to Police & Procedures Manual Chapter 15.5, you have three (3) verified events and will receive a *Written Warning*. Any further events will result in progressive discipline being initiated during the 120 day cycle starting on 23MAY09 expiring on 20SEP09. This notification will remain in your Personnel File.

By order of,  
*William Likes #604*  
William Likes  
Commander of Patrol

I acknowledge receipt of this "SICK ABUSE NOTIFICATION" and understand its content.

Signature: *James Griffiths #89*  
(Your signature is not an admission of agreement)

Date/Time: 8-10-09

Issuing/Witnessing Supervisor's signature: *Sgt William Likes #604*



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



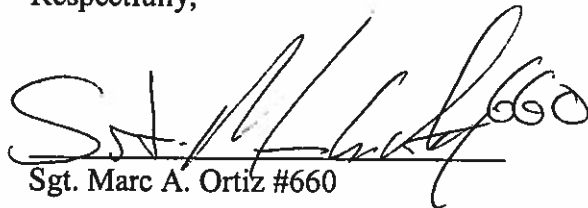
**TO: Richard Schilling, Lieutenant #652/Patrol Operations Lieutenant**

**FROM: Marc A. Ortiz, Sergeant #660/Second Platoon Field Sergeant**

PAGE <b>1 of 1</b>	SUBJECT <b>Sick Abuse Consultation for PO James Griffiths #89</b>	DATE <b>10AUG09</b>
-----------------------	--	------------------------

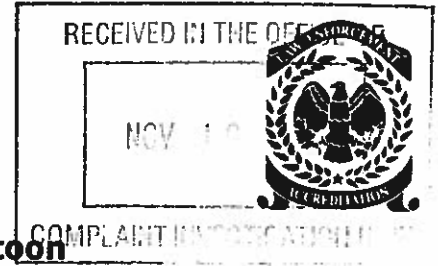
On 10AUG09, I was assigned as the Second Platoon Field Sergeant. I presented PO Griffiths #89 with a Sick Abuse Notification. After conferring with Griffiths he advised me that he did have FMLA and would provide me with paperwork regarding his FMLA. Griffiths also advised me that the 16, 20, and 25JUL09 were a result of a medical condition he has.

Respectfully,

  
 Sgt. Marc A. Ortiz #660



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**To: James Griffiths #89, Police Officer-2<sup>nd</sup> Platoon**

**From: Jack J. Justus, Commander of Administrative Operations**

<b>PAGE</b> 1 of 2	<b>SUBJECT</b> Notification of Disciplinary Hearing X08-79	<b>DATE</b> 07NOV08
-----------------------	--	------------------------

As a result of charges filed against you, **(1.2.1.02.)** Willfully disobey or willfully neglect to perform ar duties required by Rules, Regulations, General Police Orders, or directives or any lawful orders written or oral, issued to them by a supervisor officer of the CMHA Police Department, **Chapter 34.4. Part VI.A, Chapter 34.4 Part V-A, Rule: (1.1.8)** Any other Reasonable and Just Cause-ORC 737.12, **Rule: 1.19** This Section References and Incorporates Administrative Order #11 and **Administrative Order #11 B-I B-8** Violation of CMHA rules, regulations, policies and procedures. A Disciplinary Hearing has been scheduled. This notification is to inform you of the following:

- By mutual agreement with the **OPBA**, the hearing will convene on **Monday, 17NOV08 promptly at 1530 hours** in the Chief's conference room;
- You are entitled to have Union Representation;
- You are required to appear in a Class A uniform, without any firearms;
- Your attendance is required\* and the Attendance Control Policy will be enforced.

**Note:** Any examination of evidence or conferences with your representation must be conducted prior to your hearing, will not delay the start of your hearing and must be arranged directly with the union. **Failure to appear\* at this mandatory hearing will subject you to additional Departmental Charges to include: 1.1.5, 1.2.1.02, 1.2.1.03.**

**Note: A Disciplinary hearing has been scheduled regarding the aforementioned incident(s). This is to inform you that any re-occurrences of a similar nature prior to your hearing will cause the initiation of new investigations and will be handled separately.**

By order of  
  
 Jack J. Justus, Commander

I acknowledge receipt of this "Notification" and understand its content.

**Signature:** **Date/Time:** 11-9-08  
 (Your signature is required)

**Union Representative:** **Date/Time:** 11-10-08

**WAIVER OF DISCIPLINARY HEARING**

\*I acknowledge receipt of this notification, understand its content, and request to voluntarily waive the Disciplinary Hearing, admitting to all charges listed.

**Signature** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

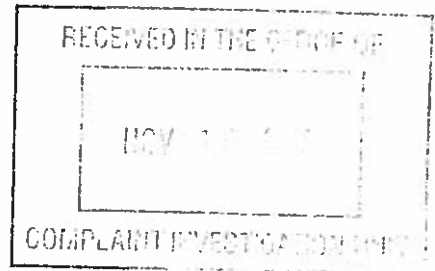
<b>PAGE</b> <b>2 of 2</b>	<b>SUBJECT</b> <b>Notification of Pre-Disciplinary Hearing</b> <b>Re: X08-079</b>	<b>DATE</b> <b>07NOV08</b>
------------------------------	---	-------------------------------

(TO WAIVE HEARING ONLY!!!)

Issuing/Witness Supervisor: SGT- Styles #686 Date/Time 08 NOV 08 0001

CMHAPD94-001A

**SUPERVISOR:** Return the executed form through official channels immediately.



CMHAPD94-001A

**SUPERVISOR:** Return the executed form through official channels immediately.



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: James Griffiths #89, Police Officer, Second Platoon

FROM: James E. Tufts #613, Second Platoon Watch commander

PAGE  1 of 1	SUBJECT  <b>DISCIPLINE</b>  WRITTEN WARNING re: Attendance Control Policy (A.C.P.)	DATE 29MAY08
--------------------	--	-----------------

You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO)#11 of CMHA: **15.5.4- Attendance Control**; 1.1.8; 1.1.9; and **AO #11.B-I.B – Prohibited Conduct**. This "WRITTEN WARNING" is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained 3 points under the A.C.P. in 2008. This is the result of your Tardy record on 2/12, 5/3, 5/5, 5/28 and 5/29/08 and 3/25/08 No Punch Out. See attached attendance record.

Points are accumulated in the following manner:

- |                             |                             |
|-----------------------------|-----------------------------|
| Failure to punch in-----5pt | Failure to punch out----5pt |
| Tardy under four hours--5pt | Tardy over four hours--1pt  |
| Unexcused absence-----1pt   | AWOL-----3pts               |

Point accumulation carries the following penalties:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 03pts---Written Warning;    | 05pts---Written Reprimand;        |
| 09pts---One Day Suspension; | 13pts---Termination of Employment |

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a recurrence of this incident. Any further violations of this nature will result in progressive discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,  
*James E. Tufts #613*  
James E. Tufts #613, Lieutenant

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: *[Signature]* 89 6-5-08 1635  
(Your signature is not an admission of agreement) (Date/Time)

Signature: *[Signature]* 28 6-11-08 1415  
(Union Representative) (Date/Time)

Signature: *James E. Tufts #613* 02 Jun 08 / 1635  
(Issuing/Witnessing Supervisor) (Date/Time)

Attachment (1)-Copy of Attendance Control Card

*not to be used*

NAME Griffiths James  
 LAST FIRST MIDDLE  
 DATE OF BIRTH 10-19-21 DATE OF HIRE \_\_\_\_\_  
 SOCIAL SECURITY NUMBER 268-74-2223 SICK DAYS DUE \_\_\_\_\_  
 20 08 501-78-2168 VACATION TIME DUE L

DEPARTMENT \_\_\_\_\_  
 BADGE NUMBER 89

# EMPLOYEE ATTENDANCE RECORD

																																ABSENCE SUMMARY																									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	A	B	C	D	E	F	M	O	P	S	W	S														
JAN				X	X	X						X	X								X	X																																			
FEB						X	X						X	X	X				S	S		X	X							X	X																										
MAR		X	X				V	V	V	X	X									S	S	X	X																																		
APR			X	X	X						X	X	X								X	X				S	S	S		X	X																										
MAY			X	X		X	X							X	X						X	X				S	S	S	S	X	X																										
JUN	X						X	X									X	X						X	X					X	X																										
JUL		X	X							X	X	X								X	X	X																																			
AUG				X	X							X	X																	X	X																										
SEP				X	X	X								X	X															X	X	X																									
OCT	X						X	X										X	X	X																																					
NOV		X	X							X	X									X	X	X																																			
DEC			X	X	X							X	X	X																																											

- A=ANNUAL LEAVE
- B=DOCTOR'S CERT. REQUESTED
- C=COMPENSATORY LEAVE
- D=DID NOT CALL IN 1ST HR.
- E=DOCTOR'S CERT. PRESENTED
- F=FUNERAL LEAVE
- J=JURY LEAVE
- L=ADMINISTRATIVE LEAVE
- M=MILITARY LEAVE
- O=AWOL
- P=PERSONAL
- S=SICK LEAVE
- SS=SUSPENSION
- W=LEAVE WITHOUT PAY
- X=VACATION DAY

**YEARLY TOTALS**  
 USE REVERSE SIDE  
 FOR ADDITIONAL NOTES  
 Printed in U.S.A.



2-12-08	50 TARDY = $\frac{1}{2}$ = $\frac{1}{2}$
3-25-08	NPO = $\frac{1}{2}$ = 1
5-3-08	125 TARDY = $\frac{1}{2}$ = $1\frac{1}{2}$
5-5-08	125 TARDY = $\frac{1}{2}$ = 2
5-28-08	125 TARDY = $\frac{1}{2}$ = $2\frac{1}{2}$
5-29-08	125 TARDY = $\frac{1}{2}$ = 3

~~50 TARDY = 1/2 = 1/2~~

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

06-11-2008 11.12.34  
216 361 3759

Transmit Header Text  
Local Name 1 Line 1  
Local Name 2

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



5715 Woodland Avenue \* Cleveland, Ohio 44104  
Phone: (216) 426-7760 \* Fax: (216) 361-3759



### FACSIMILE DOCUMENT TRANSMITTAL COVER

TO: Mark Volcheck, OPBA Attorney

DATE: 11JUN08

FAX #: 440-237-6446

PAGES 4, Including this  
cover sheet.

FROM: Sgt. Mary L. McGroder #668

SUBJECT: *Written Warning # 58 Sick Absence*  
*Written Warning # 89 ACP*

COMMENTS:

**If you do not receive the complete package  
call me immediately**

Sgt. McGroder  
Contact phone: 216-426-7822

#### WARNING

\* The document(s) accompanying this facsimile transmission contains information that may be confidential or per-2000. This information is intended to be for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that law prohibits any disclosure, copying, distribution or use of the contents of this facsimile transmission. If you have received this facsimile transmission in error, please notify us by telephone immediately, so that we can arrange for the retrieval of the original document(s) at no cost to you. \*

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	362	4402376446	11:10:04 06-11-2008	00:01:52	4/4	1	EC	HS	CP14400

#### Abbreviations:

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths #89/ Second Platoon**

**FROM: Sgt Richard Schilling #652/ Second Platoon Field Sergeant**

PAGE  1 of 1	SUBJECT  <b>DISCIPLINE WRITTEN WARNING re: Attendance Control Policy (A.C.P.)</b>	DATE  08DEC07
--------------------	---	---------------------

You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO)#1 of CMHA: **15.5.4- Attendance Control**; 1.1.8; 1.1.9; and **AO #11.B-1.B - Prohibited Conduct**. This "WRITTEN WARNING" is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained 3.6 points under the A.C.P. in 2007. This is the result of your Tardy record on Aug 31<sup>st</sup>, Oct 10<sup>th</sup>, Nov 5<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, and Dec 6<sup>th</sup>. See attached attendance record.

Points are accumulated in the following manner:

- |                             |                             |
|-----------------------------|-----------------------------|
| Failure to punch in-----5pt | Failure to punch out----5pt |
| Tardy under four hours--5pt | Tardy over four hours--1pt  |
| Unexcused absence-----1pt   | AWOL-----3pts               |

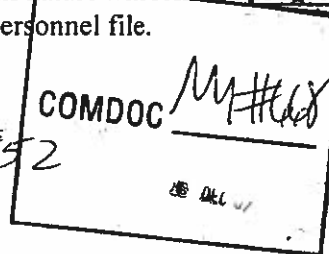
Point accumulation carries the following penalties:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 03pts---Written Warning;    | 05pts---Written Reprimand;        |
| 09pts---One Day Suspension; | 13pts---Termination of Employment |

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in **progressive discipline** being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,

*[Signature]*  
Sgt Richard Schilling #652



I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: *[Signature]*  
(Your signature is not an admission of agreement)

12-17-07  
(Date/Time)

Signature: *[Signature]*  
(Union Representative)

12-21-07 0656  
(Date/Time)

Signature: *[Signature]*  
(Issuing/Witnessing Supervisor)

12/20/07  
(Date/Time)

Attachment (1)-Copy of Attendance Control Card

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

12-20-2007  
2164325956

11:44:54 a.m.

Transmit Header Text  
Local Name 1  
Local Name 2

CMHA POLICE DEPT

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



5715 Woodland Avenue \* Cleveland, Ohio 44104  
Phone: (216) 426-7760 \* Fax: (216) 361-3759



### FACSIMILE DOCUMENT TRANSMITTAL COVER

TO: Mark Volcheck, OPBA Attorney

DATE: 20DEC07

FAX #: 440-237-6446

PAGES 6, including this cover sheet.

FROM: Sgt. Mary L. McGroder #668

SUBJECT: Discipline

**COMMENTS:**

Written Warning - ACP re: PO Griffiths  
Sgt. Galinn  
MVA preventable PO Vales  
Written Reprimand - ACP PO Spigner

**If you do not receive the complete package  
call me immediately**

Sgt. McGroder  
Contact phone: 216-426-7822

**WARNING**

"The document(s) accompanying this facsimile transmission contains information that may be confidential or exempt. This information is intended to be for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that law prohibits any disclosure, copying, distribution or use of the contents of this facsimile transmission. If you have received this facsimile transmission in error, please notify us by telephone immediately, so that we can arrange for the retrieval of the original document(s) at no cost to you."

Total Pages Scanned : 6

Total Pages Confirmed : 6

No	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	576	4402376446	11:04:48 a.m. 12-20-2007	00:05:13	6/6	1	EC	HS	CP14400

**Abbreviations:**

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



RECEIVED IN THE OFFICE OF  
 MAR 29 2006  
 STANLEY C. MURREY  
 DEPUTY CHIEF

**TO: Police Officer James Griffiths #89**

**FROM: William Likes #660, 2<sup>nd</sup> Platoon Field Sergeant**


PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  16MAR06
--------------------	--	---------------------

On 05DEC05, 28-29JAN06, and 11MAR06 you called in sick in violation of GPO#05-001. As a result, you have been found in violation of the following Rule: **1.2.1.02-Personnel of The CMHA Police Department shall not: willfully disobey or willfully neglect to perform any duties required by Rules, Regulations, General Police Orders, or directives or any lawful orders, written or oral, issued to them by a superior officer of the CMHA Police Department;** and related charges of: 1.1.8; 1.1.9; and AO #11.B-I.B – Prohibited Conduct. This "**WRITTEN WARNING**" is disciplinary action taken against you for being in violation of the aforementioned Rules.

On 05DEC05, 28-29JAN06, and 11MAR06 you used sick leave, which was determined to be "*three or more events*", as defined in G.P.O.#05-001. Every officer has an important duty within the Department. When officers abuse sick leave, a number of items come into play. First, they are not present to receive important information that will best serve the residents and assist them in the performance of their duties and/or assignments more safely, expeditiously and efficiently. Second, the work force providing protection for residents is reduced. Third, since officers are inter-dependent on each other, if one officer is off, fellow officers immediately feel the impact. The impact being: not having the necessary assistance available as back up; an increase in workload; an increase in the risk of injury or death; and the like. You have selected a profession that has a tremendous responsibility, which is to protect the public. That responsibility can only be effectively shouldered if officers are at work. The Department is dedicated to protect the residents we serve by providing sufficient resources to safely accomplish that mission. Sick abuse is an obstacle hindering our mission. The Department will not tolerate sick abuse to interfere with our mission.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement-credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

*Rec'd jk*  
 MAR 28 2006

COMDOC 

APPROVED:  Date: 30 MAR 06

5A

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  16MAR06
--------------------	--	---------------------

Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,

Sgt. William Likes #660  
Sgt. William Likes #660

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: [Signature]  
(Your signature is not an admission of agreement)

3-25-06 1530  
(Date/Time)

Signature: [Signature]  
(Union Representative)

28 MAR 06 / 1400  
(Date/Time)

Signature: [Signature]  
(Issuing/Witnessing Supervisor)

03-25-06 15304H  
(Date/Time)

APPROVED: [Signature] Date: 20 MAR 06



**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



**TO: Police Officer James Griffiths #89**

**FROM: Sharon E. Barto, Administrative Commander**

PAGE  <b>1 of 1</b>	SUBJECT  <b>SICK ABUSE NOTIFICATION</b> <b>Police Officer James Griffiths #89</b>	DATE  <b>15MAR06</b>
---------------------------	--	----------------------------

A review of the attached "Suspected Abuse of Sick Time" dated 11MAR06 as exhibiting a possible pattern of sick leave abuse for you has been completed. The dates listed have been verified as sick leave events.

**VERIFIED EVENTS:**

- 05DEC05
- 28-29JAN06
- 11MAR06

Based on the information outlined above, there is a possible abuse of sick leave. Effective immediately, you are required to submit a doctor's excuse for each sick day taken prior to returning to work. Any and all sick leave taken without a doctor's excuse will be considered an "unexcused" sick and one (1) point will be accrued pursuant to the Attendance Control Policy.

Pursuant to GPO #05-001 you have three (3) verified events and will receive a **Written Warning**. Any further events will result in progressive discipline being initiated. This notification will remain in your Personnel file.

By order of,

Sharon E. Barto  
 Administrative Commander

I acknowledge receipt of this "SICK ABUSE NOTIFICATION" and understand its content.

Signature:   
(Your signature is not an admission of agreement)

Date/Time: 3-16-06

Issuing/Witnessing Supervisor's signature: SCA William H #660 1545 hours





**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: James Griffiths, Police Officer**

**FROM: Andres Gonzalez, Chief of Police**

PAGE	SUBJECT	DATE
1 of 2	<b>Determination of Investigation X07-076: Internal Generated Investigation/Improper Procedures</b>	29MAY08

On Monday, 30MAR08, a Disciplinary Hearing was convened in the Chief's Office concerning departmental Charges preferred against you. Present at the Hearing were: Det. Steve Kuska, Union Steward and Mark Volcheck, legal counsel from the OPBA. Sergeant McGroder presented the charges against you.

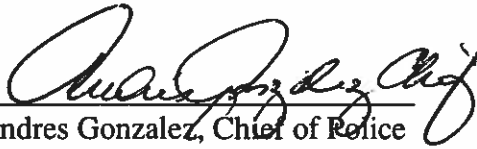
After careful review of the documents and testimony presented, in a **non-precedent** setting consideration, I afforded you the opportunity to negate the disciplinary action in connection with your failure to properly investigate and report the 11NOV07 incident. You were instructed to complete the following **remedial actions** by 09MAY08:

1. Participate and **re-familiarize** with the Victims of Crime training provided by OPOTA via the internet to ensure he understands the court compels officers to take action and consent of a victim is not an issue. PO Griffiths will be provided access to the training during his regularly scheduled tour of duty and will be notified by his Watch Commander when the training is to take place.
2. Review the ORC Chapter 2907 Sex Offenses to **refresh** his knowledge of the defining elements.
3. **Review** the CMHA Police Department Rules and Regulations; Policies and Procedures regarding the importance of serving our residents as it pertains to the investigation of calls for assistance, responding to broadcast locations and the generation of reports.

PAGE <b>2 of 2</b>	SUBJECT <b>Determination of Investigation X07-076: Internal Generated Investigation/Improper Procedures</b>	DATE <b>29MAY08</b>
-----------------------	--	------------------------

Having received verification of the completion of the remedial actions I am **dismissing the charges.**

By order of,

  
 Andres Gonzalez, Chief of Police

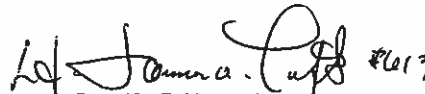
I acknowledge receipt of this determination of Department Charges against me.

  
 (Your signature is required)

6-2-08 1715 hrs  
 (Date and Time)

  
 (Union representative)

6-11-08 1415  
 (Date and Time)

 #617  
 (Witnessing Supervisor)

02 Jun 08 1716 hrs  
 (Date and Time)

**SUPERVISOR: after execution, return this form immediately through Official Channels.**

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

06-11-2008 11:23:06  
216 361 3759

Transmit Header Text  
Local Name 1 Line 1  
Local Name 2

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



5715 Woodland Avenue \* Cleveland, Ohio 44104  
Phone: (216) 426-7760 \* Fax: (216) 361-3759



### FACSIMILE DOCUMENT TRANSMITTAL COVER

TO: Mark Volcheck, OPBA Attorney

DATE: 11JUN08

FAX #: 440-237-6446

PAGES 4, Including this  
cover sheet.

FROM: Sgt. Mary L. McGroder #668

SUBJECT: *Determination 107-076 #89  
Written Warning # 86 MCP*

COMMENTS:

**If you do not receive the complete package  
call me immediately**

Sgt. McGroder  
Contact phone: 216-426-7822

#### WARNING

"The document(s) accompanying this facsimile transmission contains information that may be confidential or per-103-pet. This information is intended to be for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that law prohibits any disclosure, copying, distribution or use of the contents of this facsimile transmission. If you have received this facsimile transmission in error, please notify us by telephone immediately, so that we can arrange for the retrieval of the original document(s) at no cost to you."

Total Pages Scanned : 4

Total Pages Confirmed : 4

No	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	364	4402376446	11:11:02 06-11-2008	00:01:12	4/4	1	EC	HS	CP14400

#### Abbreviations:

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO:** James Griffiths, Police Officer #89

**FROM:** Sharon E. Barto, Administrative Commander


PAGE 1 of 1	SUBJECT NOTIFICATION OF VACATED DISCIPLINARY ACTION	DATE 05JAN06
----------------	--	-----------------

**NOTIFICATION  
INFORMATION:**

The Division was notified that you made a fuel purchase in violation of the Agency Vehicle Fueling Procedures and as a result, you incurred written discipline. Also, the Division has been made aware of a disparity in the application of remedies for being in violation of fueling procedures. To clarify the issue, DN #05-122 was generated on 29DEC05, which combined and updated previous Departmental Notices on the subject. Pursuant to Departmental Notice #05-123, the Written Warning that you received for violation of the vehicle fueling procedures has been vacated. However, you will incur progressive discipline for any future violations of the fueling procedure

**MISCELLANEOUS:**

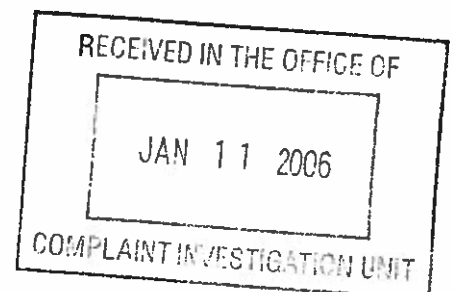
Refer to Departmental Notice #05-122 for any questions concerning Agency Vehicle Fueling.

By order of,  
  
Sharon E. Barto  
Administrative Commander

Received on the 10 day of JAN 2006 by James H. 89  
(SIGNATURE & BADGE #)

Issuing Supervisor: Kathleen Wagner #650 Date/Time 10 JAN 06

**SUPERVISOR: after execution, return this form immediately through Official Channels.**





**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



**TO: P.O. James Griffiths #89**

**FROM: Sgt. William Likes #660, 2<sup>nd</sup> Platoon Field Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN WARNING re: Rule violation</b>	DATE  24JUN05
--------------------	---	---------------------

On 26May05 at 2132 hours while assigned to 2<sup>nd</sup> Platoon, you purchased 15.244 gallons of Ultra grade fuel for zone car #102 at the Sunoco gas station at 13601 Lorain Cleveland, OH. This was in violation of Departmental Notice #05-041, which states that only "regular" (87 octane) fuel is authorized for purchase and use in CMHA vehicles. As a result, you have been found in violation of the following Rule: **1.1.5: Failure to obey orders.** This "**WRITTEN WARNING**" is disciplinary action taken against you for being in violation of the aforementioned Rule.

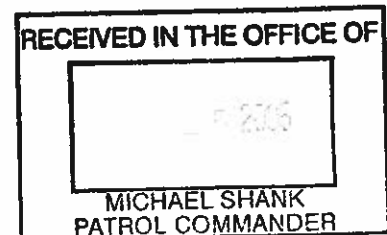
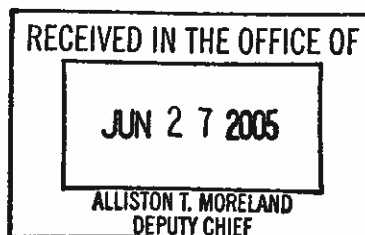
Accreditation is a process that requires adherence to Rules and Regulations, as well as compliance with Policies and the necessary attention to detail that accompanies the discipline required to receive recognition by CALEA. This includes seemingly minor tasks such as fueling vehicles.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This "**WRITTEN WARNING**" will remain in your personnel file.


APPROVED: \_\_\_\_\_ Date: 27 JUN 05

CMHAPD94-059A rev. 05MAY05

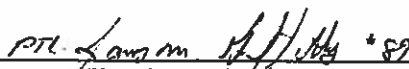


PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b> <b>WRITTEN WARNING re: Rule violation</b>	DATE  24 JUN 05
--------------------	---	-----------------------

By order of,

  
 Sgt. William Likes #660


I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
 (Your signature is not an admission of agreement)

6-28-05 1614  
 (Date/Time)

Signature: \_\_\_\_\_  
 (Union Representative)

\_\_\_\_\_  
 (Date/Time)

Signature:   
 (Issuing/Witnessing Supervisor)

6-27-05 / 1645 400 R S  
 (Date/Time)

APPROVED:  Date: 27 JUN 05



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: Lt. Vazquez #650**

**FROM: Ptl. James M. Griffiths #89**

PAGE <b>1 of 1</b>	SUBJECT <b>Wrong Grade of Gas</b>	DATE <b>24JUNE05</b>
-----------------------	--------------------------------------	-------------------------

Sir,

On 24JUNE05 Sgt. Likes #660 advised me to submit a memo as to why the wrong grade of fuel was purchased on 26MAY05 at the Sunoco gas station on Lorain Ave. I do not recall selecting the wrong grade of fuel an that date. I always select the lowest grade of fuel for the Department's Vehicles. On the date and time in question I may have selected the wrong grade of fuel by mistake. In the past 13 years of my employment with the agency this has never happened, and will not happen again. I do apologize for the mistake, but I didn't realize I had selected the wrong grade of fuel.

Respectfully,

  
\_\_\_\_\_  
Ptl. James M. Griffiths #89





**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: Donna Correy, Administrative Lieutenant**

**FROM: David Bly, Communication Specialist**

PAGE 1 of 1	SUBJECT <b>Wexonline Alert</b>	DATE <b>2-June-05</b>
----------------	-----------------------------------	--------------------------

Today, I got a wexonline alert. Please find attached the screen capture showing P.O. Griffith buying Non 87 octane fuel on May 26, 2005.

*See Bly #605  
 Please forward for corrective  
 action to be taken  
 J. Correy #615*

Respectfully,

*David L. Bly*  
 David L. Bly, communication Specialist

*Forwarded to 604  
 for discrepancy  
 action.  
 J. Correy  
 6 Jun 05*

RECEIVED IN THE OFFICE OF  
 JUN - 6 2005  
 SHARON E. BARTO  
 ADMINISTRATIVE COMMANDER

WEXOnline - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.wexonline.com/fleetplot/query/TransactionDetail.cfm#results

Query Criteria

Filters: None

Search Reset

20 of 20 total records.

Vehicle Ford Department	Customer Vehicle ID	Transaction Date	Transaction Time	Merchant	Mileage	Price
210-000	BCW4722 / 210-000	05/26/2005	10:45:00 AM			
210-000	CMN3870 / 210-000	05/26/2005	05:20:00 PM			
210-000	CSN3700 / 210-000	05/26/2005	07:52:57 PM	BP OIL		
210-000	CSN3721 / 210-000	05/26/2005	12:58:26 PM	BP OIL		
210-000	GAS CAN / 210-000	05/26/2005	01:04:00 AM			
210-000	OC4155 / 210-000	05/26/2005	09:29:00 AM			
210-000	OC4169 / 210-000	05/26/2005	12:06:00 PM	SUNOCO		
210-000	OD1427 / 210-000	05/26/2005	09:32:00 PM	SUNOCO		
210-000	OD1428 / 210-000	05/26/2005	11:40:00 AM	SUNOCO		
210-000	OD1619 / 210-000	05/26/2005	03:36:00 AM	SUNOCO		
210-000	OD1619 / 210-000	05/26/2005	03:19:00 PM	TRUE NORTH		

Merchant Detail

Merchant Group: FUEL / Fuel

Merchant Category: 5541 / Gasoline Service Stations

Merchant Name: SUNOCO SRVC STATION

Merchant Address: 13601 LORAIN AVE. CLEVELAND, OH 441110000

Station	City	Driver	Mileage	Price
SUNOCO SRVC STATION	CLEVELAND OH	GRIFFITHS	210 000	86847
SUNOCO SRVC STATION	CLEVELAND OH	GRIMES	210 000	70745
SUNOCO SRVC STATION	CLEVELAND OH	WILLIAMS	210-000	76891
TRUE NORTH	CLEVELAND OH	CHAPMAN	210 000	76982

WEXOnline - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.wexonline.com/fleetplot/query/TransactionDetail.cfm#results

Search Reset

Merchant Name	Merchant City	Merchant State	Driver Name	Driver ID	Department	Fuel Cost	Non Fuel Cost
TRUE NORTH ENERGY II	CLEVELAND OH		HARRIS		210 000	\$31.11	\$0.00
TRUE NORTH ENERGY II	CLEVELAND OH		STRINGFELLO		210 000	\$30.99	\$0.00
BP OIL	CLEVELAND HEIGHTS OH		MORELAND		210-000	\$33.19	\$0.00
BP EXPLORATION & OIL	CLEVELAND OH		MURREY		210 000	\$22.15	\$0.00
TRUE NORTH ENERGY II	CLEVELAND OH		WOODLAND		210 000	\$26.14	\$0.00
TRUE NORTH ENERGY II	CLEVELAND OH		WILTSHIRE		210 000	\$22.00	\$0.00
SUNOCO SRVC STATION	EUCLID OH		ALI		210 000	\$26.51	\$0.00
SUNOCO SRVC STATION	CLEVELAND OH		GRIFFITHS		210 000	15.244	\$29.20
SUNOCO SRVC STATION	CLEVELAND OH		GRIMES		210 000	15.88	\$29.76
SUNOCO SRVC STATION	CLEVELAND OH		WILLIAMS		210-000	15.721	\$30.11
TRUE NORTH	CLEVELAND OH		CHAPMAN		210 000	\$20.55	\$20.55

Merchant Detail

Merchant Group: FUEL / Fuel

Merchant Category: 5541 / Gasoline Service Stations

Merchant Name: SUNOCO SRVC STATION

Merchant Address: 13601 LORAIN AVE. CLEVELAND, OH 441110000

**Merchant Detail**

Close

**Merchant Group:** FUEL / Fuel  
**Merchant Category:** 5541 / Gasoline Service Stations  
**Merchant Name:** SUNOCO SRVC STATION  
**Merchant Address:** 13601 LORAIN AVE.  
CLEVELAND, OH 441110000



**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



**TO: James Griffiths #89, Police Officer**

**FROM: William Likes #660, Field Sergeant**

PAGE  1 of 1	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Attendance Control Policy (A.C.P.)</b>	DATE  21 JUL 04
--------------------	---	-----------------------

You have been found in violation of the following Rules of the Manual of Rules and Regulations and/or Policies and Procedures of the CMHA Police Department and Administrative Order (AO)#11 of CMHA: **15.5.4- Attendance Control and Part I-AO #11.10.03-violation of CMHA rules.** This "WRITTEN WARNING" is disciplinary action taken against you for being in violation of the aforementioned Rules.

Records indicate that you have now obtained 3.0 points under the A.C.P. in 2004. This is the result of your Tardy record on 07JAN04, 03FEB04, 01APR04, 17JUL04, 20JUL04, and 21JUL04. See attached attendance record.

Points are accumulated in the following manner:

- |                          |      |                          |      |
|--------------------------|------|--------------------------|------|
| Failure to punch in----- | .5pt | Failure to punch out---- | .5pt |
| Tardy under four hours-- | .5pt | Tardy over four hours--  | 1pt  |
| Unexcused absence-----   | 1pt  | AWOL-----                | 3pts |

Point accumulation carries the following penalties:

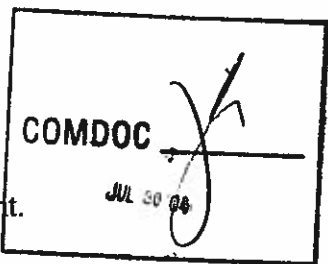
- |                             |                                   |
|-----------------------------|-----------------------------------|
| 03pts---Written Warning;    | 05pts---Written Reprimand;        |
| 09pts---One Day Suspension; | 13pts---Termination of Employment |

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of this nature will result in progressive discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

**FORWARD**

JUL 22 2004  
*J 604*

By order of,  
*William Likes #660*  
 William Likes #660, Sergeant



I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature: *James M. Griffiths #89* Date/Time: 7-22-04  
 (Your signature is not an admission or agreement)

Issuing/Witnessing Supervisor's signature: *William Likes #660*

Attachment (1)-Copy of Attendance Control Card

NAME STRIFFITAS JAMES M.  
 LAST FIRST MIDDLE  
 DEPARTMENT Police  
 DATE OF BIRTH 10-19-71 DATE OF HIRE 10-24-92  
 SOCIAL SECURITY NUMBER 2004 SICK DAYS DUE \_\_\_\_\_  
 BADGE NUMBER 89 VACATION TIME DUE \_\_\_\_\_

## EMPLOYEE ATTENDANCE RECORD

	ABSENCE SUMMARY																																													
	A	B	C	D	E	F	M	O	P	S	W	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
JAN																																														
FEB																																														
MAR																																														
APR																																														
MAY																																														
JUN																																														
JUL																																														
AUG																																														
SEP																																														
OCT																																														
NOV																																														
DEC																																														
												P=PERSONAL S=SICK LEAVE SS=SUSPENSION W=LEAVE WITHOUT PAY X=VACATION PAY																																		
												F=FUNERAL LEAVE J=JURY LEAVE L=ADMINISTRATIVE LEAVE M=MILITARY LEAVE O=AWOL																																		
												A=ANNUAL LEAVE B=DOCTOR'S CERT. REQUESTED C=COMPENSATORY LEAVE D=DID NOT CALL IN 1ST HR. E=DOCTOR'S CERT. PRESENTED																																		
												YEARLY TOTALS USE REVERSE SIDE FOR ADDITIONAL NOTES <small>Printed in U.S.A.</small>																																		



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

CMHA  
APR 03 2002  
PERSONNEL DIV.



To: **Police Officer James Griffiths #89**

From: Miles T. Cobbs, Deputy Chief

Date: April 3, 2002

PAGE	SUBJECT	NUMBER
1 of 2	Pre-Disciplinary Hearing Results	X01-0236

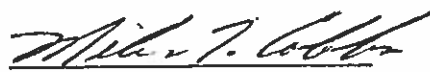
On Tuesday, February 26, 2002, you attended a Pre-Disciplinary Hearing to review charges filed against you for prohibited conduct relating to your secondary employment with Village of Timberlake Police Department.

The facts presented at hearing revealed that on two (2) separate occasions, you were paid for work performed with the Village of Timberlake's Police Department after reporting off sick, and being compensated for the same time with the CMHA Police Department. This action is not only a felony of the fifth degree; it is also a violation of various rules and regulations of the CMHA Police Department.

This action cannot and will not be tolerated. Therefore, please be advised that you are hereby suspended from work for sixty (60) consecutive workdays, with out pay, effective Tuesday, April 9, 2002 through Sunday, June 30, 2002. You are scheduled to return to work on Monday, July 1, 2002 at your regular starting time.

Any further violations of this, or other rules and regulations of the CMHA Police Department, the CMHA Administrative Order or your collective bargaining agreement, will subject you to further disciplinary action up to and including dismissal from employment.

By order of



Miles T. Cobbs  
Deputy Chief

cc: Chief Jackson  
J. Patterson  
M. Volcheck

*Simon M. D. [unclear] #89*

*4-5-02*

*17:44 hrs.*

*Det. C. X. [unclear] 630*  
*4/5/02*  
*17:44 hrs.*



FILE



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



Type: WRITTEN WARNING

To: P.O. James Griffiths #89  
From: Melvin I. Guinn #624, Sergeant Second Platoon  
Date: 20 October 01

COMDOC JMWH  
10/20/01

Subject: Rule 1.1.6: Conduct Unbecoming an Employee:

Rule 1.2.03: Be insubordinate to a Superior Officer.

Rule 1.3.1.11: Engage in unnecessary conversation with other personnel.

Rule 1.3.1.14: Be Disrespectful or Discourteous to any personnel of CMHA Police Department.

Let this serve as a written warning of you being in violation of the above cited Rule(s), as follows: On Friday, 19<sup>th</sup> October 01 you were rude and disrespectful to personnel by way of repeatedly requesting the location of a Superior Officer (in a rude tone of voice on channel #1) after receiving instructions to respond to 5307 Woodland Avenue, advise when you arrive and wait until the Supervisor to arrive on scene.

Being professional and courteous to persons whether in person, over the radio or telephone is a part of your daily duties as an Officer that strives for total professionalism, Further more Superior Officers are not required to give their location to subordinates.

Whether this was an oversight or a departure from good judgement the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violation of a similar nature will result in progressive Departmental Charges being preferred against you.

*Melvin I. Guinn #624, Sergeant*  
Melvin I. Guinn #624, Sergeant

Signature: *[Signature]* 89

Date / Time: 11-29-01 1645 hrs

Issuing / Supervisor: *[Signature]* #624

CC: Officer Files  
Patrol Commander



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**To: Police Officer James Griffiths #89**

**From: Melvin I. Guinn, Sergeant 2<sup>nd</sup> Platoon**

**Date: November 25, 2001**

**Subject: Training (Professionalism / Courteous)**

As a reminder to Officers in the proper procedure to be used when giving instruction by a Superior officer, remaining professional at all times when dealing with employees and or citizens, In addition you are to be properly inform as to the fact that Superior officers don't need to give their location to subordinate officers.

It is important to assure that officer while in the capacity of their duties be courteous and professional in dealing with fellow employees, citizens and superiors. The above mention information is to be adhere to in order for professionalism and courteous to exist.

Sign both this memo / attached In Service Training form to affirm you have read and understand it's contents.

*Melvin I. Guinn #624*  
 Sgt. Melvin I. Guinn #624

I have read this training memo issued to me and understand it's content.

Signature: *[Handwritten Signature]*

Date / Time: 11-29-01 1645 HRS

Issuing / Witnessing Supervisor: *[Handwritten Signature]* #624

CC: Officer  
 Files  
 Patrol Commander

FILE



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



Type: WRITTEN WARNING

To: P.O. James Griffiths #89  
From: Melvin I. Guinn #624, Sergeant Second Platoon  
Date: 20 October 01

Subject: Rule 1.1.6: Conduct Unbecoming an Employee:

Rule 1.2.03: Be insubordinate to a Superior Officer.

Rule 1.3.1.11: Engage in unnecessary conversation with other personnel.

Rule 1.3.1.14: Be Disrespectful or Discourteous to any personnel of CMHA Police Department.

Let this serve as a written warning of you being in violation of the above cited Rule(s), as follows: On Friday, 19<sup>th</sup> October 01 you were rude and disrespectful to personnel by way of repeatedly requesting the location of a Superior Officer (in a rude tone of voice on channel #1) after receiving instructions to respond to 5307 Woodland Avenue, advise when you arrive and wait until the Supervisor to arrive on scene.

Being professional and courteous to persons whether in person, over the radio or telephone is a part of your daily duties as an Officer that strives for total professionalism, Further more Superior Officers are not required to give their location to subordinates.

Whether this was an oversight or a departure from good judgement the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violation of a similar nature will result in progressive Departmental Charges being preferred against you.

*Melvin I. Guinn #624, Sergeant*  
Melvin I. Guinn #624, Sergeant

Signature *[Signature]* 89

Date / Time: 11-29-01 1645 hrs

Issuing / Supervisor: *[Signature]* #624

CC: Officer Files  
Patrol Commander



CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DIVISION

TO: SGT. DONALDSON #642

FROM: PO. JAMES M. GRIFFITHS #89

DATE: 4-16-97

SUBJECT: Request for Permission to Carry Personal Weapon

Sir:

I respectfully request permission to carry the below described weapon while

ON DUTY  OFF DUTY with the CMHA Police Department.

Manufacturer: SIG SAUER Model: P. 229  
Type: S&W ALCO P. STOL Caliber: .40 CAL.  
Serial #: AF 44643 Barrel Length: 4"  
Finish: BLUED Magazine Capacity: 12

Respectfully,

[Signature] 89 10-19-71 [Redacted]  
SIGNATURE BADGE NUMBER DATE OF BIRTH SOCIAL SECURITY NUMBER

Watch Commander/Unit O.I.C.:

NCIC check by: Sgt. Donaldson #642 IMPORTANT: Attach NCIC Check to this form  
PRINT NAME

Recommendation of Watch Commander/Unit O.I.C.: Approval

Patrick J. Donaldson / Sgt. Patrick J. Donaldson #642 16 April 1997  
PRINT FULL OF NAME WATCH COMMANDER/UNIT O.I.C. SIGNATURE DATE

Range O.I.C.:

I certify that I have inspected the specified firearm and found it to be in compliance with Divisional regulations and operationally safe. I further certify that the above named officer has successfully completed the approved course of fire. I recommend permission be granted for ON/OFF DUTY use, of above described weapon, by PO James Griffiths #89.  
NAME OF OFFICER BADGE NUMBER

Patrick J. Donaldson / Sgt. 04/16/97  
RANGE O.I.C. - SIGNATURE DATE

Commander:

CCH Check of JAMES GRIFFITHS Made by: DAVIS #3 4-17-97  
PRINT NAME OF OFFICER REQUESTING PERMISSION PRINT NAME DATE

APPROVED  
 NOT APPROVED

[Signature] 24 APR 97  
SIGNATURE DATE

FROM NOIC

OH0185801

NO RECORD SER/

RE41643 MAR/538



# FILE



**CMHA**  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



RECEIVED IN THE OFFICE OF  
JAN 29 2001  
STANLEY C. MURREY  
DEPUTY CHIEF

**TYPE:** WRITTEN REPRIMAND

**TO:** PO James Griffiths #89

**FROM:** Christopher R. Jakub, Sergeant

**DATE:** January 27, 2001

**SUBJECT:** *Rule 1.1.5: Failure to Obey Orders*

*Rule 1.2.1.02: Willfully disobey...any lawful orders, written or oral, issued...*

*Rule 1.3.1.14: Be disrespectful or discourteous to any other personnel of the CMHA Police Department...*

*Rule 8.1.1: Departmental personnel shall wear such uniforms as may be designated...*

*Rule 8.1.2: Those on duty shall be completely and properly uniformed...*

*Rule 8.1.8: Ties are to be worn with long sleeve shirts and/or jackets at all times.*

**Page 1 of 2**


This notice will serve as written reprimand for your being in violation of the above cited rule(s), as follows: On January 27, 2001, you attended roll call wearing a black turtle neck shirt under your long sleeve navy uniform shirt without having a tie on. I advised you to put on your tie at the end of roll call. This was done in front of several veteran and rookie officers. After roll call you typed up your overtime sheet, picked up your assigned equipment and left to go into the field without putting your tie on. I had to inform you again, after you left the building, that your tie needed to be on. At this time, you finally did put your tie on.

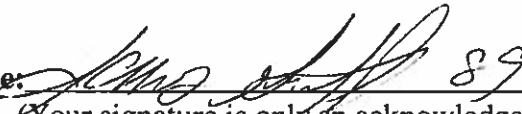
You were given an order prior to the end of roll call to put on your tie. By not immediately doing this, you gave the impression to the other officers in attendance, and a rookie Sergeant, that you can do whatever you want without consequences. The other officers look to you as a veteran officer in your dealings with your superiors. By not following orders, the other officers loose respect for you and the supervisor involved. This act shows that you have no respect for any authority above you. Further, being partnered with a junior officer, you are giving him the impression that this behavior is tolerated. As a veteran officer and a valued member of this platoon, it is expected that you will set good examples for the younger officers.

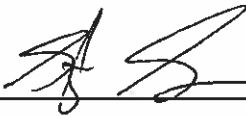



**SUBJECT:** **Rule 1.1.5:** *Failure to Obey Orders*  
**Rule 1.2.1.02:** *Willfully disobey...any lawful orders, written or oral, issued...*  
**Rule 1.3.1.14:** *Be disrespectful or discourteous to any other personnel of the CMHA Police Department...*  
**Rule 8.1.1:** *Departmental personnel shall wear such uniforms as may be designated...*  
**Rule 8.1.2:** *Those on duty shall be completely and properly uniformed...*  
**Rule 8.1.8:** *Ties are to be worn with long sleeve shirts and/or jackets at all times.*  
**Page 2 of 2**


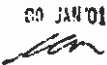
Whether this was an oversight or a departure from good judgment, the department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations of a similar nature may result in progressive discipline being taken against you. This notice will remain in your personnel file.

  
\_\_\_\_\_  
Christopher R. Jakub, Sergeant

**Signature:**  89 **Date / Time:** 1-30-01/1705 hrs  
(Your signature is only an acknowledgement of receipt hereof)

**Issuing / Witnessing Supervisor:**   24  
\_\_\_\_\_

CC: Officer, files, C.I.U.

  
60 JAN 01  




**C . M . H . A .**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



**TYPE:** Interoffice memorandum

**TO:** PO James Griffiths #89

**FROM:** Sgt. Patrick Donaldson #642, Range OIC

**DATE:** 14 NOV 00

**FILE**

**SUBJECT:** Failure to Achieve Range Proficiency Requirements

PO Griffiths,

On 13 NOV 00 you failed to demonstrate proficiency with your issued duty weapon during mandatory range qualification. I would therefore direct your attention to the Divisional Manual of Rules and Regulations, Chapter 10.1.10 "Use of Force", which states in part:

"Sworn Officers who fail to meet proficiency requirements will be granted a fourteen (14) day grace period in which to become proficient. Within this fourteen (14) day period the officer must, on his own time, report to the range for remedial training and certification. Officers who fail to achieve certification during this grace period shall be placed on leave without pay. If the Officer has failed to achieve certification after one (1) week of leave without pay, he shall be separated from the Police Department for failure to maintain certification."

You are therefore notified that no later than 27 NOV 00, you must successfully demonstrate proficiency with your duty weapon as required by the CMHA Police Department. Failure to do so will result in a request for your immediate suspension being forwarded to the office of the Chief of Police. If you have any questions about this matter, please do not hesitate to contact either Lt. Morenz or myself.

Patrick Donaldson, Sgt.

CC: Files  
 D.C. of Admin.

#89 11-14-00

**TYPE:** Interoffice Correspondence (X960313B)

**TO:** Christopher Jakub, Sergeant

**FROM:** Patrick Donaldson, Sergeant

**DATE:** 19 December 1997

**SUBJECT:** Investigation determination  **Notify Officer/s**  
 **Notify Complainant/s**  
 **Notification to Others:**

**DETERMINATION OF INVESTIGATION # X96-0313**

**DATE OF INCIDENT/ COMPLAINT:** 28 DEC 96

**NATURE OF INCIDENT/ COMPLAINT:** Injury on Duty


**COMPLAINANT:** N/A

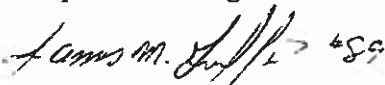
**OFFICER/S INVOLVED:** PO James Griffiths #89

**INVESTIGATION CLASSIFICATION:** "Not Preventable"

**SANCTION/S:** N/A

**MISCELLANEOUS:** N/A

  
Patrick J. Donaldson, Sergeant  
Complaint Investigation Unit OIC

  
12-22-97



**TYPE:** Interoffice Correspondence #10.15

**TO:** Harvey McGowan, Lieutenant

**FROM:** Stanley C. Murrey, Patrol Commander

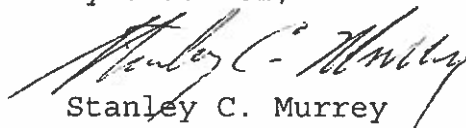
**DATE:** 25 OCT 96

**SUBJECT:** P.O. James Griffiths #89 RE: Shift Counseling c/w Vehicle operation on 19 SEP 96

I want more information regarding this issue. Advise P.O. Griffiths and Pace to make individual reports as to why they felt they didn't have time to drive around the block. I also want to know what the disturbance was about and what the disposition was.

Submit the above information to me by 30 OCT 96.

By order of,

  
Stanley C. Murrey  
Patrol Commander



CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DIVISION

TYPE: SHIFT COUNSELLING

TO: P.O. James Griffiths #89

FROM: Harvey J. McGowan, Lieutenant - 3th Plt Watch Commander

DATE: September 19, 1996

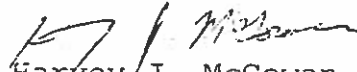
SUBJECT: VEHICLE OPERATION

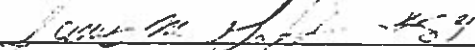
Violations: 26B.52.04 Vehicles shall not be... operated  
on...surface not intended or made for vehicle.

This NOTICE will constitute Shift Counselling of your being in violation of the above policy, in the following manner:

On the morning of 19 September 96, while assigned as unit 380, along with officer Pace #79, you operated/drove your assigned vehicle (zone car 206) off the roadway onto the Court Yard of 3079 E. 79. Such area is not a roadway. Operation of vehicles in such manners could cause grass, soil, or other surface damage, and damage to the vehicle. Further violations of this nature could result in departmental charges. Your excuse was that it allowed you to respond to an on-view and saved time does not justify the action.

By orders of:

  
Harvey J. McGowan, Lt.

Signature:  #89 Date/Time: 10-1-96 2:00 PM  
(your signature is only an acknowledgment of receipt hereof)

Comments attached [] I have no comments []



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DIVISION**

TYPE:

TO: LT. McGowan 617

FROM: PO. James Griffiths

DATE: September 19, 1996

SUBJECT: ZC. 206 on the sidewalk area at E79

Sir.

On 9-18-96 at approx. 0026 hrs. Officers Griffiths 89, Pace 79 were in the area of Carson and E77 when officers heard a loud viable altercation coming from the Trenton or the E79 area. Officers went to the sidewalk area and drove up to the Trenton area and found out that the disturbance was coming from the E79 area. Officers then drove up the sidewalk to the E79 area to save time, instead of driving around the block.

The reason we were on the sidewalk is because it saved us time to respond to the call.

PO. James Griffiths 89

*James Griffiths 89*





CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DIVISION

TYPE:

TO: LT DAWKINS #622

FROM: P.O. PACE #79.

DATE: 10-29-96

SUBJECT:

SIR:

OFFICER GRIFFITHS DROVE VEHICLE #206 ONTO THE SIDEWALK, BECAUSE WE HEARD A LOUD UNABLE ALTERCATION WITH PEOPLE SCREAMING. WE COULDN'T TELL EXACTLY FROM WHAT LOCATION, AND P.O. GRIFFITHS FELT IT WOULD BE THE FASTEST WAY TO INTERVENE. UPON OUR ARRIVAL WE DISCOVERED IT WAS A DOMESTIC, BETWEEN BOYFRIEND-GIRLFRIEND. LT MCGOWAN #617 WAS ON SCENE. DISPOSITION WAS TEMP ADJUS WARR + SENT



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DIVISION**

**TYPE:** Response to Shift Counseling

**TO:** Lt. Dawkins 622

**FROM:** PO. James Griffiths 89

**DATE:** October 29, 1996

**SUBJECT:**

Sir, The reason the Officers were on the grass area was to answer a domestic disturbance call. The reason we were on the sidewalk is because we did not know if the disturbance was on Trenton or if it was on E.79. We used the sidewalk to save time so we did not have to drive around the block. The disposition for the call was temp. adjust/ warn and sent

PO. James Griffiths 89



C.M.H.A.  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE



TYPE: **WRITTEN WARNING**

TO: PO James Griffiths #89

FROM: Sgt. Patrick Donaldson #642

DATE: 04 APR 00



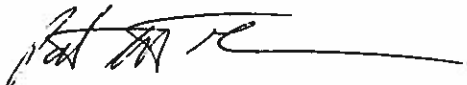
**FILE**

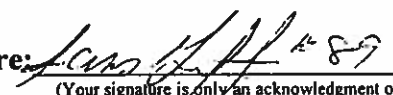
SUBJECT: Rule 6.1.1: "Personnel shall not engage in secondary employment without written permission."

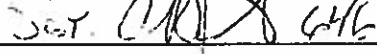
This notice will serve as written warning of your being in violation of the above cited Rule, as follows: On 27 FEB 00, you submitted a request for approval to engage in secondary employment with the Timberlake Police Department. Along with this request you submitted a letter from Timberlake Chief of Police William Hammond which stated in part that you had been employed by that Village since 20 OCT 98. There is no record of prior approval for such employment by you. You also stated that after submitting your original request to Sgt. Jakub, you heard nothing further and therefore simply assumed your request had been approved. To have relied solely on the lack of a response as being indicative of approval is not an acceptable excuse in this instance. The individual Officer is responsible to ensure that permission has been granted, in writing, before engaging in secondary employment.

The Division of Police requires all of its employees to obtain written permission to engage in secondary employment. This is to ensure that Officers are adequately covered by the outside employer's Worker's Compensation program, as well as ensure that the Officer does not exceed the maximum acceptable number of hours per week or work at a location that would tend to bring disrepute upon the Division.


Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations will result in departmental charges being preferred against you. This notice will remain in your file for a period of two (2) years.

  
Patrick Donaldson, Sgt.

Signature:  #89 Date/Time: 4-9-00 / 2100  
(Your signature is only an acknowledgment of receipt hereof)

Issuing/Witnessing Supervisor: 

Check if refuses to sign  Witness: \_\_\_\_\_

CC: Officer   
Files  
Patrol Commander



**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



RECEIVED IN THE OFFICE OF  
 SEP 29 2005  
 STANLEY C. MURREY  
 DEPUTY CHIEF

**TO: Police Officer James Griffiths #89**

**FROM: William Likes #660, 2<sup>nd</sup> Platoon Field Sergeant**

PAGE  1 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  22SEP05
--------------------	--	---------------------

On 02MAY, 16JUL05, and 27AUG05 you called in sick in violation of GPO#05-001. As a result, you have been found in violation of the following Rules: **1.2.1.02-Personnel of The CMHA Police Department shall not: willfully disobey or willfully neglect to perform any duties required by Rules, Regulations, General Police Orders, or directives or any lawful orders, written or oral, issued to them by a superior officer of the CMHA Police Department;** and related charges of: 1.1.8; 1.1.9; and AO #11.B-I.B – Prohibited Conduct. "This **"WRITTEN WARNING"** is disciplinary action taken against you for being in violation of the aforementioned Rules.

On 02MAY, 16JUL05, and 27AUG05 you used sick leave, which was determined to be **"three or more events"**, as defined in G.P.O.#05-001. Every officer has an important duty within the Department. When officers abuse sick leave, a number of items come into play. First, they are not present to receive important information that will best serve the residents and assist them in the performance of their duties and/or assignments more safely, expeditiously and efficiently. Second, the work force providing protection for residents is reduced. Third, since officers are inter-dependent on each other, if one officer is off, fellow officers immediately feel the impact. The impact being: not having the necessary assistance available as back up; an increase in workload; an increase in the risk of injury or death; and the like. You have selected a profession that has a tremendous responsibility, which is to protect the public. That responsibility can only be effectively shouldered if officers are at work. The Department is dedicated to protect the residents we serve by providing sufficient resources to safely accomplish that mission. Sick abuse is an obstacle hindering our mission. The Department will not tolerate sick abuse to interfere with our mission.

The CMHA Police Department is a nationally accredited agency as a result of demonstrating professional excellence through a national law enforcement-credentialing program by the Commission on Accreditation for Law Enforcement Agencies. Accreditation is a coveted award that symbolizes professionalism, excellence, and competence. The accreditation award proves that the agency is committed to maintaining compliance with a broad-based set of internationally accepted professional standards that provide a proven management system of written directives, sound training, clearly defined lines of authority and routine reports that support decision making and resource allocation for the agency.

COMDOC  
  
 09/29/05

RECEIVED IN THE OFFICE OF  
 OCT - 3 2005

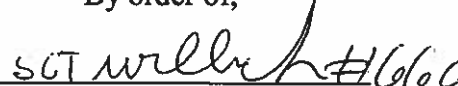
RECEIVED IN THE OFFICE OF  
 23 2005  
 MICHAEL SHANK  
 PATROL COMMANDER

RECEIVED IN THE OFFICE OF  
 COMPLAINT INVESTIGATION UNIT  
 23 2005  
 ALLISTON T. MORELAND  
 DEPUTY CHIEF

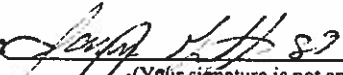
APPROVED: \_\_\_\_\_ Date: 23 SEP 05

PAGE  2 of 2	SUBJECT  <b>DISCIPLINE</b>  <b>WRITTEN WARNING re: Abuse of Sick Leave</b>	DATE  22SEP05
--------------------	--	---------------------

Since the CMHA Police Department has been accredited by CALEA, it is in the national spotlight. Therefore, there is a broad and diverse audience scrutinizing the actions of its members. Members who demonstrate voluntary compliance with Rules, Regulations, Policies and Procedures of the Department, receive the prestige as positive role models and negate the need for discipline. Positive role models have influence to foster an atmosphere of high morale and respect from their peers and/or subordinates. High morale and mutual respect for each of the members are sensed by others, both in and outside of the police community. To this end, whether the incident was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of incidents of this type. Any further violations of this nature will result in additional discipline being taken against you. This "WRITTEN WARNING" will remain in your Personnel file.

By order of,  
  
 Sgt. William Likes #660

I acknowledge receipt of this "DISCIPLINARY ACTION" and understand its content.

Signature:   
 (Your signature is not an admission of agreement)

9-29-05 1645 HRS  
 (Date/Time)

Signature:   
 (Union Representative)

10-5-05 - 0702  
 (Date/Time)

Signature: Sgt. William Likes #660  
 (Issuing/Witnessing Supervisor)

09-29-05 1645 HRS  
 (Date/Time)

APPROVED: \_\_\_\_\_ Date: 29 SEP 05



CMHA  
 CUYAHOGA METROPOLITAN  
 HOUSING AUTHORITY  
 POLICE DEPARTMENT

DISTRIBUTION TRACKING SHEET

RECEIVED BY/DATE  
 (PLEASE STAMP ON LINE)

---

Please check appropriate boxes below:

- Notification of Preference of Departmental Charges Re: #XO5-\_\_\_\_\_
- Notification of Investigation #MO5-\_\_\_\_\_
- Determination of Investigation #MO5-\_\_\_\_\_
- Notification of Investigation #XO5-\_\_\_\_\_
- Determination of Investigation #XO5-\_\_\_\_\_
- Sick Abuse Notification
- Suspected Sick Abuse
- Determination of Charges
- Written Warning
- Written Reprimand
- Random(s) \_\_\_\_\_
- Notification of Pre-Disciplinary Hearing \_\_\_\_\_
- Other Specify \_\_\_\_\_

RECEIVED BY/DATE  
 (PLEASE STAMP ON LINE)

RECEIVED IN THE OFFICE OF  
 29 2005  
*MS*  
 MICHAEL SHANK  
 PATROL COMMANDER

640

---

RECEIVED BY/DATE  
 (PLEASE STAMP ON LINE)

---

# Transmission Report

Date/Time  
Local ID  
Local Name  
Company Logo

10- 4-05; 8:45AM  
2164267799  
CMHA Police Support  
CMHAPD

This document was confirmed.  
(reduced sample and details below)  
Document Size Letter-S

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



5715 Woodland Avenue \* Cleveland, Ohio 44104  
Phone: (216) 426-7760 \* Fax: (216) 361-3759



### FACSIMILE DOCUMENT TRANSMITTAL COVER

TO: Mark Volcheck, OPBA Attorney

DATE: 04OCT05

FAX #: 440-237-6446

PAGES: 3, including this  
cover sheet.

FROM: Det. Mary L. McGroder #13

SUBJECT: Discipline

PO Griffiths - Written Warning Re: Abuse of Sick Leave

COMMENTS: If you do not receive the complete package call me immediately

Return Fax to: 216-426-7799  
Attn: Det. McGroder

CIU contact phone: 216-426-7822

#### WARNING

"The document(s) accompanying this facsimile transmission contains information that may be confidential or ~~private~~. This information is intended to be for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that law prohibits any disclosure, copying, distribution or use of the contents of this facsimile transmission. If you have received this facsimile transmission in error, please notify us by telephone immediately, so that we can arrange for the retrieval of the original document(s) at no cost to you."

Total Pages Scanned : 3 Total Pages Confirmed : 3

NO.	Doc	Remote Station	Start Time	Duration	Pages	Mode	Comments	Results
1	643	94402376446	10- 4-05; 8:43AM	1'14"	3/ 3	EC		CP 14.4

#### Notes :

EC: Error Correct  
BC: Broadcast Send  
CP: Completed  
HS: Host Scan  
HF: Host Fax

RE: Resend  
MP: Multi-Poll  
RM: Receive to Memory  
HP: Host Print  
HR: Host Receive

PD: Polled by Remote  
PG: Polling a Remote  
DR: Document Removed  
FO: Forced Output  
FM: Forward Mailbox Doc.

MB: Receive to Mailbox  
PI: Power Interruption  
TM: Terminated by user  
WT: Waiting Transfer  
WS: Waiting Send



CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT



5715 Woodland Avenue \* Cleveland, Ohio 44104  
Phone: (216) 426-7760 \* Fax: (216) 361-3759



**FACSIMILE DOCUMENT TRANSMITTAL COVER**

TO: Mark Volcheck, OPBA Attorney

DATE: 04OCT05

FAX #: 440-237-6446

PAGES: 3, Including this  
cover sheet.

FROM: Det. Mary L. McGroder #83

SUBJECT: Discipline

PO Griffiths - Written Warning Re: Abuse of Sick Leave

COMMENTS: **If you do not receive the complete package call me immediately**

**Return Fax to: 216-426-7799**

Attn: Det. McGroder

**CIU contact phone: 216-426-7822**

WARNING

" The document(s) accompanying this facsimile transmission contains information that may be confidential or privileged. This information is intended to be for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that law prohibits any disclosure, copying, distribution or use of the contents of this facsimile transmission. If you have received this facsimile transmission in error, please notify us by telephone immediately, so that we can arrange for the retrieval of the original document(s) at no cost to you. "



**C.M.H.A.**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**



**TYPE: WRITTEN WARNING**

**TO: PO James Griffiths #89**

**FROM: Sgt. Patrick Donaldson #642**

**DATE: 04 APR 00**



**FILE**

**SUBJECT: Rule 6.1.1: "Personnel shall not engage in secondary employment without written permission."**

This notice will serve as written warning of your being in violation of the above cited Rule, as follows: On 27 FEB 00, you submitted a request for approval to engage in secondary employment with the Timberlake Police Department. Along with this request you submitted a letter from Timberlake Chief of Police William Hammond which stated in part that you had been employed by that Village since 20 OCT 98. There is no record of prior approval for such employment by you. You also stated that after submitting your original request to Sgt. Jakub, you heard nothing further and therefore simply assumed your request had been approved. To have relied solely on the lack of a response as being indicative of approval is not an acceptable excuse in this instance. The individual Officer is responsible to ensure that permission has been granted, in writing, before engaging in secondary employment.

The Division of Police requires all of its employees to obtain written permission to engage in secondary employment. This is to ensure that Officers are adequately covered by the outside employer's Worker's Compensation program, as well as ensure that the Officer does not exceed the maximum acceptable number of hours per week or work at a location that would tend to bring disrepute upon the Division.

Whether this was an oversight or a departure from good judgment, the Department is confident you can make the necessary adjustments to prevent a reoccurrence of this incident. Any further violations will result in departmental charges being preferred against you. This notice will remain in your file for a period of two (2) years.

Patrick Donaldson, Sgt.

Signature:  Date/Time: 4-9-00 / 2:00  
(Your signature is only an acknowledgment of receipt hereof)

Issuing/Witnessing Supervisor: Sgt.   
 Check if refuses to sign [ ] Witness: \_\_\_\_\_

CC: Officer   
 Files  
 Patrol Commander


# OHIO PATROLMEN'S BENEVOLENT ASSOCIATION

By the authority of the Board of Directors of the Ohio Patrolmen's Benevolent Association, I hereby certify that the following member is entitled to membership in the Ohio Patrolmen's Benevolent Association, and that the same shall be granted to him upon the presentation of this certificate to the local association of the City of COLUMA to deduct from my pay

Name James M. Goff Rank PO Badge No. 89  
Street 3902 Center Rd  Full-Time  Part-Time  
City Columa Zip 44021 Dispatcher (circle one)  
Tel. No. 440-291-1952 Date 10-28-92  
Department CMAA Blood Type O- Date of Birth 10-19-71

Signature James M. Goff  
Approved: Nick Lawer

No 24393

•  • Nick Lawer, Executive Director •  
Nick Lawer



# SECONDARY EMPLOYMENT



CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT

API

Request for Certification for Outside Employment

MEMBER INFORMATION					
First Name	JONES		Last Name	GRIFITHS	
Street Address	[REDACTED]		Apartment/Unit #	[REDACTED]	
City	[REDACTED]	Zip	[REDACTED]	Phone	[REDACTED]
SWORN POLICE OFFICER <input checked="" type="checkbox"/>		RESERVE OFFICER <input type="checkbox"/>		PROTECTION OFFICER <input type="checkbox"/>	

MEMBER AUTHORIZATION	
I HEREBY AUTHORIZE THE CMHAPD TO ACCESS AND OBTAIN RECORDS FROM THE BELOW-LISTED PROPOSED EMPLOYER.	
MEMBER SIGNATURE	DATE
[Signature]	1-7-18

NAME OF PROPOSED SECONDARY EMPLOYER			
Company	PERRY POLICE (PERRY VILLAGE POLICE DEPT)		
Address	3758 CENTER ROAD	Telephone	440-259-5004
Supervisor	CHIEF TROY HARRIS	Title	CHIEF
Duties You Will Perform	PATROL		
Police Commission Required?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Generic Police Uniform Required?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.			

IMPORTANT NOTICE FOR THE SECONDARY EMPLOYER

- CMHA does not authorize its members to engage in secondary employment if the employer does not provide Workers' Compensation. A copy of the employer's current Workers' Compensation must be provided.
- CMHA requires non-commissioned members to be listed on the employer's license (commission).
- CMHA accepts no responsibility for members working outside of CMHA. The employee is an agent of the secondary employer who will accept full responsibility for the acts of the employee while engaged in secondary employment.
- CMHA requires a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. As a condition of permitting the Member to engage in secondary employment, the Employer must include CMHA as an additional insured on the policy. The certificate language must read: "Cuyahoga Metropolitan Housing Authority is an additional insured pursuant to written agreement and coverage is primary and non-contributory with any insurance carried by the Additional Insured". CMHA requires a policy endorsement recognizing its position as an additional insured, and the certificate of insurance shall contain a thirty (30) day cancellation notice and a ten (10) day notice for non-payment.
- CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment. The employer agrees to at all times indemnify and hold harmless the Cuyahoga Metropolitan Housing Authority, its Board of Commissioners, Subsidiaries, Affiliates, directors, officers, agents, servants, and employees from and against any and all claims, actions, causes of actions, liabilities, losses, damages, costs, expenses, judgments or liens, including attorneys' fees, arising from bodily or personal injury, sickness, disease, death, or injury to property of any party arising directly or indirectly from, or in any way relating to, the member's performance of work on behalf of the employer.
- CMHA may request records associated with the member.

The CMHA Office of Legal Affairs may be contacted at (216) 271-2875 if you have any questions concerning compliance with these requirements, or require additional assistance. BY SIGNING BELOW, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE REQUIREMENTS.

Employer Signature	[Signature]	Date	11/29/17
Title	Chief		

FOR CMHA USE ONLY

TO THE CMHA - CHIEF EXECUTIVE OFFICER:	
I DO <input checked="" type="checkbox"/> DO NOT <input type="checkbox"/> Endorse the above member's request for secondary employment.	
Chief of Police	[Signature] 1/10/2018
Chief of Police	Date





# Request for Secondary Employment

## I REQUEST PERMISSION TO ENGAGE IN SECONDARY EMPLOYMENT

First Name <b>JAMIS</b>	Last Name <b>GRANTHS</b>
Street Address [REDACTED]	Apartment/Unit # [REDACTED]
City [REDACTED]	Zip [REDACTED] Phone [REDACTED]
SWORN POLICE OFFICER <input checked="" type="checkbox"/>	RESERVE OFFICER <input type="checkbox"/> PROTECTION OFFICER <input type="checkbox"/>

## NAME OF PROPOSED SECONDARY EMPLOYER

Company <b>PERRY POLICE DEPT.</b>
Address <b>3758 CENTER ROAD</b>
City <b>PERRY</b> Zip <b>44081</b> Telephone <b>440 259-5004</b>
Contact Person <b>CHIEF TROY HABER</b> Title <b>CHIEF</b>
The estimated length of employment is: <b>2018-2019</b> My hourly rate of pay will be: <b>\$15.25</b>
I will be working <b>8</b> Hours per day; not to exceed twenty-eight (28) hours in a week; or twelve (12) hours while on a vacation day; or six (6) hours on a workday.
Duties You Will Perform <b>PATROLMAN</b>
Police Commission Required? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Generic Police Uniform Required? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.

## IMPORTANT NOTICE

- I understand the CMHA Chief of Police shall be the final determinant for granting approval to engage in secondary employment.
- I have not received disciplinary action greater than a written reprimand within the last two (2) years.
- I have not used more than fifteen (15) days or more than one-hundred twenty (120) hours of sick time during the previous 12-month period.
- I understand that I MAY NOT engage in secondary employment with proposed employer whose primary business involves the distribution or dispensing of alcoholic beverages nor on police duty in front of such premises.
- I understand that a current copy of secondary employer's Workers' Compensation Certificate must be provided.
- I UNDERSTAND THAT IF MY SECONDARY EMPLOYMENT IS OF A POLICE NATURE, THAT CMHA REQUIRES A CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE. CMHA MUST BE ADDED AS AN ADDITIONAL INSURED ON THE POLICY. I UNDERSTAND THAT MY REQUEST FOR SECONDARY EMPLOYMENT WILL BE DENIED IF I FAIL TO PRODUCE SAID ORIGINAL CERTIFICATE OF LIABILITY AND POLICY ENDORSEMENT. (See Appendix B, P&P Ch. 1.13)
- I understand and acknowledge that CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE REQUIREMENTS AND AUTHORIZE CMHA TO ACCESS AND OBTAIN RECORDS FROM THE PROPOSED EMPLOYER.

Member Signature <i>[Signature]</i>	Date <b>1-7-18</b>
Print Name <b>JAMES GRANTHS</b>	

## SUPERVISOR'S ENDORSEMENT

The above member has used 56 sick hours in the past twelve (12) months and is not classified as a sick abuser.

I DO  DO NOT  recommend approval of the above member's request to engage in secondary employment.

Supervisor's Signature <i>[Signature]</i>	Date <b>1-7-18</b>
Commander's Signature <i>[Signature]</i> #632 Acting Ptl. Cmde.	Date <b>1-8-18</b>
Deputy Chief's Signature <i>[Signature]</i> D. C.	Date <b>1-10-18</b>

Office 440-259-5004  
Fax 440-259-2778

3758 Center Road  
P.O. Box 100  
Perry, Ohio 44081



TROY HAGER  
Police Chief

Chief@PerryVillage.info

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VILLAGE OF PERRY  POLICE DEPARTMENT

Chief Andres Gonzalez

11/28/17

Cuyahoga Metropolitan Housing Authority  
Division of Police  
5715 Woodland Avenue  
Cleveland, Ohio 44104

Dear Chief Gonzalez,


I respectfully request that James Griffiths be permitted to maintain his employment within the Perry Village Police Department. In his present assignment he holds a law enforcement commission with my department which is required as sworn part-time officer.

As an officer with the Perry Village Police Department he holds and maintains the rights and protections of any Village of Perry employee. He is bound by a code of conduct outlined in policies of both the Village of Perry and the Perry Police Department. While representing the Perry Police Department he is covered under the village workers compensation in incidents of injury while performing these said duties. Liability insurance and risk management are also afforded to him as a village employee. ✓

At no time will James Griffiths be permitted to use any equipment not authorized and specifically purchased by and owned by the Perry Village Police Department.

The Village of Perry Workers Compensation account number is 3411503. I have not enclosed a copy of the agencies current certificate however if required I will be happy to supply one. Please feel free to contact me with any questions regarding James Griffiths employment with my department.

Respectfully Submitted,

  
Troy Hager, Chief of Police



**Griffiths, James attendance record for 2017** **LOAD USER'S MATRIX**

(click a cell in the grid below to load this user's editable matrix) **Key:** Code Used Payday Current Sick Event Past Sick Event Tardy AWOL LWOP Unexcused No punch in No punch out

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	X						X	X								X	X							X	X						
Feb	X	X					X		X	X							X	X	X							X	X				
Mar					X	X	S					V		X	P	P				T 0.15	X	X		X	X	N	N	N	N	N	
Apr	X			T 0.15		X	X	X			T 0.15	T 0.15		T 0.45		X	X	N	N	N		N		X	X						
May	X	X								X	X		V 2.0					X	X	X				T 0.15		X	X	X			
Jun				X	X							X	X	T 0.15						X	X							X	X		
Jul						X	X	X	V	T 0.15				T 0.15	X	X	X						X	X					T 0.15	X	
Aug	X	T 0.15					X	X	V						X	X							X	X	X	X	F				
Sep	X	X						X	X	X		T 0.15		T 0.15				X	X	N			S	V	V	X	X	V	V	V	
Oct	V			X	X	T 0.15						X	X	X		N				X	X	X							X	X	
Nov					X	X								X	X			V	V			X	X		S	S	S	S	S	X	
Dec	X	X	S	S	S	S	S	X	X	X	S	S	S	S	N	S	X	X	S	S	S	S	S	S	X	X	S	S	S	S	

Attendance Point Information						
	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	Monthly Total
Mar	0.5	0	0	0	0	0.5
Apr	2	0	0	0	0	2
May	0.5	0	0	0	0	0.5
Jun	0.5	0	0	0	0	0.5
Jul	1.5	0	0	0	0	1.5
Aug	0.5	0	0	0	0	0.5
Sep	1	0	0	0	0	1
Oct	0.5	0	0	0	0	0.5
Total Attendance Points during 2017: 7						
Current Attendance Points: 0						
Current Attendance Point Status: Safe						

Sick Abuse Event Information	
Current Sick Abuse Events:	2
Current Event Status:	Safe
Abuse Points Calculated Range: 9/23/2017 to 1/21/2018	

Comments		Total Comments: 8
Date	Comment	
2/1/2017	RDO switched due to shift change-632	
3/27/2017	CIT Training	
4/18/2017	2017 In Service	
8/7/2017	ACP WR Issued	
9/20/2017	IFAK Training 1200-1600	
10/16/2017	CPR Training	
12/15/2017	Open Enrollment 0830-1230 Riverside PK	
12/19/2017	On Duty Injury-Extended Leave-632	

**Griffiths, James attendance record for 2018** LOAD USER'S MATRIX

(click a cell in the **Key:** Code Used Payday Current Sick Event Past Sick Event Tardy AWOL LWOP Unexcused No punch in No punch out grid below to load this user's editable matrix)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	S	X	X	S						X	X							X	X	X	P					X	X	X			
Feb				X	X							X	X							X	X								X		
Mar	X							X	X	X						X	X	X							X	X					
Apr	X	X								X	X							X	X							X	X	X			
May				X	X	X							X	X							X	X							X	X	
Jun					X	X							X	X	X								X	X	X						
Jul	X	X						X	X								X	X								X	X				
Aug	X	X	X						X	X	X								X	X								X	X		
Sep			X	X							X	X								X	X	X							X	X	X
Oct						X	X							X	X								X	X							X
Nov	X						X	X	X							X	X	X								X	X				
Dec			X	X							X	X							X	X								X	X	X	

<b>Attendance Point Information</b>	
Current Attendance Points:	<b>0</b>
Current Attendance Point Status:	<b>Safe</b>

<b>Sick Abuse Event Information</b>	
Current Sick Abuse Events:	<b>2</b>
Current Event Status:	<b>Safe</b>
Abuse Points Calculated Range: <b>9/23/2017 to 1/21/2018</b>	

Comments Total Comments: 2

Date	Comment
1/1/2018	RTW completed w/ HR-632
1/21/2018	Approved by 632



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** William Likes #604, Commander

**FROM:** Paul A. Styles #656 Sergeant

PAGE <b>1 of 1</b>	SUBJECT  <p align="center"><b>Secondary Employment Request by Police Officer James Griffiths #89</b></p>	DATE/NUMBER <b>10JAN18</b>
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The attached request by Police Officer James Griffiths #89 permission to engage in secondary employment with **(Village of Perry Police Department)** for 2018 is in compliance with Policy & Procedures Chapter 1.13.

An audit of James Griffiths' Sick Time during the previous twelve months revealed he has used: **248.00** Hours. Two hundred and forty of those hours were the result of in the line of duty injury and eight hours was approved FMLA. James Griffiths **has not** received discipline greater than a reprimand within the past two years.

James Griffiths **has not** used more than the annual allotment of sick time during the previous (12) month period, which is (15) days (120) hours.

Upon approval/denial, please forward a signed copy of all paperwork to the Complaint Investigation Unit (CIU) for proper recording.

Respectfully,

*SGT. Paul A. Styles #656*  
Paul A. Styles, Sergeant



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** Thomas M. Burdyslaw #603, Commander

**FROM:** Paul A. Styles #656 Sergeant

PAGE <b>1 of 1</b>	SUBJECT <p align="center"><b>Secondary Employment Request by Police Officer James Griffiths #89</b></p>	DATE/NUMBER <b>23DEC15</b>
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The attached request by Police Officer James Griffiths #89 permission to engage in secondary employment with the **(Perry Village Police Department)** is in compliance with Policy & Procedures Chapter 1.13.

An audit of James Griffiths' Sick Time during the previous twelve months revealed he has used: **00.00 Hours**. James Griffiths **has not** received discipline greater than a reprimand in 2015.

James Griffiths **has not** used more than the annual allotment of sick time during the previous **(12)** month period, which is **(15)** days **(120)** hours.

Upon approval/denial, please forward a signed copy of all paperwork to the Complaint Investigation Unit (CIU) for proper recording. **Approval** received will initiate the issuance of two CMHAPD 94-018 forms to the officer(s) supervisor for completion. One CMHAPD 94-018 form will be filed in the C.I.U office.

Respectfully,

  
 SGT. Paul A. Styles #656  
 Paul A. Styles, Sergeant



# Request for Secondary Employment

I REQUEST PERMISSION TO ENGAGE IN SECONDARY EMPLOYMENT		
First Name <b>James</b>	Last Name <b>Griffiths</b>	
Street Address [REDACTED]	Apartment/Unit # [REDACTED]	
City [REDACTED]	Zip [REDACTED]	Phone [REDACTED]
SWORN POLICE OFFICER <input checked="" type="checkbox"/>	RESERVE OFFICER <input type="checkbox"/>	PROTECTION OFFICER <input type="checkbox"/>

NAME OF PROPOSED SECONDARY EMPLOYER		
Company <b>Perry Village Police Department</b>		
Address <b>3758 Center Road</b>		
City <b>Perry</b>	Zip <b>44081</b>	Telephone <b>440-259-5292</b>
Contact Person <b>Lieutenant Michael J Collins</b>	Title <b>Lieutenant</b>	
The estimated length of employment is: <b>1 YEAR INDEFINITE</b>	My hourly rate of pay will be: <b>\$15.00</b>	
I will be working <b>8</b> Hours per day; not to exceed twenty-eight (28) hours in a week; or twelve (12) hours while on a vacation day; or six (6) hours on a workday.		
Duties You Will Perform <b>Basic Patrol Officer</b>		
Police Commission Required? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Generic Police Uniform Required? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.</b>

IMPORTANT NOTICE	
<ul style="list-style-type: none"> <li>I have no disciplinary actions on file greater than a written reprimand within the last two (2) years.</li> <li>I have used <u>0</u> sick hours within the last twelve (12) months.</li> <li>I understand that I MAY NOT engage in secondary employment involving the distribution or dispensing of alcoholic beverages nor on police duty in front of such premises.</li> <li>I understand that a current copy of secondary employer's Worker's Compensation Certificate must be provided.</li> <li>I UNDERSTAND THAT IF MY SECONDARY EMPLOYMENT IS OF A POLICE NATURE, THAT CMHA REQUIRES A CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000. CMHA MUST BE ADDED AS AN ADDITIONAL INSURED ON THE POLICY. I UNDERSTAND THAT MY REQUEST FOR SECONDARY EMPLOYMENT WILL BE DENIED IF I FAIL TO PRODUCE SAID ORIGINAL CERTIFICATE OF LIABILITY AND POLICY ENDORSEMENT. (See Appendix B, P&amp;P Ch. 1.13)</li> <li>I understand and acknowledge that CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment.</li> </ul>	
Member Signature <i>[Signature]</i> 89	Date <b>12-21-2015</b>
Print Name <b>James M. Griffiths</b>	

SUPERVISOR'S ENDORSEMENT	
The above member has used <u>0</u> sick hours in the past twelve (12) months and is not classified as a sick abuser.	
I DO <input checked="" type="checkbox"/> DO NOT <input type="checkbox"/> recommend approval of the above member's request to engage in secondary employment.	
Supervisor's Signature <i>[Signature]</i>	Date <b>12/23/15</b>
Commander's Signature <i>[Signature]</i>	Date <b>12/23/15</b>
Deputy Chief's Signature <i>[Signature]</i>	Date <b>12/23/15</b>



CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT

Request for Certification for Outside Employment

MEMBER INFORMATION

First Name James, Last Name Griffiths, Street Address [redacted], Apartment/Unit # [redacted], City [redacted], Zip [redacted], Phone [redacted]. SWORN POLICE OFFICER [ ], RESERVE OFFICER [X], PROTECTION OFFICER [ ]

MEMBER AUTHORIZATION

I HEREBY AUTHORIZE THE CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT AND THE BELOW-LISTED PROSPECTIVE EMPLOYER TO EXCHANGE INFORMATION REGARDING IMPOSED DISCIPLINE AND/OR MEDICAL INFORMATION.

MEMBER SIGNATURE [Signature], DATE 12-21-2015

NAME OF PROPOSED SECONDARY EMPLOYER

Company Perry Village Police Department, Address 3758 Center Road, Telephone 440-259-5292, Supervisor Lieutenant Michael J Collins, Title Lieutenant, Duties You Will Perform Basic Patrol Officer, Police Commission Required? YES [X] NO [ ], Generic Police Uniform Required? YES [ ] NO [X], NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.

IMPORTANT NOTICE FOR THE SECONDARY EMPLOYER

- CMHA does not authorize its members to engage in secondary employment if the employer does not provide Workers' Compensation. A copy of the employer's current Workers' Compensation must be provided.
CMHA requires non-commissioned members to be listed on the employer's license (commission).
CMHA accepts no responsibility for members working outside of CMHA. The employee is an agent of the secondary employer who will accept full responsibility for the acts of the employee while engaged in secondary employment.
CMHA requires a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. As a condition of permitting the Member to engage in secondary employment, the Employer must include CMHA as an additional insured on the policy.
CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment.

The CMHA Office of Legal Affairs may be contacted at (216) 271-2875 if you have any questions concerning compliance with these requirements, or require additional assistance. BY SIGNING BELOW, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE REQUIREMENTS.

Employer Signature Michael J Collins, Date 12/22/15, Title Lieutenant

FOR CMHA USE ONLY

TO THE CMHA - CHIEF EXECUTIVE OFFICER: I DO [X] DO NOT [ ] Endorse the above member's request for secondary employment. Chief of Police [Signature], Date 12/28/2015

Office 440-259-5004  
Fax 440-259-2778

3758 Center Road  
P.O. Box 100  
Perry, Ohio 44081



MICHAEL COLLINS  
Lieutenant

Mobile 440-339-3580  
MCollins@PerryVillage.info

**VILLAGE OF PERRY ☆ POLICE DEPARTMENT**

**Chief Andres Gonzalez**

Cuyahoga Metropolitan Housing Authority  
Division of Police  
5715 Woodland Avenue  
Cleveland, Ohio 44104

Dear Chief Gonzalez,

I respectfully request that James Griffiths be permitted to maintain his employment within the Perry Village Police Department. In his present assignment he holds a law enforcement commission with my department which is required as sworn part-time officer.

As an officer with the Perry Village Police Department he holds and maintains the rights and protections of any Village of Perry employee. He is bound by a code of conduct outlined in Policies of both the Village of Perry and the Perry Police Department. While representing the Perry Police Department he is covered under the village workers compensation in incidents of injury while performing these said duties. Liability insurance and risk management are also afforded to him as a village employee.

At no time will James Griffiths be permitted to use any equipment not authorized and specifically purchased by and owned by the Perry Village Police Department.

The Village of Perry Workers Compensation account number is 3411503. I have not enclosed a copy of the agencies current certificate however if required I will be happy to supply one. Please feel to contact me with any questions regarding James Griffiths employment with my department.

Respectfully Submitted

*Michael J Collins*

Lieutenant

Michael J Collins



**Griffiths, James attendance record for 2015** **LOAD USER'S MATRIX**

(Click a cell in the **Key:** Code Used Payday Current Sick Event Past Sick Event Tardy AWOL LWOP Unexcused No punch in No punch out grid below to load this user's editable matrix)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan			X	X	T 0.15				V 0.30 T 0.15	X	X						X	X						X	X	T 0.15						X
Feb	X				V		X	X						X	X						X	X							X			
Mar	X						X	X						X	X						X	X							X	X		
Apr			H	X	X	V	V		V	V	X	X						X	X			T 0.15			X	X			T 0.15			
May	X	X			V				X	X						X	X						X	X						X	X	
Jun						X	X				V		X	X						X	X							X	X			
Jul		V	H	X	X			N			X	X						X	X						X	X						
Aug	X	X					X		X						X	X							X	X						X	X	
Sep					X	X	H					X	X							X	X						X	X				
Oct			X	X	N					X	X					V 3.30	X	X	V	V	V	V	V	X	X				P			X
Nov	X						X	X			H			X	X						X	X		N		H	H	H	X	X		
Dec		N	N		X	X						X	X				V		X	X					H	X	X					

Attendance Point Information						
	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	Monthly Total
Jan	1.5	0	0	0	0	1.5
Apr	1	0	0	0	0	1

Current Attendance Points: **2.5**  
 Current Attendance Point Status: **Safe**

Sick Abuse Event Information	
Current Sick Abuse Events:	<b>0</b>
Current Event Status:	<b>Safe</b>
Abuse Points Calculated Range:	<b>N/A</b>

Comments		Total Comments: 16
Date	Comment	
1/6/2015	Tardy/weather/excused by 642	
1/9/2015	Approved by 642	
1/12/2015	Tardy/weather/excused by 642	
2/2/2015	Tardy/weather/excused by 642	
3/19/2015	Tardy excused due to major accident on highway	
3/26/2015	tardy excused	
6/16/2015	tardy excused	
6/22/2015	Approved by 642	
6/23/2015	tardy excused	
7/8/2015	cpr-0800-1600	
7/9/2015	tardy excused	
8/18/2015	Tardy excused, large accident on highway	
10/5/2015	range 0900	
11/24/2015	In service	
12/2/2015	HR training	
12/4/2015	Taser	



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** Thomas Burdyslaw #603, Commander

**FROM:** Paul A. Styles #656 Sergeant

PAGE <b>1 of 1</b>	SUBJECT  <p align="center"><b>Secondary Employment Request by Police Officer James Griffiths #89</b></p>	DATE/NUMBER <b>08JAN14</b>
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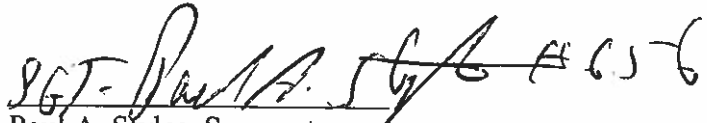
The attached request by Police Officer James Griffiths #89 permission to engage in secondary employment with **(The Village of Perry Police Department)** is in compliance with Policy & Procedures Chapter 1.13.

An audit of James Griffiths' Sick Time during the previous twelve months revealed she has used: **000.00 Total Hours**. James Griffiths **has not** received disciplinary action in 2014 greater than a reprimand.

James Griffiths **has not** used more than the annual allotment of sick time during the previous **(12)** month period, which is **(15)** days **(120)** hours.

Upon approval/denial, please forward a signed copy of all paperwork to the Complaint Investigation Unit (CIU) for proper recording. **Approval** received will initiate the issuance of two CMHAPD 94-018 forms to the officer(s) supervisor for completion. One CMHAPD 94-018 form will be filed in the C.I.U office.

Respectfully,

  
 Paul A. Styles, Sergeant



CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT

Request for Certification for Outside Employment

MEMBER INFORMATION			
First Name	James	Last Name	Griffiths
Street Address	[REDACTED]	Apartment/Unit #	
City	[REDACTED]	Zip	[REDACTED]
SWORN POLICE OFFICER <input checked="" type="checkbox"/>		RESERVE OFFICER <input type="checkbox"/>	PROTECTION OFFICER <input type="checkbox"/>

MEMBER AUTHORIZATION	
I HEREBY AUTHORIZE THE CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT AND THE BELOW-LISTED PROSPECTIVE EMPLOYER TO EXCHANGE INFORMATION REGARDING IMPOSED DISCIPLINE AND/OR MEDICAL INFORMATION.	
MEMBER SIGNATURE <i>James Griffiths</i>	DATE 12-01-2014

NAME OF PROPOSED SECONDARY EMPLOYER	
Company	Perry Village Police Department
Address	3758 Center Road
Telephone	440-259-5292
Supervisor	Michael G. Shank
Title	Chief
Duties You Will Perform	Basic Patrol
Police Commission Required? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Generic Police Uniform Required? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.	

IMPORTANT NOTICE FOR THE SECONDARY EMPLOYER	
<ul style="list-style-type: none"> <li>CMHA does not authorize its members to engage in secondary employment if the employer does not provide Workers' Compensation. A copy of the employer's current Workers' Compensation must be provided.</li> <li>CMHA requires non-commissioned members to be listed on the employer's license (commission).</li> <li>CMHA accepts no responsibility for members working outside of CMHA. The employee is an agent of the secondary employer who will accept full responsibility for the acts of the employee while engaged in secondary employment.</li> <li>CMHA requires a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. As a condition of permitting the Member to engage in secondary employment, the Employer must include CMHA as an additional insured on the policy. The certificate language must read: "Cuyahoga Metropolitan Housing Authority is an additional insured pursuant to written agreement and coverage is primary and non-contributory with any insurance carried by the Additional Insured". CMHA requires a policy endorsement recognizing its position as an additional insured, and the certificate of insurance shall contain a thirty (30) day cancellation notice and a ten (10) day notice for non-payment.</li> <li>CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment. The employer agrees to at all times indemnify and hold harmless the Cuyahoga Metropolitan Housing Authority, its Board of Commissioners, Subsidiaries, Affiliates, directors, officers, agents, servants, and employees from and against any and all claims, actions, causes of actions, liabilities, losses, damages, costs, expenses, judgments or liens, including attorneys' fees, arising from bodily or personal injury, sickness, disease, death, or injury to property of any party arising directly or indirectly from, or in any way relating to, the member's performance of work on behalf of the employer.</li> </ul> <p>The CMHA Office of Legal Affairs may be contacted at (216) 271-2875 if you have any questions concerning compliance with these requirements, or require additional assistance. <b>BY SIGNING BELOW, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE REQUIREMENTS.</b></p>	
Employer Signature <i>Michael J. Collins</i>	Date 12/16/14
Title Lieutenant	

FOR CMHA USE ONLY	
TO THE CMHA - CHIEF EXECUTIVE OFFICER:	
I DO <input checked="" type="checkbox"/> DO NOT <input type="checkbox"/> Endorse the above member's request for secondary employment.	
Chief of Police <i>Richard J. [Signature]</i>	Date 1/9/2015



# Request for Secondary Employment

## I REQUEST PERMISSION TO ENGAGE IN SECONDARY EMPLOYMENT

First Name <b>James</b>	Last Name <b>Griffiths</b>
Street Address [REDACTED]	Apartment/Unit # [REDACTED]
City [REDACTED]	Zip <b>Ohio</b>
SWORN POLICE OFFICER <input checked="" type="checkbox"/> RESERVE OFFICER <input type="checkbox"/> PROTECTION OFFICER <input type="checkbox"/>	

## NAME OF PROPOSED SECONDARY EMPLOYER

Company <b>Perry Village Police Department</b>		
Address <b>3758 Center Road</b>		
City <b>Perry</b>	Zip <b>44081</b>	Telephone <b>440-259-5292</b>
Contact Person <b>Michael G. Shank</b>	Title <b>Chief</b>	
The estimated length of employment is: <b>1 YEAR</b>	My hourly rate of pay will be: <b>14.00</b>	
I will be working <b>8</b> Hours per day; not to exceed twenty-eight (28) hours in a week; or twelve (12) hours while on a vacation day; or six (6) hours on a workday.		
Duties You Will Perform <b>Basic Patrol</b>		
Police Commission Required? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Generic Police Uniform Required? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>NOTE: CMHA PD UNIFORM AND DEPARTMENT ISSUED WEAPONS ARE NOT AUTHORIZED.</b>

## IMPORTANT NOTICE

- I have no disciplinary actions on file greater than a written reprimand within the last two (2) years.
- I have used 0 sick hours within the last twelve (12) months.
- I understand that I MAY NOT engage in secondary employment involving the distribution or dispensing of alcoholic beverages nor on police duty in front of such premises.
- I understand that a current copy of secondary employer's Workers' Compensation Certificate must be provided.
- I UNDERSTAND THAT IF MY SECONDARY EMPLOYMENT IS OF A POLICE NATURE, THAT CMHA REQUIRES A CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE. **CMHA MUST BE ADDED AS AN ADDITIONAL INSURED ON THE POLICY.** I UNDERSTAND THAT MY REQUEST FOR SECONDARY EMPLOYMENT WILL BE DENIED IF I FAIL TO PRODUCE SAID ORIGINAL CERTIFICATE OF LIABILITY AND POLICY ENDORSEMENT. (See Appendix B, P&P Ch. 1.13)
- I understand and acknowledge that CMHA does not authorize the use of the CMHA uniform or any department issued weapon while engaged in secondary employment.

Member Signature <i>[Signature]</i>	Date <b>12-01-2014</b>
Print Name <b>James M. Griffiths</b>	

## SUPERVISOR'S ENDORSEMENT

The above member has used 0 sick hours in the past twelve (12) months and is not classified as a sick abuser.

I DO  DO NOT  recommend approval of the above member's request to engage in secondary

Supervisor's Signature <i>[Signature]</i>	Date <b>08 JAN 15</b>
Commander's Signature <i>[Signature]</i>	Date <b>1/8/15</b>
Deputy Chief's Signature	Date

# VILLAGE OF PERRY

3758 CENTER ROAD  
P.O. BOX 100  
PERRY, OHIO 44081

**MICHAEL G. SHANK**  
CHIEF OF POLICE

440-259-5004  
FAX 440-259-2778  
EMAIL: MSHANK@PERRYVILLAGE.INFO

---

**Chief Andres Gonzalez**

Cuyahoga Metropolitan Housing Authority  
Division of Police  
5715 Woodland Avenue  
Cleveland, Ohio 44104

Dear Chief Gonzalez,

I respectfully request that James Griffiths be permitted to maintain his employment within the Perry Village Police Department. In his present assignment he holds a law enforcement commission with my department which is required as sworn part-time officer.

As an officer with the Perry Village Police Department he holds and maintains the rights and protections of any Village of Perry employee. He is bound by a code of conduct outlined in Policies of both the Village of Perry and the Perry Police Department. While representing the Perry Police Department he is covered under the village workers compensation in incidents of injury while performing these said duties. Liability insurance and risk management are also afforded to him as a village employee.

At no time will James Griffiths be permitted to use any equipment not authorized and specifically purchased by and owned by the Perry Village Police Department.

The Village of Perry Workers Compensation account number is 3411503. I have not enclosed a copy of the agencies current certificate however if required I will be happy to supply one. Please feel to contact me with any questions regarding James Griffiths employment with my department.

Respectfully Submitted

*Michael G. Shank*  
Michael Shank, Chief of Police

**Griffiths, James attendance record for 2014** **LOAD USER'S MATRIX**

(click a cell in the grid below to load this user's editable matrix)  
 Key: Code Used Payday Current Sick Event Past Sick Event Tardy AWOL LWOP Unexcused No punch in No punch out

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	H	T 0.15		X	X	T 0.15	N	V			X	X							X	X					X	X					
Feb	X	X	T 0.15					X	X	T 0.15	T 0.15				X	X						X	X	V 8.0							
Mar	X	X						X	X						X	X		N	N			X	X					X	X		
Apr				X	X							X	X						X	X						X	X				
May			X	X						X	X						X	X						X	X					X	
Jun	X			V		X	X						V 5.30	X	X						X	X					X	X			
Jul	V 3.45	V		H	X	X						X	X		V	V	V	V	X	X	P	P				X	X				
Aug		X	X						X	X					X	X				V 1.30			X	X						X	X
Sep					X	X							X	X				V		X	X	V 2.30					X	X			
Oct		N	N	X	X		N 3.0			X	X							X	X				T 0.15		X	X					
Nov	X	X						X	X				V 1.0	N	X	X						X	X		V 3.0				X	X	
Dec			T 0.15	N	X	X							X	X							X	X				V	X	X			

Attendance Point Information						
	Tardy (T)	AWOL (O)	LWOP (W)	Unexcused Sick (U)	No Punch In (Q)	Monthly Total
Jan	1	0	0	0	0	1
Feb	1.5	0	0	0	0	1.5
Oct	0.5	0	0	0	0	0.5
Dec	0.5	0	0	0	0	0.5
Total Attendance Points during 2014: 3.5						
Current Attendance Points: 0						
Current Attendance Point Status: Safe						

Sick Abuse Event Information	
Current Sick Abuse Events:	0
Current Event Status:	Safe
Abuse Points Calculated Range:	N/A

Comments		Total Comments: 20
Date	Comment	
1/7/2014	HR Training	
2/24/2014	Approved by 640	
3/18/2014	Range/OC/Baton	
5/1/2014	2.25 Reg Dr. Apt Workers Comp	
6/5/2014	pproved by 642	
7/1/2014	Approved by 642	
7/2/2014	Approved by 642	
7/4/2014	642	
7/15/2014	Approved by 642	
7/21/2014	Approved by 642	
8/20/2014	Approved by 642	
9/22/2014	Approved by 642	
10/2/2014	Veh. Operations/642	
10/8/2014	VCA Training 1030-1330	
11/12/2014	ACP WW issued/642	
11/13/2014	Approved by 642	
11/14/2014	642	
11/25/2014	Approved by 642	
12/5/2014	642	
12/26/2014	Approved by 642	



**Police Department**  
5715 Woodland Avenue  
Cleveland, Ohio 44104-2740  
Phone 216.426.7760 • Fax 216.361.3728

**Andrés González**  
Chief of Police

December 31, 2008

Mr. James Griffiths, Police Officer  
5715 Woodland Avenue  
Cleveland, Ohio 44104

RE: LETTER OF COMMENDATION

Dear Officer Griffiths:

I received a letter of appreciation from Deputy Chief Scott Mielke of the Brooklyn Police Department for the professional assistance you provided his department on the evening of December 16, 2008. Deputy Chief Mielke indicated that you were directly responsible for the successful rescue of a blind female who was a passenger in a vehicle that skidded down an embankment and rolled over into a creek near Interstate 71 during a snow storm. Further, after climbing down the steep embankment and back up the other side to save the injured victim, you assisted in transporting her to the hospital to ensure her safety and medical treatment.

On behalf of the Cuyahoga Metropolitan Housing Authority Police Department, I want to commend you for a job well done. Your excellent performance and contributions are indicative of the level of professionalism we are continuously striving for.

Sincerely,

  
Andrés González  
Chief of Police

cc: George Phillips, Executive/Safety Director  
Personnel File



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**INTEROFFICE COMMENDATION**

TO: All Members of the Police Department

FROM: Stanley C. Murrey  
Chief of Police

DATE: February 1, 2007

RE: Letter of Commendation: Operation Shutdown - Cedar Estate

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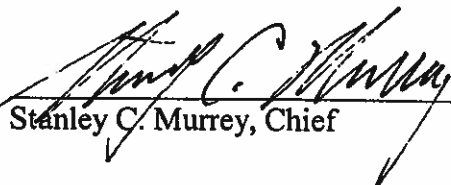
This letter of commendation is written to recognize you for effectively meeting the challenge of addressing an increase in sudden and frequent occurrences of robberies at Cedar Estate by participating in a special initiated operation known as "Shutdown". This operation was implemented for two (2) weeks during the dates of January 5, 2007 - January 20, 2007. Based on recent statistics and as a result of your aggressive law enforcement efforts, operation "Shutdown" was a huge success and robberies have ceased and overall crime decreased on the property.

In addition to the special police enforcement efforts of K-9, Narcotics, and SWAT Units, specific patrol and protection officers assigned to both Police and Security divisions implemented special attentions and safety checks of the estate and high-rise to ensure the positive outcome of the operation.

Again, congratulations for a job "well done". Your ongoing dedication to the residents and professionalism in policing is greatly appreciated.

A copy of this letter of commendation shall be placed in the personnel file of all officers participating.

Sincerely,

  
\_\_\_\_\_  
Stanley C. Murrey, Chief



## CEDAR DETAIL ACTIVITY by OFFICER



OFFICER
Alcantara #09
Ali #31
Assaf #62
Azzano #61
Barto #603
Beese #06
Blakemore #12
Burdyslaw #640
Cattren #18
Chapman #14
Clayton #38
Copeland #41
Crawford #29
DeJesus #20
Drayton-Reynolds #109
Drew #04
Griffiths #89
Grimes #56
Guinn #624
Hamilton #36
Harris #17
Hinkle #42
Hizak #24
Holdeman #10
Homerick #636
Hopkins #88
Jones #26
Justus #46
Justus #638
Kleinhenz #08
Koib #70
Lastuka #52
Leon #58
Mollohan #634
Neal #35
Ortiz #95
Ovalle #30
Ramsey #07
Reynolds
Rives #86
Rucker #632
Salomone #23
Schilling #33
Smiddy #11
Solomon #602
Spigner #67
Styles #656
Svec #662
Tallman #01
Toles #648
Troyer 664
Vales #44
Whitney #48
Williams #65
Wiltshire #19
Woodland #101

# FILE SPEED LETTER®

TO

SGT. SMITH

FROM

DC MURREY

SUBJECT

P.O. BRANTLEY #777  
P.O. BRANTLEY #89 } RE: A VERBAL COMMENDATION

MESSAGE

I RECEIVED A TELEPHONE CALL FROM MR. IBN-JACK SHAHEER ON 27 SEP 01. HE PRAISED THE ACTIONS OF BOTH OFFICERS REGARDING THE WAY THEY HANDLED A SITUATION AT BELLAIRE "B" ON 23 AUG 01 @ 2020 HRS., INVOLVING HIS SON, ALI SHAHEER. HE STATED HE WOULD SEND A FOLLOW UP LETTER TO ME REGARDING THE ABOVE. ENSURE THE OFFICERS RECEIVE THE ABOVE INFORMATION AND ADVISE THEM

A COPY OF THIS WILL GO INTO THEIR FILES DATE 28 SEP 01 SIGNED

*DC Murrey*

REPLY

OLD FOR NO 9

OLD FOR NO 10

DATE

SIGNED



SENDER: DETACH AND RETAIN YELLOW COPY, SEND WHITE AND PINK COPIES. RECIPIENT: RETAIN WHITE COPY, RETURN PINK COPY.

44-902 • Triplicate  
44-904 • Quadruplicate



CUYAHOGA METROPOLITAN HOUSING AUTHORITY
POLICE DEPARTMENT



REQUEST OF CERTIFICATION OF OUTSIDE EMPLOYMENT

DATE: April 14, 2001

EMPLOYEE'S NAME: James Griffiths #89

ADDRESS: [Redacted]

Sworn Police Officer: [X] YES [ ] NO If no, then Commission Number: \_\_\_\_\_

Name of Outside Employer: Village of Timberlake

Address: 11 Eastshore Timberlake, Ohio 44095

Phone Number: 440-942-6460

Number of hours to be worked per [X] WEEK [ ] MONTH 16

Capacity you will be employed in: Police Officer

Is a Police Commission required? [X] YES [ ] NO
Is a Uniform Required? [X] YES [ ] NO

\*\*CMHA UNIFORM IS NOT AUTHORIZED\*\*

I hereby authorize CMHA and the employer listed on this form to exchange any information regarding discipline imposed upon me or medical information of which either may become aware.

EMPLOYEE'S SIGNATURE: [Signature] DATE: 4-19-2001

\*\*\*\*\*

TO THE EMPLOYER:

- CMHA Division of Police does not authorize its officers to work outside of CMHA in any capacity, if the employer does not provide Workers Compensation.
- CMHA Division of Police requires that its Non-Sworn Officers working for outside employers have that employer listed on his/her commission.
- CMHA ACCEPTS NO RESPONSIBILITY FOR EMPLOYEES WORKING OUTSIDE OF CMHA, WHEN WORKING FOR AN OUTSIDE EMPLOYER, SAID EMPLOYEE IS THE AGENT OF THAT EMPLOYER, WHO ACCEPTS FULL RESPONSIBILITY FOR ACTS OF THE EMPLOYEE DONE IN THE COURSE OF THAT EMPLOYMENT.

I certify that I have read the above, understand it, and I am in full compliance with it.

Employer Signature: [Signature]

Title: CHIEF OF POLICE

TO THE OFFICE OF THE EXECUTIVE DIRECTOR:

I do [ ] , do not [ ] , endorse the above officer's request for outside employment.

DATE: \_\_\_\_\_

Chief of Police

\*Prepare and attach to the Personnel Transaction

TO: James Griffiths, P.O. #89

FROM: Miles T. Cobbs, Deputy Chief of Operations

PAGE 1 of 1	SUBJECT Secondary employment request determination	DATE 10MAY01
----------------	---	-----------------

Be advised that due to your sick leave usage during the past year your request for permission to engage in secondary employment with the Timberlake Village Police Department has been denied.

You will be able to resubmit your request when you are in compliance with the Department's Rules and Regulations regarding secondary employment on 25JUN01.

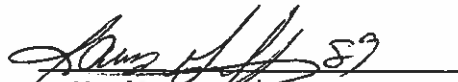
In the meantime, you are forbidden to work this secondary employment. Failure to obey this order will subject you to the preference of Departmental charges for insubordination in addition to charges for working unauthorized secondary employment.

By order of,



Miles T. Cobbs  
Deputy Chief


I have received, reviewed and understand the content of this document.



Member's Signature

5-10-01  
Date

1656  
Time



Supervisor Signature

5/10/01  
Date

17:07  
Time

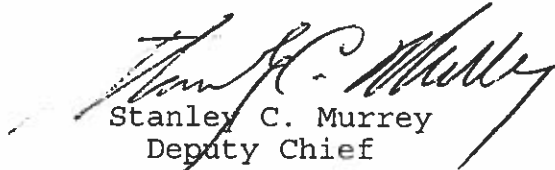
TO: Miles T. Cobbs, Deputy Chief of Operations  
FROM: Stanley C. Murrey, Deputy Chief of Administration

PAGE	SUBJECT	DATE
1 of 1	Secondary employment request by P.O. James Griffith #89	04 MAY 01

The attached request for permission to engage in secondary employment, IS NOT in compliance with Rule # 6.1.3 of the Manual of Rules & Regulations and Departmental Notice #99-038.

Records indicate that P.O. Griffith has used in excess of 128 hours of sick time between 14APR00 and 14APR01. As a result, he would not be eligible to apply for secondary employment until 25JUN01. This however, is predicated on his not using any additional sick time between 14APR01 and 25JUN01.

As a result, I recommend that his request be denied.

  
Stanley C. Murrey  
Deputy Chief

D. C. MURREY,

I HAVE REVIEWED YOUR RECOMMENDATION  
BASED UPON THE ATTENDANCE RECORD OF THE  
OFFICER, AND I AM IN AGREEMENT.

D. C. COBBS  
5/9/01



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

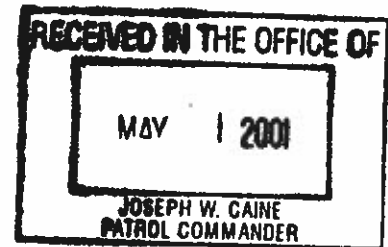


**To: Joseph W Caine, Patrol Commander**

**From Foy Dawkins, Lieutenant:**

**Date: April 23, 2001**

**Subject: Secondary Employment request**



Sir,

Attached is a secondary employment request submitted by Officer James Griffith #89. It is my recommendation that the request be approved.

*Recommend approved*  
*Joseph W. Caine, 604*

Respectfully,

*Foy Dawkins 622*





**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TYPE: INTER-OFFICE MEMORANDUM**

**TO: Foy Dawkins, Lieutenant**

**FROM: Christopher R. Jakub, Sergeant**

**DATE: April 23, 2001**

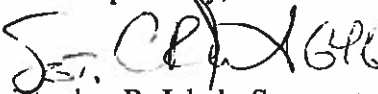
**SUBJECT: Secondary Employment request by PO James Griffiths #89.**

Sir,

PO James Griffiths #89 has requested secondary employment with the Timberlake Village Police Department. PO Griffiths has been employed with Timberlake Village for the last two years.

In the last year, PO Griffiths has called off sick sixteen times. By granting the request, it will not adversely effect the operation of the Second Platoon. PO Griffiths has been counseled by myself as to CMHA being his priority employment. PO Griffiths states that he understands this. Further, I have gone over Chapter 6 of the manual of rules and regulations with PO Griffiths. PO Griffiths is thoroughly familiar with this chapter. I recommend that PO Griffiths be approved for his continued secondary employment at the Timberlake Village Police Department.

Respectfully,

  
Christopher R. Jakub, Sergeant

**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

**To: Lt. Dawkins #622**

**From: Ptl. James Griffiths #89**

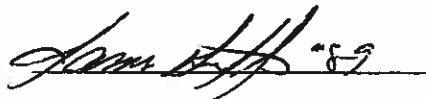
**Date: 03-01-2001**

**Subject: Request for outside employment**

Sir,

I respectfully request Permission to engage in part time employment with the Village of Timberlake Police Department, 11East Shore Timberlake Ohio 44095. The duration of my employment for the year of 2001. The duties that I will be performing for the Village of Timberlake are general basic patrol functions, responding to calls for service. There will not be any involvement with the sale or dispensation of intoxicating liquor, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverage for consumption on the premises. The uniform worn will be a standard Timberlake Police uniform. I would work approximately 8 hours shift on my days off and at no time I would work more than 24 hours per week. The rate of pay will be \$11.80 per hour.

Respectfully,

A handwritten signature in black ink, appearing to read "James Griffiths #89", written over a horizontal line.

Ptl. James Griffiths #89



## TIMBERLAKE POLICE DEPARTMENT

11 East Shore Boulevard • Timberlake, Ohio 44095  
Telephone: (216) 942-2311

April 19, 2001

To Whom It May Concern:

This letter is to advise of the outside employment of CMHA Officer James Griffiths. He is, and has been, a part time Police Officer for the Village of Timberlake (11 East Shore) for approximately two and a half years (start date 10-20-1998). He wears the standard uniform of the Timberlake Police Officer, and is assigned general patrol duties. His rate of pay is \$11.70 and hour. He works 8 hour rotating shifts several times a month, based on his availability provided by him.

**There is no involvement with the sale or dispensation of intoxicating liquors, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverage for consumption on the premises.**

While Officer Griffiths is working for the Village of Timberlake, he is covered by Workers Compensation. Our Risk number is 9432RN.

If you need any further information, please contact me at 440-942-6460.

Respectfully,

William P. Hammond  
Chief of Police  
Village of Timberlake





CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

FILE

REQUEST OF CERTIFICATION OF OUTSIDE EMPLOYMENT

DATE: 2 02-23-2000 89

EMPLOYEE'S NAME: James M. Griffiths

ADDRESS: [REDACTED]

Sworn Police Officer:  YES  NO  
If no, then commission #: \_\_\_\_\_

Name of Outside Employer: Timberlake Police  
Address: 11 East Shore Timberlake Ohio 44095  
Phone Number: 440-942-6460

Number of hours to be worked per ~~(week)~~ - month: 5 to 7 shifts (8 Hrs. shifts)

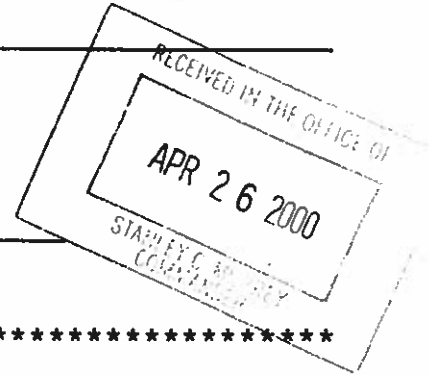
Capacity you will be employed in: Police Officer

Is a Police Commission required?  YES  NO  
Is a Uniform required?  YES  NO

**\*\*CMHA UNIFORM IS NOT AUTHORIZED\*\***

James Griffiths #89  
(EMPLOYEE'S SIGNATURE)

DATE: 2-23-00



\*\*\*\*\*

TO THE EMPLOYER:

- The CMHA Division of Police does not authorize it's officers to work outside of CMHA in any capacity, if the employer does not provide Workers Compensation.
- The CMHA Division of Police requires that it's non-sworn Officers working for outside employers have that employer listed on his/her commission.
- CMHA ACCEPTS NO RESPONSIBILITY FOR EMPLOYEES WORKING OUTSIDE OF CMHA. WHEN WORKING FOR AN OUTSIDE EMPLOYER, SAID EMPLOYEE IS THE AGENT OF THAT EMPLOYER, WHO ACCEPTS FULL RESPONSIBILITY FOR ACTS OF THE EMPLOYEE DONE IN THE COURSE OF THAT EMPLOYMENT.

I certify that I have read the above, understand it, and I am in full compliance with it.

Employer Signature: William Hamrad  
Title: CHIEF TIMBERLAKE P.D. 440-942-6460

TO THE OFFICE OF THE EXECUTIVE DIRECTOR:

I do , do not  endorse the above officer's request for outside employment.

Anthony Jacobs, Chief Date: 4-24-00  
(Chief of Police)

TO: Miles T. Cobbs, Deputy Chief

FROM: Stanley C. Murrey, Patrol Commander

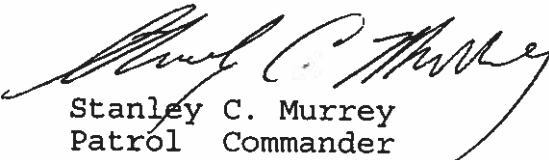
PAGE	SUBJECT	DATE
1 of 1	Secondary employment request by P.O. James Griffiths #89	18 APR 00

Sir:

The attached request for permission to engage in secondary employment, is in compliance with Rule # 6.1.3 of the Manual of Rules & Regulations and Departmental Notice #99-038.

I have no objection to this request and recommend approval.

Respectfully,

  
Stanley C. Murrey  
Patrol Commander

*Holding for  
approval.*



RECEIVED IN THE OFFICE OF

APR 17 2000

STANLEY C. MURREY  
COMMANDER

**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

**To: Lt. Vazquez #650**

**From: Ptl. James Griffiths #89**

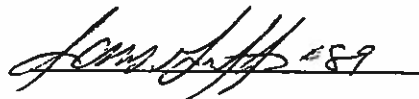
**Date: 04-17-2000**

**Subject: Request for outside employment**

Sir,

I respectfully request Permission to engage in part time employment with the Village of Timberlake Police Department, 11East Shore Timberlake Ohio 44095. The duration of my employment for the year of 2000. The duties that I will be performing for the Village of Timberlake are general basic patrol functions, responding to calls for service. There will not be any involvement with the sale or dispensation of intoxicating liquor, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverage for consumption on the premises. The uniform worn will be a standard Timberlake Police uniform. I would work approximately 8 hours shift on my days off and at no time I would work more than 24 hours per week. The rate of pay will be \$11.00 per hour.

Respectfully,



Ptl. James Griffiths #89



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



RECEIVED IN THE OFFICE OF  
 FEB 28 2000  
 STANLEY C. MURREY  
 COMMANDER

**To:** Stanley C. Murrey, Commander  
 Patrol Commander Division of Police  
**From:** Anastacio T. Vazquez, Lieutenant  
 Second Platoon Watch Commander  
**Date:** February 27, 2000

**Subject:** Secondary Employment Request of P.O. James Griffiths #89

Sir,

P.O. James Griffiths #89, call off sick ten days during the year of 1999 and four of those days result of personal family illness. The granting of this Secondary Employment request will not adversely affect the operation of the Second Platoon. P.O. James Griffiths #89 has been counseled to the fact that CMHA Police Department is his primary employer, and all secondary employment is subsequent to CMHA. Police Officer James Griffiths #89 is also familiar with chapter 6 of the CMHAPD Manual of Rules and Regulations regarding secondary employment.

I respectfully request that this request be granted.

Respectfully Submitted,

*Anastacio T. Vazquez* #650  
 Anastacio T. Vazquez, Lieutenant

CMHAPD94-001

28 FEB '00

*LT. VAZQUEZ*

*Chief Hammond writes that P.O. Griffiths has been and is a part time P.O. working for Timberlake. However, my records indicate that he does not have permission to work a secondary job, nor did he request permission to engage in secondary employment. Have him make a report addressing this discrepancy & submit it to me when completed with this package.*

14 APR '00

*LT. VAZQUEZ*

*See attached check list for P.O. Griffiths. Resubmit when his report is in compliance.*

*Stanley C. Murrey*  
*S. Murrey*

## OFFICER'S REPORT - CHECKLIST FOR SECONDARY EMPLOYMENT

The below check list is provided for officers requesting to engage in secondary employment. Following each check list item in the officer's report, will insure timely processing of the request. Officer's reports that do not contain the information required in rule # 6.1.3 below, will be returned for additions and/or corrections. This will cause delays in processing of requests.

### REFERENCE Rule # 6.1.3

1. Personnel may request permission to engage in secondary employment by personally forwarding all required reports to their immediate supervisor, who will then process them through the official channels to the Office of the Chief.
2. Such requests shall state:
  - A. the name and address of the prospective employer including;
    - a. estimated length of employment,
    - b. duties to be performed,
    - c. where duties will be performed,
    - d. type of place where duties will be performed,
    - e. whether uniform will be worn,
    - f. hourly rate of pay, and
    - g. hours worked per day
  - B. A statement is to be included that;  
**"there is no involvement with the sale or dispensation of intoxicating liquor, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverage for consumption on the premises."**
  - C. A statement that the applicant ;
    - a. assumes Workers Compensation, or
    - b. a letter from the prospective employer stating their Risk Number and that they will cover the applicant while so employed.
  - D. This report shall bear a statement of approval or disapproval by the requesting officer's Superior Officer.

This report is in addition to the "REQUEST OF CERTIFICATION OF OUTSIDE EMPLOYMENT" form.

10SEP99-604



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



RECEIVED IN THE OFFICE OF  
 FEB 28 2000  
 STANLEY C. MURREY  
 COMMANDER

**To:** Stanley C. Murrey, Commander  
 Patrol Commander Division of Police  
**From:** Anastacio T. Vazquez, Lieutenant  
 Second Platoon Watch Commander  
**Date:** February 27, 2000

**Subject:** Secondary Employment Request of P.O. James Griffiths #89

Sir,

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I respectfully request that this request be granted.

Respectfully Submitted,

*Anastacio T. Vazquez* #650  
 Anastacio T. Vazquez, Lieutenant

CMHAPD94-001

28 FEB 00

*LT. VAZQUEZ*

*Chief Hammond writes that P.O. Griffiths has been and is a part time P.O. working for Timberlake. However, my records indicate that he does not have permission to work a secondary job, nor did he request permission to engage in secondary employment. Have him make a report addressing this discrepancy & submit it to me when completed with this package.*

*Stanley C. Murrey*

**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

**To: Lt. Vazquez #650**

**From: Ptl. James Griffiths #89**

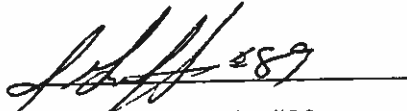
**Date: 02-27-2000**

**Subject: Request for outside employment**

Sir,

I respectfully request Permission to engage in part time employment with the Village of Timberlake Police Department, 11 East Shore Timberlake Ohio 44095. The duration of my employment is indefinitely. My duties that I will be performing for the Village of Timberlake are basic patrol, responding to calls for service. My duties will not involve providing security services to any establishment where the dispensing or sales of intoxicating beverage would take place. The uniform worn will be a standard Timberlake Police uniform. I would work approximately 8 hours shift on my days off and at no time I would work more than 24 hours per week. The rate of pay will be \$11.00 per hour.

Respectfully,



Ptl. James Griffiths #89

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

REQUEST OF CERTIFICATION OF OUTSIDE EMPLOYMENT

DATE: 02-23-2000

EMPLOYEE'S NAME: James M. Griffiths

ADDRESS: [REDACTED]

Sworn Police Officer:  YES  NO  
If no, then commission #: \_\_\_\_\_

Name of Outside Employer: Timberlake Police  
Address: 11 East Shore Timberlake Ohio 44095  
Phone Number: 440-942-6460

Number of hours to be worked per ~~week~~ - month: 5 to 7 shifts (8 Hrs.shifts)

Capacity you will be employed in: Police Officer

Is a Police Commission required?  YES  NO  
Is a Uniform required?  YES  NO  
\*\*CMHA UNIFORM IS NOT AUTHORIZED\*\*

James Griffiths  
(EMPLOYEE'S SIGNATURE)

DATE: 2-23-00

\*\*\*\*\*

TO THE EMPLOYER:

- The CMHA Division of Police does not authorize it's officers to work outside of CMHA in any capacity, if the employer does not provide Workers Compensation.
- The CMHA Division of Police requires that it's non-sworn Officers working for outside employers have that employer listed on his/her commission.
- CMHA ACCEPTS NO RESPONSIBILITY FOR EMPLOYEES WORKING OUTSIDE OF CMHA. WHEN WORKING FOR AN OUTSIDE EMPLOYER, SAID EMPLOYEE IS THE AGENT OF THAT EMPLOYER, WHO ACCEPTS FULL RESPONSIBILITY FOR ACTS OF THE EMPLOYEE DONE IN THE COURSE OF THAT EMPLOYMENT.

I certify that I have read the above, understand it, and I am in full compliance with it.

Employer Signature: William Hamrad  
Title: CHIEF, TIMBERLAKE P.D. 440-942-6460

TO THE OFFICE OF THE EXECUTIVE DIRECTOR:

I do , do not  endorse the above officer's request for outside employment.

\_\_\_\_\_  
(Chief of Police) Date: \_\_\_\_\_



## TIMBERLAKE POLICE DEPARTMENT

11 East Shore Boulevard • Timberlake, Ohio 44095  
Telephone: (216) 942-2311

February 19, 2000

To Whom It May Concern:

This letter is to advise of the outside employment of CMHA officer Jim Griffiths. He is, and has been, a part-time police officer for the Village of Timberlake (11 East Shore) for approximately a year and a half (start date of 10-20-98). He wears the standard uniform of a Timberlake police officer, and is assigned general patrol duties. His rate of pay is \$11.00 an hour. He works 8 hour rotating shifts several times a month, based on availability provided by him.

**There is no involvement with the sale or dispensation of intoxicating liquor, nor police duty or other type of work on, or in front of, such premises or other business establishment dispensing any alcoholic beverage for consumption on the premises.**

While Ptl. Griffiths is working for the Village of Timberlake, he is covered by Workers Compensation. Our Risk Number is 9432RN.

If you need any additional information, please contact me at 440-942-6460.

Sincerely,

William P. Hammond  
Chief of Police  
Village of Timberlake



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**To: Lt. Vazquez #650**

**From: Ptl. James Griffiths #89**

**Date: 03-08-2000**

**Subject: Secondary Employment Request**

Sir,

On 03-07-2000 I was informed by Lt. Vazquez #650 to submit a memo as to why there was any record of me not having any secondary employment on file. Last year when I was on 4<sup>th</sup> platoon Sgt. Jakub #646 asked all of his personal to submit the paperwork for there secondary employment. I did have the paperwork filled out, and then I turned it over to Sgt. Jakub #646. Sgt. Jakub #646 then forwarded the paperwork up the chain of command. The paperwork for my secondary employment was kicked back because of something not filled out correctly. I then corrected the error and then resubmitted to Sgt. Jakub #646. I did not hear anything further about the secondary employment paperwork, so I thought everything was in order. Now this year I was advised to resubmit paperwork again for my secondary employment which I did so. As far as last year's paperwork, I don't no what happened to it after I turned it in, but it was turned in.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Griffiths #89", written over a horizontal line.

Ptl. James Griffiths #89





**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TYPE: INTER-OFFICE MEMORANDUM**

**TO: Anastacio T. Vazquez, Lieutenant**

**FROM: Christopher R. Jakub, Sergeant**

**DATE: March 6, 2000**

**SUBJECT: Secondary Employment Request for PO James Griffiths #89**

Sir,

In January of 1999, while OIC of the Fourth Platoon, I submitted PO James Griffiths #89 request for secondary employment. The request was submitted three times, returned twice, because there was not enough information with the request. I did not receive the request back after the third time being submitted.

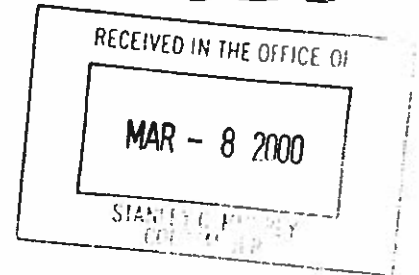
PO Griffiths final request was submitted along with that of PO Vince Cronin, PO Stephen Kolb and myself. I had all of the Fourth Platoon submit their requests in January so that I could keep track of renewal dates. My request was finally approved in March of 1999. Since mine was approved, I assumed that all of the other requests were approved also.

Respectfully,

  
Christopher R. Jakub, Sergeant



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**To: Stanley C. Murrey, Commander**  
**Patrol Commander, Division of Police**

**From: Anastacio T. Vazquez, Lieutenant**  
**Second Platoon Watch Commander**

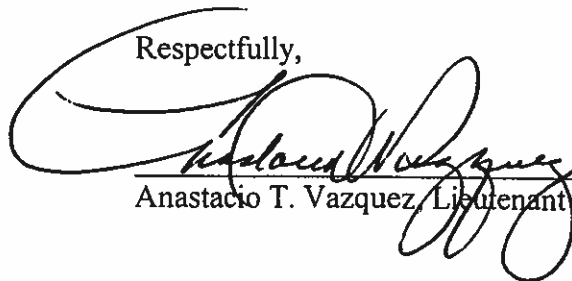
**Date: March 07, 2000**

**Subject: Secondary Employment request for P.O. James Griffiths #89**

Sir,

Attached are two memos concerning P.O. James Griffiths #89 secondary part time employment request for the year of 1999. A memo from Sergeant Christopher Jakub #646 and P.O. James Griffiths #89.

Respectfully,

  
Anastacio T. Vazquez, Lieutenant

# CMHA

## Interoffice Memorandum

**DATE:** September 15, 1994

**TO:** Anthony Jackson, Chief of Police  
CMHA Police Division

**FROM:** David Jeffries, Estate Manager  
Olde Cedar Estate/Region VI

**SUBJECT:** OFFICER JAMES GRIFFITHS, BADGE #89

---

I would like to commend Officer James Griffiths, badge #89, for a job well done at Olde Cedar Estate. His commitment, efforts, and support made a difference in the community.

I was saddened to hear of his re-assignment, but know that he is giving the residents of Carver Park and King Kennedy all of the support that is needed.

Please submit a copy of this letter in Officer Griffiths's personnel file.

/PWM

POLICE.CC

cc: Officer Griffiths (Badge #89)  
Estate File

### Board of Commissioners

Karen H. Coats, Chairwoman • Dwayne Browder, Vice-Chairman  
Louise Harris • Dr. Consuelo Sousa • Robert C. Townsend II  
Claire E. Freeman, Chief Executive Officer



SECONDARY EMPLOYMENT INFORMATION

Officer: GRAYMS JAMES M. 89 POLICE OFFICER  
LAST, FIRST MIDDLE INITIAL BADGE NUMBER TITLE

Secondary  
Employer T. MCKELANE POLICE 11 EAST SHORE (414) 942-6460  
NAME ADDRESS TELEPHONE NUMBER

Secondary  
Employment  
Location 11 EAST SHORE TIMBERLAKE CH. 44095 (414) 942-6460  
ADDRESS TELEPHONE NUMBER

Type of uniform worn: TIMBERLAKE POLICE OFFICER UNIFORM  
DESCRIPTION

Weapon Description: Sig P229 AE44643 .40 STAINLESS  
MAKE MODEL SERIAL NUMBER CALIBER FINISH

**IMPORTANT:** I have read, and understand, Part 6.1 of the Manual of Rules and Regulations of the CMHA Police Department, pertaining to Secondary Employment.

X [Signature] 89 4-26-00  
OFFICER'S SIGNATURE BADGE NUMBER DATE

.....  
For Supervisor's Use  
Approval Date: 24 APR 00 Renewal Date: 24 APR 01 [Signature]  
SUPERVISOR'S INITIALS



**MISC**





**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

**POLICE DEPARTMENT**

**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**



**TO: Gregory Drew #638, Lieutenant**

**FROM: James Neal #668, Sergeant**

PAGE	SUBJECT	DATE
1 of 2	Incident Involving Police Officer James Griffiths #89	03NOV20

Sir,

On Friday, October 30, 2020, I was assigned to Logistics as OIC. Part of my current assignments in my position is overseeing the day to day operations of the Radio Communications Center (RCC) due to not having a supervisor currently assigned to that position.

RCC currently has five (5) full time dispatchers assigned to it and 1 fulltime police officer assisting due to current shortage. On October 13, 2020 we had a dispatcher go out on extended medical leave and on October 22, 2020 RCC Supervisor abruptly resigned their position. This brought us down in staffing. I worked on a plan of action to cover the shift and with all personnel stepping up and pulling overtime, we had some days that personnel had preapproved vacation time. So as not to deny a member their vacation, I spoke with Lieutenant Greg Drew and we came up with a plan to utilize Police Officer James Griffiths #89 on his working days as needed. During this time we were not going to change any vacation class or start time, but again utilize him during his normal working hours.

On Friday, October 30, 2020, I was as work and had just punch in for my shift at 0650 hours. While standing in the roll call room, I observed Police Officer Griffiths walk in and look at the daily roster of assignments and then left to go up to change for his shift. Upon Police Officer Griffiths returning to the roll call room, he began getting a zone car and radio for his tour of duty, I at that time advised him that he was assigned to RCC for his shift. Police Officer Griffiths advised "no, I'm a patrolman not a dispatcher." I again advised him that he was assigned to RCC and again he stated "No, I'm a fucking patrolman, not a fucking dispatcher." At that time I left and went to my office to put my personal items down and to return to the roll call room.

As I returned to the roll call room, Sergeant Theodore Troyer #664 was addressing roll call and giving out assignments. When Sergeant Troyer advised Police Officer Dshaun Thompson #59 that he was assigned to zone 108, Police officer Griffiths made the comment "that's my assignment", Sergeant Troyer advised Police Officer Griffiths that he was assigned to RCC today, at which time Police Officer Griffiths again made the comment "I'm a fucking patrolman, not a dispatcher." Sergeant Troyer advised Police Officer Griffiths again that he was assigned in RCC, at which time Police Officer Griffiths comment "no I am not."

Sergeant Troyer at that time advised Police Officer Griffiths to step into the Sergeant Office so as to address the issue. While in the Sergeant Office, Police Officer Griffiths was again very adamant that he was not going to RCC and that he was refusing to follow a direct order. Sergeant Troyer advised Police Officer Griffiths of the the potential repercussion for failing to follow a direct order. Sergeant Troyer then contact Lieutenant Dale Homerick, via telephone and advised him of the situation at which time we were told to stand by.

Upon being contacted back Sergeant Troyer again advised Police Officer Griffiths of the potential consequences for his actions, at which time Police Officer Griffiths advised that he would go into RCC, but demanded to speak with the command staff on the issue.

At approximately 1130 hours, Lieutenant Drew advised me to speak with Police Officer Griffiths and advise him that Command Staff would not be speaking with him today, and to further advise him of his assignments in RCC for the weekend. Upon entering RCC Police Officer Griffiths was conferring with Police Officer Matthew Thompson-Kropp #23 who is a union representative on the issue at hand. We held a conversation about the assignment given and the justification. Police Officer Griffiths continued to argue that it was not right and them made the demand to me to respond to Human Resources in connection to this incident. I asked for the reason, and he advised that this morning his job and livelihood was threatened. I advised Police Officer Griffiths that he could go to human resources on his own time, that I currently had an operational need and could not extend him leaving at this time. I then concluded my conversation and left the office.

Respectfully,



James Neal #668, Sergeant

DELIVER  
11/3/2020



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING**

**TO:** Dale Homerick #636, Lieutenant

**FROM:** Theodore E Troyer #664, Sergeant

PAGE	SUBJECT	DATE
1 of 2	Police Office James Griffiths	02NOV20

On Friday October 30<sup>th</sup>, 2020 I was assigned as a Sergeant on Night Shift. I held roll call for the Day Shift Platoon at 0700 hours. During Roll Call, Officer James Griffiths #89 refused a direct order. Below are the facts of the incident.

At Approximately 0645 hours, I was in the Sgt. Office working on paperwork. I overheard Sgt. James Neal say to Griffiths that he was assigned to radio for the day. I did not hear a response from Griffiths. At 0700 hours, I conducted roll call and gave officers their assignments. Griffiths assignment for the day was to be in RCC. When I advised him of his assignment, he stated, "I am not going." I repeated that his assignment was in RCC and he again said he would not go, that he is a police officer, not a dispatcher. I immediately advised Griffiths that if he did not go to his assignment, we would have a problem, and he replied, "Well, we have a problem."

I asked Griffiths to follow me into the Sgt. Office and with Sgt Neal present, I contacted Lt. Dale Homerick via telephone and advised him of the situation. A few minutes later, I received a telephone call from Commander Thomas Burdyslaw. I advised him of the situation and asked if I should issue Griffiths a Notice of Investigation for Insubordination and relieve him from duty. Burdyslaw advised me to stand by. Approximately ten (10) minutes later, I received a second call from Burdyslaw with instructions from the Deputy Chief of Police. Those instructions were to use the phrase "Direct Order or face discipline, which could include up to termination."

I advised Griffiths that I was giving him a direct order to go to his assignment in RCC and if he failed to follow that order, he would be subject to discipline for insubordination which could include up to termination. Griffiths was silent for a few seconds, then said he would go to RCC but requested a meeting to discuss the assignment later with the Commander.

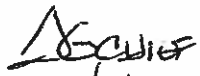


Griffiths then went to RCC for his tour of duty and I advised Burdyslaw that Griffiths was now in compliance with my order.

Respectfully  
  
Theodore E Troyer, Sergeant

Reviewed & Forwarded  
JETH #636 11-02-20

Reviewed  
TFO3  
11/2/2020

  
11/3/2020



CUYAHOGA METROPOLITAN HOUSING AUTHORITY

POLICE DEPARTMENT

TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING



TO: Andrés González, Chief of Police

FROM: Victor McDowell, Deputy Chief of Police

PAGE 1 of 1	SUBJECT Police Officer James Griffiths	DATE 1 NOV 20
----------------	---	------------------

At 7:34 am on Friday, October 30, 2020, Commander Burdyshaw contacted me on my cell phone to advise me Police Officer Griffiths refused Sergeant Troyer's order to report to RCC. I instructed Commander Burdyshaw to advise Sergeant Troyer to give Officer Griffiths the following order:

- You are ordered to report to RCC. Failure to follow this order may result in discipline up to and including termination for insubordination.

Moments later, I received another call from Commander Burdyshaw, indicating that Officer Griffiths reported to RCC.

*ACKNOWLEDGED*  
11/3/2020

Respectfully,  
*Victor McDowell*  
\_\_\_\_\_  
Victor McDowell



CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT



# COMPENSATORY TIME PAYOUT REQUEST

TO: CMHA FINANCIAL SERVICES / PAYROLL DEPARTMENT

FROM: **James Griffiths #89**

*(Full Name and Badge Number of requesting member)*

PAGE	SUBJECT	DATE
1 of 1	Compensatory Time Payout Request	29OCT19

I am requesting disbursement of my accumulated compensatory time pursuant to my collective bargaining agreement with CMHA for the time period shown below.

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, CMHA will automatically disburse any remaining compensatory time owed to me in December of this year.

Beginning : **January 01, 2019**

Pay Period Ending: October Nov. 1, 2019  
*CR*

Current Balance **55.0**

Respectfully,

*[Handwritten Signature]*  
Signature of requesting member

Administrative Commander Review: C. Rucker #604 Date: 10/31/19

<b>FOR PAYROLL DEPARTMENT USE ONLY:</b>	
Hours paid (code 323 - Comptime Payoff P/S):	_____
Pay Ending Date:	_____

TX Result Report

P 1  
 11/01/2019 08:56  
 Serial No. A79KD11003554  
 TC: 275772

Addressee	Start Time	Time	Prints	Result	Note
Payroll	11-01 08:56	00:00:17	001/001	OK	

Note TMR:Timer TX, POL:Polling, ORG:Original Size Setting, FME:Frame Erase TX,  
 OPS:Page Separation TX, MIX:Mix of Original TX, CAL:Manual TX, CSPEC:Spec,  
 FWD:Forward, PC-FAX, BND:Double-Sided Binding Direction, SP:Special Original,  
 FCODE:F-code, RTX:Re-TX, RLV:Relay, MEX:Confidential, BUL:Bulletin, SIP:SIP Fax,  
 IPADR:IP Address Fax, I-FAX:Internet Fax

Result OK: Communication OK, S-DK: Stop Communication, PW-OFF: Power Switch OFF,  
 TEL: RX from TEL, NG: Other Error, CONT: Continues, No Ans: No Answer,  
 Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOVR:Receiving length Over,  
 DOUR:Receiving page Over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error,  
 DSN:DSN Response Error, PRINT:Compulsory Memory Document Print,  
 DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send.



CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
 POLICE DEPARTMENT



COMPENSATORY TIME PAYOUT REQUEST

TO: CMHA FINANCIAL SERVICES / PAYROLL DEPARTMENT

FROM: James Griffiths #89

(Full Name and Badge Number of requesting member)

PAGE	SUBJECT	DATE
1 of 1	Compensatory Time Payout Request	29OCT19

I am requesting disbursement of my accumulated compensatory time pursuant to my collective bargaining agreement with CMHA for the time period shown below.

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, CMHA will automatically disburse any remaining compensatory time owed to me in December of this year.

Beginning: January 01, 2019

Pay Period Ending: October Nov. 1, 2019  
 CR

Current Balance 55.0

Respectfully,

*James Griffiths*  
 Signature of requesting member

Administrative Commander Review: C. Rucker #604 Date: 10/31/19

<b>FOR PAYROLL DEPARTMENT USE ONLY:</b>	
Hours paid (code 323 - Comptime Payoff P/S):	_____
Pay Ending Date:	_____



CUYAHOGA METROPOLITAN HOUSING AUTHORITY

POLICE DEPARTMENT

TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING



TO: Thomas Burdyshaw #603, Commander
FROM: Dale E. Homerick #636, Lieutenant

Table with 3 columns: PAGE (1 of 1), SUBJECT (PO James Griffiths: Shift Counseling), DATE (29OCT18)

On Monday October 29, 2017 I spoke with PO James Griffiths #89 reference to tampering with other personnel equipment. PO Griffiths acknowledged that he did "messed around" with the vest sitting on the table. I advised PO Griffiths that this does no represent our Core Values and the conduct is not acceptable as a CMHA Officer. PO Griffiths advised that he did not mean any harm by his actions and will not engage in this sort of conduct again.

Handwritten note: BELIEF 11/6/2018 CC: INVEST FILE MEMBER'S FILE.

Respectfully,

Handwritten signature of Dale E. Homerick

Dale E. Homerick #636, Lieutenant.



CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT



# COMPENSATORY TIME PAYOUT REQUEST

TO: CMHA FINANCIAL SERVICES / PAYROLL DEPARTMENT

FROM: **James M. Griffiths #89**

*(Full Name and Badge Number of requesting member)*

PAGE 1 of 1	SUBJECT <b>Compensatory Time Payout Request</b>	DATE <b>14AUG17</b>
----------------	--	------------------------

I am requesting disbursement of my accumulated compensatory time pursuant to my collective bargaining agreement with CMHA for the time period shown below.

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, CMHA will automatically disburse any remaining compensatory time owed to me in December of this year.

Beginning : **January 01, 2017**

Pay Period  
Ending: **18AUG17**

Current Balance **40 Hours**

Respectfully,

*[Signature]*  
Signature of requesting member

Administrative Commander Review: *[Signature]*

Date: **7-14-17**

**FOR PAYROLL DEPARTMENT USE ONLY:**

Hours paid (code 323 - Comptime Payoff P/S): \_\_\_\_\_

Pay Ending Date: \_\_\_\_\_

TX Result Report

P 1  
 08/17/2017 11:25  
 Serial No. A79K011003554  
 TC: 56156

Addressee	Start Time	Time	Prints	Result	Note
Payroll	08-17 11:25	00:00:17	001/001	OK	

Note TMR:Timer TX, POL:Polling, ORS:Original Size Setting, FME:Frame Erase TX,  
 DPG:Page Separation TX, RTX:Rix:Mixed Original TX, CAL:Manual TX, CASC:CAFC,  
 FWD:Forward, PC:PC-FAX, BND:Double-Sided Binding Direction, Sp:Special Original,  
 FCODE:F-code, RTX:Re-TX, RLV:Relay, MEX:Confidential, BUL:Bulletin, SIP:SIP Fax,  
 IPADR:IP Address Fax, I-FAX:Internet Fax

Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,  
 TEL: RX FROM TEL, NG: Other Error, Cong: Congest, No ans: No Answer,  
 Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOVR:Receiving length Over,  
 POUV:Receiving page Over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error,  
 DSN:DSN Response Error, PRINT:Compulsory Memory Document Print,  
 DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send.



CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
 POLICE DEPARTMENT



**COMPENSATORY TIME PAYOUT REQUEST**

TO: CMHA FINANCIAL SERVICES / PAYROLL DEPARTMENT

FROM: **James M. Griffiths #89**

(Full Name and Badge Number of requesting member)

PAGE	SUBJECT	DATE
1 of 1	Compensatory Time Payout Request	14AUG17

I am requesting disbursement of my accumulated compensatory time pursuant to my collective bargaining agreement with CMHA for the time period shown below.

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, CMHA will automatically disburse any remaining compensatory time owed to me in December of this year.

Beginning : January 01, 2017

Pay Period  
 Ending: 18AUG17

Current Balance 40 Hours

Respectfully,

*[Signature]*  
 Signature of requesting member

Administrative Commander Review: *[Signature]* Date: 7-14-17

<p><b>FOR PAYROLL DEPARTMENT USE ONLY:</b>                  Hours paid (code 323 - Comptime Payoff P/S): _____                  Pay Ending Date: _____</p>
--





# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



TENACITY \* RESPECT \* UNDERSTANDING \* SERVICE \* TRAINING

## Glock Model 17 Firearm Responsibility Form

I JAMES M. GRIFFITHS #89 (Print Full Name) acknowledge issuance to me of a Glock Model 17 firearm which is the property of the Cuyahoga Metropolitan Housing Authority Police Department (CMHAPD). I acknowledge and understand that the firearm remains the property of CMHAPD and must be surrendered upon suspension, termination, or extended illness as provided by CMHAPD's rules and regulations.

I acknowledge and understand that I will be held accountable and responsible if my CMHAPD issued firearm becomes unserviceable due to loss, damage, or circumstances determined to have been caused by my intentional act, misuse, or neglect. Should my intentional act, misuse, or neglect render the firearm unserviceable, I will reimburse CMHA the cost of repair and/or replacement.

I acknowledge and understand that I will safely transport and store the CMHAPD issued firearm in accordance with all applicable laws and ordinances.

I acknowledge and understand that I am not authorized to carry my CMHAPD issued Glock Model 17 firearm while engaged in any secondary employment.

I acknowledge and understand that misuse or neglect of a CMHAPD issued weapon shall be the subject of an investigation and may be the basis for disciplinary action, up to and including termination from employment, consistent with CMHAPD regulations and the Personnel Policies and Procedures Manual of the Cuyahoga Metropolitan Housing Authority.

Issued Glock Model 17 Serial #: BAJV 872

Member Signature: [Signature] #89 Date Issued: 5-10-16

Issued by: [Signature] Date Issued: 10 MAY 16

## **Terrissi Suber-Bey**

---

**From:** Angel J. Morales  
**Sent:** Wednesday, September 07, 2016 12:32 PM  
**To:** Terrissi Suber-Bey  
**Subject:** FW: End of RCC Temporary Details Effective Sept. 10, 2016

---

**From:** Angel J. Morales  
**Sent:** Wednesday, September 07, 2016 12:27 PM  
**To:** William Likes; Thomas Burdysaw  
**Cc:** Andres Gonzalez; Theodore Troyer; George Coulter; Darlene Broom; Michelle Kelly  
**Subject:** End of RCC Temporary Details Effective Sept. 10, 2016

Effective Sept. 10, 2016, the temporary RCC assignments for the below listed police officers shall end.

Sgt. Troyer please notify the listed personnel of their assignment:

- PO Mollohan shall return to Logistics in Administrative Operations
- PO Beichler shall be detailed from Evidence/Forfeiture to Logistics in Administrative Operations
- PO Griffiths shall be detailed from Administrative Operations to Field Operations
- 

Thank you,

Angel J. Morales, Deputy Chief  
CMHA Police Department  
5715 Woodland Avenue  
Cleveland, Ohio 44104  
(Office) 216 426-7802  
(Cell) 216 701-2191  
[amorales@cmhapd.org](mailto:amorales@cmhapd.org)

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
INTEROFFICE MEMORANDUM**

TO: Tracy Herman, Human Resources

FROM: Police Department

Lt. Thomas Burdyslaw

(Print Shift Supervisor's Name)

DATE: 12-20-2012

SUBJECT: Payroll Discrepancy

RE: Patrolman James M. Griffiths

(Print Employee's Name)

Soc. Sec. # [REDACTED]

(Employee's Soc. Sec. #)

The above employee, during the pay period ending: \_\_\_\_\_  
did not receive the following: Full amount of Longevity. He received \$1,700.00. He believes  
he is entitled to the \$2,200.00 for 20 Years of service. His hire date is 10-24-1992 and as of 10-24-2012 he has  
completed 20 years of service. On 10-25-2012 he will have <sup>believe he has</sup> 20 years and 1 day of service with the department. As  
the contract reads after 20 years he is entitled to the \$2,200.00 longevity; which he believes he has.

  
\_\_\_\_\_  
Supervisor's Signature

A copy of the time card and pay stub must be attached.

cc: Payroll  
Files

CO. FILE CLOCK VCHR. NO  
 ZS2 001910 2 0 0000510018 1

018-0001



CMHA FINANCIAL SERVICES DEPARTMENT  
 8120 KINSMAN ROAD  
 CLEVELAND, OH 44104

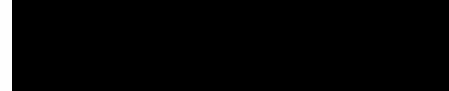
**Earnings Statement**



Period Ending: 12/08/2012  
 Pay Date: 12/21/2012

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 OH: 1

**JAMES M GRIFFITHS**



<u>Earnings</u>	rate	hours	this period	year to date
Longevity Pay			1,700.00	1,700.00
Retro Pay			1,563.98	1,563.98
Uniform/Shoe			600.00	600.00
Bonus Hrs				422.56
Holiday Pay				2,324.07
Personal Hrs				422.56
Sick				343.33
Vacation				4,357.62
<b>Gross Pay</b>			<b>\$3,863.98</b>	<b>58,532.14</b>

Your federal taxable wages this period are  
 \$3,863.98

**Other Benefits and Information**

	this period	total to date
Cmha Dental		790.74
Cmha Life Ins		41.40
Cmha Medical		13,662.46
Cmha Vision		80.27
Er Opers		7,653.52
Opers Elig Earn		54,668.16
Balances		
Sick Accrual		323.90
Vac Accrual		109.19
Angel Day Bal		0.00
Personal Bal		0.00

<u>Deductions</u>	Statutory	Other	
Federal Income Tax	-546.20		6,898.55
Medicare Tax	-56.02		812.71
OH State Income Tax	-121.24		1,552.43
Cleveland Income Tax	-77.28		1,121.00
Checking	-3,063.24		31,638.01
American Life			1,390.35
Child Support			8,445.25
Court Fees			84.50
Opba Dues			30.00
Opers			5,466.84
Super Med			1,092.50
<b>Net Pay</b>			<b>\$0.00</b>

**Important Notes**

YOUR HOURLY RATE HAS BEEN CHANGED FROM 26.4097 TO 27.2020.

© 2008 ADP, Inc.



CMHA FINANCIAL SERVICES DEPARTMENT  
 8120 KINSMAN ROAD  
 CLEVELAND, OH 44104

Advice number: 00000510018  
 Pay date: 12/21/2012

Deposited to the account of JAMES M GRIFFITHS account number xxx1424 transit ABA xxxx xxxx amount \$3,063.24

**THIS IS NOT A CHECK**

**NON-NEGOTIABLE**



**CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO: James Griffiths, Patrol Officer #89**

**FROM: Glenn R. Kraniske, Network Administrator**

PAGE <b>1 of 1</b>	SUBJECT <b>Radio / Telephone Logger Training</b>	DATE <b>09MAR10</b>
-----------------------	---	------------------------

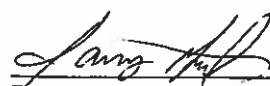
P.O. Griffiths:

This correspondence shall serve a written documentation that you have been properly trained on the method of pulling audio recordings from the CMHA Police Departments' current Radio / Telephone logger, and that you have been issued a user ID and password to log into the recorder. The software has been installed on the desktop PC that you will be using to pull recordings and you have been provided with blank CD's, CD labels, CD labeling tool, and CD sleeves. You further understand that when you pull or access any audio recordings on the system, you must get a signed request form from the party requesting the recording and then provide it to Sandra Terry prior to giving it to the requesting party. Please acknowledge you acceptance of this training and responsibility by signing below, thank you.

Respectfully,

  
\_\_\_\_\_  
Glenn R. Kraniske

I have read the above listed requirements and accept responsibility for the system.

 #89 3-10-10  
\_\_\_\_\_  
P.O. James Griffiths #89



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



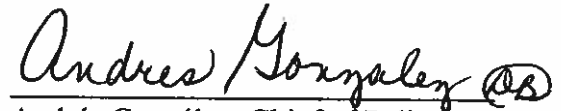
**TO:** All Members of the Police Division  
**FROM:** Andrés González, Chief of Police  
**DATE:** June 21, 2010

Page 1 of 1	Assignment Changes	DN #10-039
-------------	--------------------	------------

**Pursuant to DN#10-029, Anticipated Assignment Logistics Unit, the following transfer is effective immediately:**

PO James Griffiths #89 is assigned to the Logistics Unit.

By order of,

  
Andrés González, Chief of Police



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO:** All Members of the Police Division  
**FROM:** Andres Gonzalez, Chief of Police  
**DATE:** October 23, 2009

Page 1 of 1	Temporary Assignment	DN #09-075
-------------	----------------------	------------

The following temporary assignment is effective Monday, November 2, 2009:

PO James Griffiths # 89 from 2<sup>nd</sup> Platoon to the Administrative Unit.

Officer Griffiths shall report to Administrative Commander Correy for his assignment.

By order of,

  
\_\_\_\_\_  
Andres Gonzalez, Chief of Police



**CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**AMERICAN BODY ARMOR  
EQUIPMENT RESPONSIBILITY FORM**

Date: 23JUL09

I PO James Griffiths #89 (Print Name) have received (1) Safariland American American Body Armor Xtreme HP Level III A ballistic vest. I understand that it **shall** be worn at all times while on-duty or when working approved secondary employment. This body armor is intended to assist me in the performance of my duties and failure to wear it will result in disciplinary action.

Should this body armor become lost or stolen, I understand that I will be liable for the cost of its replacement.

Front Panel Serial Number 09096170

Rear Panel Serial Number 0909671

Date Issued: 23JUL09

Employee Signature: [Signature]

Date: 23JUL09

Issued by: [Signature] 660

Date: 23JUL09

[Handwritten signature]





**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: Lt. Tufts #613**

**FROM: Ptl. James M. Griffiths #89**

PAGE <b>1 of 1</b>	SUBJECT <b>Missing 4.0 Hours Comp.</b>	DATE <b>12MAY008</b>
-----------------------	---	-------------------------

I am submitting this memo to advise that I didn't receive 4.0 hours of comp. On 24APR08 I submitted to 4.0 hours for a phone call that I received while I was off on a personal day. I received my pay stub and didn't receive the 4.0 hours call back for this. I request that the 4.0 be placed into me comp time bank.

Respectfully,

  
 \_\_\_\_\_  
 Ptl. James M. Griffiths #89

5-12-08  
 No Pay  
 Lt. Tufts #613

Rev 12-26-08



CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Lt. Tufts #613

FROM: Ptl. James M. Griffiths #89

PAGE 1 of 2	SUBJECT Request for Equipment for Zone Cars	DATE 24DEC08
----------------	--	-----------------

On 16DEC08 I was assigned to Second Platoon Zone #110. I assisted Brooklyn Police Department with and accident on Interstate 71 South. The following are the facts related to this incident:

On 16DEC08 I was South on Interstate 71 entering into Brooklyn Police Department's area. We just got a lot of snow and the roads were very treacherous. I observed Brooklyn's marked zone car parked on the side of the road with his emergency lights activated. The siren was also activated. On my approach from behind the vehicle it appeared that he was on a traffic stop. As I passed his vehicle I observed that there was no vehicle stopped in front of his. I observed that the officer was not in his vehicle. I pulled off the road and advised radio that I would be out assisting and have them contact their Department to check if there officer was secure. As I was backing down the burm I observed the officer come up from the side of the gully to the guardrail. He advised me that they received a 911 call for a rollover and the caller did not know where she was, all she could see was the mega million billboard sign. He then advised me that the caller could hear the siren of his car and that's why it was on. I advised him that I would move up about 100 yards and assist him in the search. As I was walking down the burm I observed the headlights of the rollover truck. I signaled to the Brooklyn officer that I located the vehicle and he responded to my location.

The vehicle was down in the bottom of the gully. We started our way down to the bottom of the gully to give aid. As we got to the bottom, the driver was pined inside the vehicle and she was yelling that her friend was blind and she was on the hill somewhere and for us to help her. I advised the Brooklyn officer that I would start the search for the female on the hill as he was attending to the driver. I was able to locate the other female and she had made her way up the other side of the gully. I then took her to top of the hill for her safety. It would be very difficult to take her back down the hill due to the trees and overgrown bushes. I contacted dispatch and advised them that I had the other female with me and to see if EMS could meet us behind the mega million sign. There was a service road there. I advised dispatch that I would try to go out to the roadway if I could have them meet us there. The female that I was with was partly blind and had a laceration to her head. The female was soaking wet due to the truck coming to a final

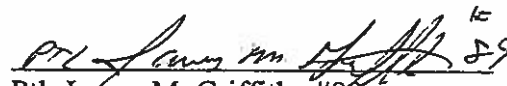
12-26-08  
JMG

PAGE 2 of 2	SUBJECT Request for Equipment for Zone Cars	DATE 24DEC08
----------------	--	-----------------

rest in the bottom of the gully where there was standing water. An unmarked Brooklyn car arrived and assisted me with the female. I was advised by him that there squads were tied up on other vehicle accidents. He contacted his dispatch and requested that Cleveland EMS respond and he was advised that they didn't have a unit available to send. He contacted his supervisor and requested we transport the female to Metro Hospital and he was cleared to do so due to the female's injuries. I had the other Brooklyn Officers that were on 71 south tend to my vehicle as I transported the female to Metro with Brooklyn's officer. The female was admitted without incident.

The reason for this memo/ request is for a blanket be placed in our vehicles. The female that was trapped in the truck was very cold and wet due to the weather outside. The female that I was attending to was wet due to the 2 feet of standing water that she crawled through. Due to this fluke with no available EMS units available it would be great if we could have been able give them a blanket till further assistance would be available. I don't believe that it would cost much to buy blankets for our vehicles and they would not take up much space. There is an old saying that go's "its better to have it and not need it, then need it and not have it" this incident falls true to this. My request is that we have blankets placed in our zone cars for any further incidents like this.

Respectfully,

  
Ptl. James M. Griffiths #89

## James Tufts - interviews

---

**From:** William Likes  
**To:** Earl Brantley; James Griffiths; Marc Ortiz; Michael Jones; Patrol Supervisors  
**Date:** 3/17/2008 10:33 AM  
**Subject:** interviews  
**CC:** David Solomon

---

Please notify the below individuals they will interview with Sergeants Morgan, Hermensky and Glenn Kraniske on Thursday, March 20th for the Special Investigations/Crime Analysis position at the indicated times:

P.O. Marc Ortiz @ 1430 hours  
P.O. Earl Brantley @ 1500 hours  
P.O. James Griffiths @ 1530 hours  
P.O. Michael Jones @ 1600 hours

William R. Likes  
Patrol Commander  
CMHA Police Department  
Office-216-426-7804  
Fax-216-361-3728

## RECEIPT OF CMHA EMPLOYEE MANUAL

I have received a copy of the CMHA Employee Manual. I understand that the Manual is intended to be informative only, and that the policies, procedures, and benefits that affect my employment.

I further understand that CMHA's policies, procedures and benefits may be changed, disregarded, or terminated by CMHA in its discretion, at any time and with or without notice, except in areas specifically addressed in the collective bargaining agreement.

I agree that I have the responsibility to read and understand the Manual, including CMHA's policies regarding General Harassment and Sexual Harassment. I understand that this Manual supersedes all other employee manuals.

6-7-08

Date

JAMES M. BRIDGES

Employee Name (Print)

Police

Department

  
Signature

2168

Last 4 digits of SS#

1910/210

November 17, 2008

Employee Name: James Griffiths Location: Police


Based on the pledge chart for 2008, your total pledge as listed on your form does not qualify you for an Angel Day. If it was your intention to receive an Angel day for 2009, I need you to sign and return this form to the Payroll Department. **Failure to return this signed form will indicate that you do not wish to make a change to the current pledge amount and that you realizes that you will not receive an Angel Day for 2009.**

### Charities of choice 2008 Campaign – Adjustment

I understand that my current pledged amount does not qualify me for an Angel day for 2009. Therefore, I am authorizing the Payroll Department to change my total pledge amount:

From: \$ 208.00

To: \$ 260.00

Signature:  Date: 11-20-08



CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



TASER X26 RESPONSIBILITY FORM

Date: July 8, 2008

I PO Griffeths #89 (PRINT FULL NAME) have received (8) hours of Crisis Intervention Training and (16) hours of Taser Instruction. I have also received and understand the Department's Use of Force Policy and Taser Policy. I further understand that the acceptance of a Departmentally owned Taser X26, a less than lethal weapon, is not mandatory and that if I accept the Taser X26, I shall be required to follow all Policies and Procedures governing Use of Force and Taser. I understand that the standards for the Use of Force are the same on and off duty including the guidelines for reporting use of force incidents.

Additionally, I understand that if I am in compliance with secondary employment requirements and authorization, I will be allowed to carry the Taser X26 as an intermediate weapon. I further understand that I will be responsible for the replacement cost of cartridges that may be deployed while engaged in authorized secondary employment.

I understand that the Taser X26 is the property of the Cuyahoga Metropolitan Housing Authority Police Department (CMHAPD) and that I am fully responsible and accountable for its use, activity, location, and possession. I am aware that the issuance of the Taser X26 is intended to assist me in the performance of my duties and that any misuse of this equipment will result in disciplinary action. In no way may I transfer or give my Taser X26 and/or related supplies/equipment responsibilities to another agency employee or individual outside of CMHA.

Should this Taser X26 become lost or stolen, I understand that I will be liable for the cost of its replacement.

I have read the above statement and voluntarily accept a Taser X26.

Taser X26 Serial Number: X00-366625

Holster [X]

(2) 21 foot cartridges [X]

Employee Signature: [Signature]

Date 08JUL08

Issued by: Det. Beichler #54

Date 08JUL08

I have read the above statement and voluntarily choose not to accept Taser X26 at this time.

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date \_\_\_\_\_

Rec 23 June 08



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Payroll Department

FROM: Ptl. James M. Griffiths #89

PAGE 1 of 1	SUBJECT Compensatory Time Payout Request	DATE 22JUN08
----------------	---	-----------------

I am requesting disbursement of my accumulated compensatory time beginning on 01JAN07 and going through the pay period ending 27JUN07, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2007.

Respectfully,

  
Ptl. James M. Griffiths #89

-----  
**FOR PAYROLL USE ONLY:**

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_  
-----



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

06-24-2008 08:05:39  
216 361 3759

Transmit Header Text  
Local Name 1 Line 1  
Local Name 2

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

*Rec 23 June 07*



**CMHA**  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



**TO: Payroll Department**

**FROM: Ptl. James M. Griffiths #89**

<small>PAGE</small> 1 of 1	<small>SUBJECT</small> Compensatory Time Payout Request	<small>DATE</small> 22JUN08
-------------------------------	--	--------------------------------

I am requesting disbursement of my accumulated compensatory time beginning on 01JAN07 and going through the pay period ending 22JUN07, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2007.

Respectfully,

*James M. Griffiths #89*  
Ptl. James M. Griffiths #89

FOR PAYROLL USE ONLY:

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_

CMHAPD94-062 27MAR03rev10AUG05

Total Pages Scanned : 1

Total Pages Confirmed : 1

No	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	467	94323896	08 04:39 06-24-2008	00:00:24	1/1	1	EC	HS	CP14400

**Abbreviations:**

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY



**Police Department**  
5715 Woodland Avenue  
Cleveland, Ohio 44104-2740  
tel 216.426.7760 fax 216.361.3759

April 14, 2008

P.O. James Griffiths #89

Dear Applicant:

Thank you for your interest and participation in the selection process regarding the Special Investigations/ Crime Analysis position.

Although your accomplishments are noteworthy, we are unable to offer you a position in the unit at this time. However, you are encouraged to participate in future openings as they become available and are posted.

Again, thank you for your time and interest.

Sincerely,

*David J. Blomer*  
Deputy Chief



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



PAGE 1 OF 2	SUBJECT <b>Interview of P.O. James Griffiths #89</b>	DATE <b>2008-03-20</b>
----------------	---	---------------------------

1. Approximately how long have you worked with computers and computer software?  
*15 years*
2. What part of working with computer software are you most familiar with?  
*Microsoft Office*
3. Examining your knowledge of computer hardware explain where you think your knowledge is based on a scale of Level I being no knowledge, Level II being beginner knowledge, Level III being intermediate knowledge, and Level IV being expert knowledge, where would you rate yourself?  
*Level III*
4. Using the same scale, rate your knowledge of the computer software that you feel you are most familiar with.  
*Level II*
5. Are you familiar with the Microsoft Office Suite?  
*YES*
6. Which program in the Office Suite most interests you, and why?  
*None specific*
7. Do you know how to use a spread sheet to do simple math problems?  
*NO*
8. Looking at the chart, you see a list of CMHA estates, and the number of calls received at each estate. The numbers are fictitious, but if you wanted to add those cells together, where on the menu bar would you go to find the formula to do that?  
*Pointed At the insert function button.*
9. On the same chart, can you explain the actual formula that would be used to add the cells together, and total them in cell B12?  
*Did not know, but understood when explained.*
10. Do you have any experience working with Microsoft SQL Server? If so what is your experience?  
*NO*
11. Do you know what a database is, and what overall function does it serve?  
*YES - WAREHOUSES ALL INFORMATION*
12. Do you feel comfortable using the departments' current Aegis Records software?  
*YES*



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



PAGE 2 OF 2	SUBJECT <b>Interview of P.O. James Griffiths #89</b>	DATE <b>2008-03-20</b>
----------------	---	---------------------------

13. Are you familiar with, or have you ever worked with police statistics?  
NO
14. Do you know how to do a statistical analysis?  
NO
15. Have you ever worked with on a network before? If so, please explain your experience.  
YES - SET UP A HOME NETWORK.
16. Do you have any questions or concerns about anything I have asked you?  
NO
17. Do you have any questions about the position?  
NO



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: LT. Tufts #613**

**FROM: Ptl. James M. Griffiths #89**

PAGE <b>1 of 1</b>	SUBJECT <b>Special Investigations Unit/ Crime Analysis (DN 08-018)</b>	DATE <b>13MAR08</b>
-----------------------	---	------------------------

At this time I am requesting to be considered for the upcoming possession for the Special Investigations Unit/ Crime Analysis. I have been with the agency for 16 years and I am currently assigned to the Second Platoon.

Respectfully,

*James M. Griffiths #89*  
 Ptl. James M. Griffiths #89

*Interview - Thursday*

*March 20*

*3:30 pm*



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Payroll Department

FROM: PO James Griffiths # 89

PAGE 1 of 1	SUBJECT Compensatory Time Payout Request	DATE 26JUN07
----------------	---	-----------------

I am requesting disbursement of my accumulated compensatory time beginning on 01JAN07 and going through the pay period ending 29JUN0707, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2007.

*Forwarded  
to Payroll  
S.D. AC  
26JUN07*

Respectfully,

*James Griffiths #89*  
PO James Griffiths # 89

COMDOC *[Signature]*  
Jul 3 07

FOR PAYROLL USE ONLY:

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_

*6/27  
Delivered  
2007*

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
INTEROFFICE MEMORANDUM**

TO: Lena Hayes, Payroll Manager

FROM: Police Department

William Likes #660

(Print Shift Supervisor's Name)

DATE: 10JUN07

SUBJECT: Payroll Discrepancy

RE: James Griffiths #89

(Print Employee's Name)

Soc. Sec. #                     

(Employee's Soc. Sec. #)

The above employee, during the pay period ending: 01JUN07  
did not receive the following: He did not receive 64 hours of Second Shift Differential pay at  
\$0.20. per hour, for a total of \$12.80.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*ET will be added*  
Supervisor's Signature

A copy of the time card and pay stub must be attached.

cc: Payroll  
Files

COMDOC *[Signature]*  
JUN 14 07

*6/12  
Fixed to  
Payroll*







CMHA FINANCIAL SERVICES DEPARTMENT  
 1441 W 25TH STREET  
 CLEVELAND, OH 44113

64 hrs -  
 2nd shift  
 DIF

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 OH: 1  
 Cleveland: 1

# Earnings Statement



Period Ending: 06/01/2007  
 Pay Date: 06/08/2007

00000000040

**JAMES M GRIFFITHS**

Earnings	rate	hours	this period	year to date
Regular	23.4078	56.50	1,322.54	
Overtime	35.1117	.50	17.56	
P/S Hol Ot	23.4078	8.00	280.90	1,114.73
Sick	23.4078	16.00	374.52	936.30
Loa				-368.63
P/S Hol St				187.26
P/S Shift 2				136.00
Personal Hrs				187.26
Sick				924.52
Uniform/Shoe				300.00
Vacation				374.52
Vacation				1,480.41
<b>Gross Pay</b>			<b>\$1,995.52</b>	<b>24,324.59</b>

Other	this period	year to date
United Way	-8.00	96.00
C/S Admin Fee		23.66
<b>Net Pay</b>	<b>\$0.00</b>	

\* Excluded from federal taxable wages

Your federal taxable wages this period are  
 \$1,761.02

Deductions	Statutory	Other	
Federal Income Tax	-249.00		3,026.08
Medicare Tax	-28.28		345.54
OH State Income Tax	-58.62		712.29
Cleveland Income Tax	-39.02		476.62
American Life	-12.42*		
Checking	-1,006.91		5,025.89
Child Support	-337.81		1,689.05
Court Fees	-3.38		16.90
Opba Dues	-30.00		180.00
Opers	-189.58*		2,273.10
Super Med	-32.50*		357.50

Other Benefits and Information	this period	total to date
Cmha Dental	29.74	148.70
Cmha Life Ins	2.70	13.50
Cmha Medical	512.79	2,563.95
Cmha Vision	3.16	15.80
Er Opers	276.38	1,366.03
Opers Elig Earn	1,995.52	9,863.00
Avl Cmp Time Hr		84.00
Angel Day Bal		8.00
Personal Bal		8.00
Sick Bal		99.37
Vacation Bal		99.97



CMHA FINANCIAL SERVICES DEPARTMENT  
 1441 W 25TH STREET  
 CLEVELAND, OH 44113

Advice number: 00000230039  
 Pay date: 06/08/2007

Deposited to the account of  
 JAMES M GRIFFITHS

account number transit ABA amount  
 \*\*\*\*\* \$1,006.91

THIS IS NOT A CHECK

**NON-NEGOTIABLE**

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

06-12-2007 14:24:50  
216 361 3759

Transmit Header Text  
Local Name 1 Line 1  
Local Name 2

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY INTEROFFICE MEMORANDUM

TO: Lena Hayes, Payroll Manager

FROM: Police Department

William Likes #660

(Print Shift Supervisor's Name)

DATE: 10JUN07

SUBJECT: Payroll Discrepancy

RE: James Griffiths #89

(Print Employee's Name)

Soc. Sec. #

[REDACTED]  
(Employee's Soc. Sec. #)

The above employee, during the pay period ending: 01JUN07  
did not receive the following: He did not receive 64 hours of Second Shift Differential pay at \$0.20 per hour, for a total of \$12.80.

ET will be added  
Supervisor's Signature

A copy of the time card and pay stub must be attached.

cc: Payroll  
Files

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	450	94323896	14:22:47 06-12-2007	00:01:22	3/3	1	EC	HS	CP14400

### Abbreviations:

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Personnel

**FROM:** David T. Solomon, Acting Chief of Police

**DATE:** April 3, 2007

Page 1 of 1	Platoon Personnel Assignments	DN# 07-021
-------------	-------------------------------	------------

The attached permanent zone assignments for Patrol Officers became effective on April 1, 2007. These assignments are mandatory for invoicing purposes and are not subject to change by platoon supervisors. Patrol Officers are to remain in their assigned zone unless responding to assist the primary unit assigned to another zone.

Protection Officers have been assigned primary and alternate buildings, which also became effective on April 1, 2007. Protection Officers are to remain in one of their assigned buildings unless removed to handle a Fire Watch detail.

Attachments

---

---

By order of,

A handwritten signature in cursive script that reads "David T. Solomon".

David T. Solomon, Acting Chief of Police

**POLICE DEPARTMENT PATROL OFFICERS PRIMARY AREA OF RESPONSIBILITY**

**CMHAPD 101 ZONE**

	AMP #	BEAT #	ESTATE
1st Platoon	PO Copeland #41	101	CEDAR
	PO Hinkle #42	102	OUTHWAITE
		103	CARVER PARK
2nd Platoon	PO Beese #06	104	KING KENNEDY N&S
	PO Holdeman #10	105	SPRINGBROOK
	PO Smiddy #11	105	WADE
		105	WILLSON
3rd Platoon	PO Azzano #61	105	ADDISON
	PO Woodland #101		
	PO Swanson #16		

**CMHAPD 303 ZONE**

	AMP #	BEAT #	ESTATE
1st Platoon	PO Spigner #67	106	GARDEN VALLEY
	PO Clayton #38	106	MILES ELMARGE
2nd Platoon	PO Ramsey #07	106	UNION SQUARE
	PO DeJesus #20	106	MT. AUBURN
	PO Ortiz #95	107	OAKWOOD
		107	WOODHILL
3rd Platoon		107	LA RHONDE
	PO Williams #50	107	APTHORP
	PO Lastuka #52	107	BEACHCREST
		107	EUCLID BEACH
		107	

**CMHAPD 202 ZONE**

	AMP #	BEAT #	ESTATE
1st Platoon	PO Leon #58	108	BOHN TOWER
	PO Tallman #01	108	LAKEVIEW
	PO Hizak #24	109	RIVERVIEW
2nd Platoon		109	MANHATTAN
	PO Harris #17	109	PARK DENISON
	PO Whitney #48	109	SCRANTON CASTLE
	PO Reynolds #75	109	CRESTVIEW
3rd Platoon		109	WEST BLVD.
	PO Hamilton #36		
	PO Assaf #62		

**CMHAPD 404 ZONE**

	AMP #	BEAT #	ESTATE
1st Platoon	PO Salomone #23	110	RIVERSIDE PARK
	PO Crawford #29	110	BELLAIRE
		110	LORAIN SQUARE
2nd Platoon		110	FAIRWAY MANOR
	PO Griffiths #89	111	WALTON PLACE
	PO Kolb #70	111	SCATTERED SITES
	PO Cattren #18	111	LANDON HOMES
3rd Platoon		111	PURITAS GARDENS
	PO Jones #26		
	PO Dray-Reynolds #109		
	PO Rives #86		

**POLICE DEPARTMENT PROTECTION OFFICER PRIMARY AND ALTERNATE ASSIGNMENTS**

	<u>Protection Officers</u>	<u>PRIMARY AMP</u>	<u>ESTATE</u>	<u>ALTERNATE AMP</u>	<u>ESTATE</u>
1st Platoon	Coleman #214	104	King Kennedy S	109	Riverview
	Conway #209	109	Riverview	108	Bohn Tower
	Kirby #229	105	Willson	110	Bellaire B
	Rice #202	104	King Kennedy S	105	Springbrook
	Roberts #237	109	Riverview	105	Willson
	Wallace #220	105	Willson	104	King Kennedy S
2nd Platoon	Bowen #225	109	Riverview	105	Willson
	Clark #235	109	Riverview	105	Willson
	Johnson #256	105	Willson	104	King Kennedy S
	Puree #226	104	King Kennedy S	109	Riverview
	Sailey #212	105	Willson	104	King Kennedy S
	Strickland #242	104	King Kennedy S	109	Riverview
3rd Platoon	Hines #215	104	King Kennedy S	109	Riverview
	Matza #221	109	Riverview	105	Willson
	Montague #109	109	Riverview	105	Willson
	Tidwell # 227	105	Willson	104	King Kennedy S
3A Platoon	Bachelor #224	105	Springbrook	105	Wade
	Branch #274	108	Lakeview	109	West Blvd.
	Daniels #257	109	West Blvd.	108	Lakeview
	Dunham #238	109	Crestview	382	Quarrytown
	Eppinger #255	110	Lorain Square	110	Fairway
	Flowers #258	108	Bohn Tower	101	Cedar
	Gowdy #219	110	Bellaire A	110	Bellaire B
	Gray #240	104	King Kennedy N	106	Miles Elmarge
	Hammond #200	380	Ambleside	107	Apthorp
	Harper #222	101	Cedar	104	King Kennedy N
	Johnson #260	110	Bellaire B	110	Lorain Square
	Lawson #201	107	Beachcrest	107	Euclid Beach
	Paul #250	106	Miles Elmarge	106	Union Square
	Pollard #216	107	Apthorp	105	Springbrook
	Solomon #236	381	Severance	107	Beachcrest
	Taylor #247	107	Euclid Beach	380	Ambleside
	Williams #204	109	Scranton Castle	108	Lakeview

**EFFECTIVE 01APR07**



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Payroll Department

FROM: Ptl. James M. Griffiths #89

PAGE 1 of 1	SUBJECT Compensatory Time Payout Request	DATE 27JUL06
----------------	---	-----------------

I am requesting disbursement of my accumulated compensatory time beginning on 01JAN06 and going through the pay period ending 11AUG06, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2006.

Respectfully,

*James M. Griffiths #89*  
Ptl. James M. Griffiths #89

AUG 11 2006  
COMDOC  
*[Signature]*

*SWIND  
FORWARDED  
REQUEST  
FOR PAY ENDING  
28 JUL 06  
S.M.A.  
8-9-06*

-----  
FOR PAYROLL USE ONLY:

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_  
-----

*Ofc. received a copy of same on 8/19*



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO: Lt. Vazquez #650**

**FROM: Ptl. James M. Griffiths #89**

PAGE 1 of 1	SUBJECT K-9 Unit	DATE 03JUL06
----------------	---------------------	-----------------

In reference to DN#06-076, posting for K-9 assignment, I would like to be considered for the Position of K-9

I am currently assigned to Second Platoon. My date of hire was 24OCT92 and I have 14 years of road experience with the department. I am requesting to be considered for the upcoming K-9 position. I am not currently on the sick abuse list and no disciplinary history greater than a written reprimand.

Respectfully,

*James M. Griffiths #89*  
 Ptl. James M. Griffiths #89

AUG 2 2006  
 COMDOC *[Signature]*



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All sworn officers

**FROM:** Stanley C. Murrey, Acting Chief of Police

**DATE:** June 21, 2006

Page 1 of 1	Anticipated Assignment K-9 UNIT	DN #06-076
-------------	------------------------------------	------------

**ANNOUNCEMENT:**

It is anticipated that a position will be filled in the near future in the K-9 Unit.

**TYPICAL JOB DUTIES INCLUDE:**

Vehicle and foot patrol of CMHA Estates; analysis of crime reports for the purpose of identifying trends, modus operandi and suspect descriptions; assist in the development of Unit goals and objectives; assist the SWAT and Narcotics Units as required; work with other units within the Police Department as well as other law enforcement agencies; ability to work in a team atmosphere; ability to work flexible hours and on short notice; desire to work with canines and handle public relations appearances; possess the minimum requirements for housing and caring for a canine; ability to complete all K-9 functions including the ability to successfully engage in necessary strenuous training and deployment activities and other duties as assigned.

**EXPERIENCE/ REQUIREMENTS:**

- Officers applying for this position must be a non-probationary, Sworn Officer.
- Have no disciplinary history greater than a written reprimand within the last two (2) years.
- Have used no more than 80 hours of sick leave within the past two (2) years. Approved FMLA or Workers' Compensation leave will not be included in the 80 hour sick leave limit.
- Possess a valid Ohio Drivers License and C.M.H.A. Vehicle Operator Permit.
- Be self-starting and highly motivated.
- Willingness to make a seven (7) year commitment to the CMHA Police Department and the K-9 Unit.

**FILING DEADLINE:**

Interested Officers shall submit a report listing the specific Notice number, date of appointment, present assignment, experience and qualifications. Requests for consideration must be received in the Administrative Commander's Office by **no later than 0900 hours on Friday, 07JUL06**. To eliminate undue delay, requests do not require a Superior Officer's signature and may be forwarded in a sealed envelope to the Administrative Commander.

**POSTING:**

THIS NOTICE SHALL ALSO BE POSTED IN ROLL CALL IN A CONSPICUOUS PLACE.

By order of,

Stanley C. Murrey, Acting Chief of Police





**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

RECEIVED IN THE OFFICE OF  
 JUL 10 2006

STANLEY C. MURREY  
 DEPUTY CHIEF



**TO: Sharon E. Barto, Administrative Commander**

**FROM: Tyrone M. Cooper, Sergeant #644, CIU OIC**

PAGE <b>1 of 1</b>	SUBJECT <b>Anticipated Assignment K-9 Unit re: DN #06-076</b>	DATE <b>10JUL06</b>
-----------------------	--	------------------------

Officer	Assignment	Discipline**	Sick Time Usage	Qualified
Estel Justus #46	Detective - General Investigations	None	64.50	Yes
James Griffiths #89	Patrol Officer - Basic Patrol	None	155.00	No
Paul Tallman #01	Patrol Officer - Comm. Policing	None	32.00	Yes
Gregory Drew #04	Patrol Officer - SWAT Unit	None	18.75	Yes
Clinton Ovalle #30	Patrol Officer - Basic Patrol	None	29.50	Yes
Jose Alcantara #09	Patrol Officer - Basic Patrol	None	75.50	Yes

\*\*Denotes any discipline higher than a written reprimand since 21JUN06 (2 years prior to DN Posting).

Respectfully,

*Tyrone M. Cooper*  
 Sgt. Tyrone M. Cooper #644

RECEIVED IN THE OFFICE OF  
 JUL 10 2006  
 SHARON E. BARTO  
 ADMINISTRATIVE COMMANDER



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Payroll Department

FROM: Ptl. James M. Griffiths #89

PAGE 1 of 1	SUBJECT Compensatory Time Payout Request	DATE 28JUL06
----------------	---	-----------------

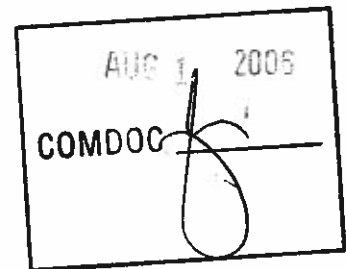
I am requesting disbursement of my accumulated compensatory time beginning on 01JAN06 and going through the pay period ending 28JUL06, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2006.

Respectfully,

*James M. Griffiths #89*  
Ptl. James M. Griffiths #89



-----  
FOR PAYROLL USE ONLY:

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_  
-----

*Forw to payroll  
on 7/31  
by  
73?*

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

07-31-2006 11:37:39 a.m.  
2164325956

Transmit Header Text  
Local Name 1 CMHA POLICE DEPT  
Local Name 2

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"



**CMHA**  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



**TO:** Payroll Department

**FROM:** Ptl James M. Griffiths #89

<small>PAGE</small> 1 of 1	<small>SUBJECT</small> Compensatory Time Payout Request	<small>DATE</small> 08/1/06
-------------------------------	--	--------------------------------

I am requesting disbursement of my accumulated compensatory time beginning on 01JAN06 and going through the pay period ending 28JUL06, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2006.

Respectfully,

*James M. Griffiths #89*  
Ptl. James M. Griffiths #89

**FOR PAYROLL USE ONLY:**

Hours paid (Code 323-Compline Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_

CMHAPD94-062 27MAR06rev 10 AUG05

Total Pages Scanned : 1

Total Pages Confirmed : 1

No	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	415	94323896	11:36:12 a.m. 07-31-2006	00:00:16	1/1	1	EC	HS	CP14400

**Abbreviations**

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report  
G3: Group 3  
EC: Error Correct

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY** 2006  
**OFFICE OF SAFETY MANAGEMENT**  
**VEHICLE OPERATIONS PERMIT APPLICATION**

**INSTRUCTIONS: THIS FORM IS DESIGNED FOR FAX USE. THE APPLICANT MUST COMPLETE ALL UN-SHADED AREAS, READ THE EMPLOYEE'S CERTIFICATION AND SIGN THE FORM. THE EMPLOYEE'S SUPERVISOR MUST BRIEF THE EMPLOYEE ON THE C.M.H.A VOP, THEN SIGN, DATE AND RETURN THE APPLICATION WITH ORIGINAL SIGNATURES TO THE OFFICE OF SAFETY MANAGEMENT.**

NAME: LAST FIRST MIDDLE INITIAL Date of Application:  
 Griffiths James M. 12-29-2005

Home Address: City State

Driver's License Number: Expiration Date: Commercial Driver's  
 [Redacted] 10-19-2008  YES  NO

SOCIAL SECURITY NUMBER: BUREAU OF MOTOR VEHICLE INFORMATION VIOLATION PTS. ACCIDENTS AT Fault

ESTATE / DIVISION / DEPARTMENT: Police Department

CONTACT PHONE NUMBER:

DATE PERMIT ISSUED: 1-13-06 DATE BMV CONFIRMATION: 1-14-06

- CLASS OF PERMIT (CHECK ALL THAT ARE APPLICABLE)**
- |  |  |
|--|--|
| 1. <input checked="" type="checkbox"/> Sedan, Scooter, light truck | 3. <input type="checkbox"/> Heavy Truck - CDL Required                     |
| 2. <input type="checkbox"/> Special Equipment / off Road           | 4. <input checked="" type="checkbox"/> Police / Emergency Response Vehicle |

**APPLICANT'S CERTIFICATION:**

By signing and submitting this application I attest that I presently have a valid Ohio's Driver's License, that I do not have more than 6 violation points on my driving record and that I have not had more than two motor vehicle accidents where it has been determined that I was "At Fault" within the past 24 months. I have been briefed by my Supervisor on the C.M.H.A. Vehicle Operations Procedure, and agree to abide by all of its provisions. I understand that I may be personally responsible to reimburse CMHA fifty percent (50%) of the cost of repair, or 50% of the current insurance deductible, which is currently one thousand dollars (\$1,000) for damages incurred in a motor vehicle accident determined to be "Preventable". I realize that any misstatements on this application, intentional or not, may result in the revocation of my C.M.H.A. Operator's Permit and disciplinary actions up to and including dismissal. I am responsible to advise my supervisor and Safety Management of any changes in my driving status during the course of the year. I authorize the Office of Safety Management to obtain a copy of my driving record from the Bureau of Motor Vehicles.

Print Name and Title  
 James M. Griffiths Police Officer

Signature  
*James M. Griffiths*

**Supervisor's Certification:**

I certify that I have briefed the above employee on the C.M.H.A. Vehicle Operations Procedure, and that they are thoroughly familiar with the type of motor vehicles and/or equipment that they will be operating.

Printed Name and Title  
 WASTACIO T. VAZQUEZ, LT. #650

Signature  
*Wastacio T. Vazquez*

FEB 1 2006

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
 OFFICE OF SAFETY MANAGEMENT  
 VEHICLE OPERATIONS PERMIT APPLICATION

2005  
*Griffiths*

INSTRUCTIONS: THIS FORM IS DESIGNED FOR FAX USE. THE APPLICANT MUST COMPLETE ALL UN-SHADED AREAS, READ THE EMPLOYEE'S CERTIFICATION AND SIGN THE FORM. THE EMPLOYEE'S SUPERVISOR MUST BRIEF THE EMPLOYEE ON THE C.M.H.A VOP, THEN SIGN, DATE AND RETURN THE APPLICATION WITH ORIGINAL SIGNATURES TO THE OFFICE OF SAFETY MANAGEMENT.

NAME: LAST FIRST MIDDLE INITIAL Date of Application:  
 Griffiths James M. 17JAN05

Home Address: City State

Driver's License Number: Expiration Date: Commercial Driver's  
 [Redacted] 10-19-08  YES  NO

SOCIAL SECURITY NUMBER: BUREAU OF MOTOR VEHICLE INFORMATION  
 [Redacted] VIOLATION PTS. ACCIDENTS AT Fault

ESTATE / DIVISION / DEPARTMENT: CMHA Police Department 0 0 0 0

CONTACT PHONE NUMBER: [Redacted]

DATE PERMIT ISSUED: 01-03-05 DATE BMV CONFIRMATION: 01-07-05

CLASS OF PERMIT (CHECK ALL THAT ARE APPLICABLE)  
 1.  Sedan, Scooter, light truck  
 2.  Special Equipment / off Road  
 3.  Heavy Truck - CDL Required  
 4.  Police / Emergency Response Vehicle

APPLICANT'S CERTIFICATION:

By signing and submitting this application I attest that I presently have a valid Ohio's Driver's License, that I do not have more than 6 violation points on my driving record and that I have not had more than two motor vehicle accidents where it has been determined that I was "At Fault" within the past 24 months. I have been briefed by my Supervisor on the C.M.H.A. Vehicle Operations Procedure, and agree to abide by all of its provisions. I understand that I may be personally responsible to reimburse CMHA fifty percent (50%) of the cost of repair, or 50% of the current insurance deductible, which is currently one thousand dollars (\$1,000) for damages incurred in a motor vehicle accident determined to be "Preventable". I realize that any misstatements on this application, intentional or not, may result in the revocation of my C.M.H.A. Operator's Permit and disciplinary actions up to and including dismissal. I am responsible to advise my supervisor and Safety Management of any changes in my driving status during the course of the year. I authorize the Office of Safety Management to obtain a copy of my driving record from the Bureau of Motor Vehicles.

Print Name and Title: Jamse M. Griffiths, Police Officer #89 Signature: *Jamse Griffiths* 59

Supervisor's Certification:

I certify that I have briefed the above employee on the C.M.H.A. Vehicle Operations Procedure, and that they are thoroughly familiar with the type of motor vehicles and/or equipment that they will be operating.

Printed Name and Title: Anastacio T. Vazquez, Lieutenant #650 Signature: *Anastacio Vazquez* 650



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TO: Payroll Department

FROM: James Griffiths #89

PAGE 1 of 1	SUBJECT Compensatory Time Payout Request	DATE 14JULY04
----------------	---	------------------

I am requesting disbursement of my accumulated compensatory time beginning 01JAN04 and ending 07-30-04, pursuant to my collective bargaining agreement with C.M.H.A.

My Social Security Number is: [REDACTED]

I understand that I may make this request only one (1) time per year. I also understand that in accordance with policy, C.M.H.A. will automatically disburse any remaining compensatory time owed to me in December 2004.

*Forwarded  
to HR  
5/11/04  
20 Jul 04*

Respectfully,

*James M. Griffiths #89*  
James Griffiths #89

605  
FORWARD  
JUL 16 2004  
y 604

COMDOC [Signature]  
JUL 20 04

RECEIVED IN THE OFFICE OF  
JUL 20 2004  
STANLEY C. MURPHY  
DEPUTY CHIEF

FOR PAYROLL USE ONLY:

Hours paid (Code 323-Comptime Payoff P/S) : \_\_\_\_\_

Pay Ending date : \_\_\_\_\_

*Faxed to HR  
on 7/20 PM  
732*

FILE COPY

CMHA/C

APR 1 2003

PERSONNEL DEPT

SETTLEMENT AGREEMENT

This Agreement is made this 24<sup>th</sup> day of March, 2003 by and between Cuyahoga Metropolitan Housing Authority ("CMHA"), Ohio Patrolmen's Benevolent Association ("OPBA"), and James Griffiths ("Griffiths").

WHEREAS, on April 3, 2002 Griffiths was suspended from employment for violations of CMHA's rules, regulations, policies and procedures as outlined in Investigation No. X01-0236;

WHEREAS, Griffiths filed a grievance (No. S-02-247) objecting to the discipline imposed as a direct result of Investigation X01-0236;

WHEREAS, the OPBA has moved the aforesaid grievance to arbitration;

WHEREAS, said grievance was scheduled for arbitration hearing on Thursday, February 13, 2003; and

WHEREAS, it is the intent of the parties to settle fully and finally said grievance filed by Griffiths as follows:


IT IS AGREED:

1. Griffiths was suspended from work for sixty (60) consecutive workdays, without pay, effective Tuesday, April 9, 2002, for violation of CMHA's rules, regulations, policies and procedures as outlined in Investigation No. X01-0236.
2. The aforesaid disciplinary sixty (60) day unpaid suspension imposed by CMHA for said violations shall be reduced to a twenty (20) day unpaid suspension. Griffiths agrees to accept the twenty (20) day suspension.
3. Griffiths shall be fully reimbursed all wages and *accruals* at his hourly rate in 2002, plus any shift differential, for the forty (40) working days, less all usual applicable deductions, including but not limited to taxes, PERS, Medicare, *health insurance*, etc. However, premiums for AFLAC and Union dues and assessments shall not be deducted as Griffiths has acknowledged and represented to CMHA that he has already paid these amounts out of his own pocket during his period of suspension.



4. This Agreement shall constitute full and final discipline for any conduct related to the above referenced investigation. CMHA shall not take any further disciplinary action against Griffiths for this matter.
5. The cancellation fee imposed by Arbitrator Robert Stein will be borne equally by the CMHA and OPBA.
6. Griffiths acknowledges that he has been fully and fairly represented by the Ohio Patrolmen's Benevolent Association and has entered into this Agreement voluntarily and of his own free will, and without coercion by any party.
7. Griffiths, the OPBA, and the CMHA agree that this settlement is non-precedential in nature.
8. The OPBA and Griffiths hereby dismiss, with prejudice, the Arbitration case bearing AAA Case No. 53 L 390 00473 02 which pertains to the subject matter herein.

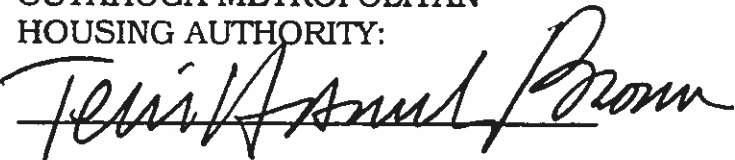
FOR THE UNION:

  
\_\_\_\_\_  
Mark J. Volcheck, Esq.  
Attorney for the OPBA

Date:

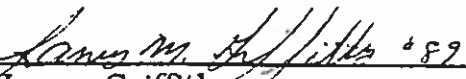
3/28/03

CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY:

  
\_\_\_\_\_  
Terri Hamilton Brown, Executive Director

Date:

4/7/03

  
\_\_\_\_\_  
James Griffiths

Date:

3-25-03

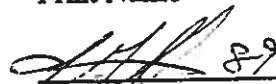


**Statement of Understanding  
Computer Access and Usage Procedures**

I, the undersigned, have received and reviewed the Management Bulletin regarding Computer Access and Usage Procedures. I am fully aware that the CMHA computer and its related uses are intended to assist me in the performance of CMHA business and that any misuse as outlined in the Management Bulletin may be grounds for disciplinary action up to and including criminal prosecution.

JAMES M. BRITTONS  
Print Name

3-28-02  
Date

 89  
Signature



**CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



## Ohio Ethics Law and Related Statutes

I JAMES M. BRITTS, confirm that I received a copy of the 20 pages of the Ohio Ethics Law and Related Statutes as required under Revised Code 102.09(E).

James M. Britts #89 7-1-02  
Name Date

[REDACTED] 10-19-71  
Social Security Number Date of Birth

**FILE**



# Ohio Patrolmen's Benevolent Association Official Grievance Form

RECEIVED IN THE OFFICE OF

MAY 22 2001

STANLEY C. MURREY  
DEPUTY CHIEF

Name of Employee James Griffiths

Department Police

Classification Patrolman

Work Location 2685 E. 79

Immediate Supervisor Lt Dawkins

### STATEMENT OF GRIEVANCE:

List applicable violation: Denial of Secondary Employment, Due to sick usage

Adjustment/remedy required: Allow P.O Griffiths to work secondary employment

I authorize Dale Hemerick as my representative to act for me in the disposition of this grievance.

Date 5/15/01 Signature of Employee [Signature]

Signature of Union Representative [Signature] Title Unavail.

Date Presented to Management Representative 5-15-01

Signature [Signature] Title Police Officer

Disposition of Grievance: I HAVE REVIEWED THIS GRIEVANCE AND MUST DENY IT AT STEP-ONE.

Michael T. Cobbs, P. CHIEF  
5/23/01

THIS STATEMENT OF GRIEVANCE IS TO BE MADE IN TRIPLICATE. ALL THREE COPIES ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE O.P.B.A. REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO Second Shift Supervisor

COPY DC Cobbs

COPY: O.P.B.A. GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF O.P.B.A.



C.M.H.A.

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

FILE



To: Stanley C. Murrey, Deputy Chief

From: Patrick Donaldson, Sergeant

RECEIVED IN THE OFFICE OF  
JUL - 3 2001  
STANLEY C. MURREY  
DEPUTY CHIEF

02 JUL 01	Report re: Attendance at Timberlake Village Council Meeting on 19 JUN 01	Page 1 of 3
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Sir,

On 08 JUN 01 at about 2030 hours, I received a telephone call at my residence from P.O. James Griffiths #89. P.O. Griffiths wanted to make me aware (in my capacity as OIC of the Internal Affairs Unit), that he had been placed on administrative leave from his secondary employment with the Timberlake Police Department. P.O. Griffiths further advised me that Timberlake Police Chief David Graham had told P.O. Griffiths that he (Griffiths) would possibly be facing criminal charges for computer tampering, using the Chief's name on documents without permission, and other unspecified crimes. P.O. Griffiths stated that he had also notified his immediate superior, Sgt. Christopher Jakub #646, regarding this matter.

I questioned P.O. Griffiths as to the circumstances surrounding his being placed on Administrative Leave. He stated that he had not worked at Timberlake since being advised that his secondary employment request was denied due to excess sick time usage, but on about 07 JUN 01 he had gone to Timberlake P.D. Headquarters and prepared a memo to Chief Graham requesting his (Graham's) signature on the pre-structured CMHA Secondary Employment form. P.O. Griffiths stated that he had also prepared a cover letter, from Chief Graham to C.M.H.A.P.D., stating that P.O. Griffiths would be covered by the Village of Timberlake's Worker's Compensation policy while P.O. Griffiths was on duty for the Village, etc. P.O. Griffiths stated that he had typed the letter for Chief Graham as he had been instructed to do by the former Police Chief when P.O. Griffiths previously requested approval to work for the Timberlake Police Department during February of 2000. P.O. Griffiths stated that he had placed both items in his (Griffiths') mailbox at Timberlake P.D. to store them until 25 JUN 01 when he would again be eligible to engage in secondary employment. He planned to then present the items to Chief Graham for his signature.

P.O. Griffiths further stated that on 08 JUN 01 at about 1800 hours he had been paged by Chief Graham. P.O. Griffiths returned the call and Chief Graham ordered him to report to Timberlake P.D. forthwith. P.O. Griffiths arrived at about 1930 hours, and was informed by Chief Graham that he (Griffiths) was being placed on Administrative Leave pending the outcome of an investigation. Chief Graham stated that P.O. Griffiths had typed Chief Graham's name on the above mentioned secondary employment cover letter "without permission", deleted items from the Timberlake P.D. computer, and other (unspecified) rule infractions. Chief Graham also informed P.O. Griffiths that he would be asking the Lake County Sheriff's Department to investigate P.O. Griffiths' actions regarding the letter and deletion of material from the computer, and that he would possibly face criminal charges for such actions. I thanked P.O. Griffiths for

advising me of this information, and asked that he notify me if he became aware of further information regarding the investigation being conducted by Chief Graham.

After speaking with P.O. Griffiths, I telephoned the Timberlake Police Department and spoke with Chief Graham. I explained to him that I was the OIC of C.M.H.A.P.D.'s Internal Affairs Unit, and therefore interested in knowing if and when P.O. Griffiths would be charged with a crime, so I could make the proper notifications to my superiors. Chief Graham informed me that he would probably be referring the matter to the Lake County Sheriff's Office for investigation, and stated that he would keep me apprised of any charges filed against P.O. Griffiths. Chief Graham also asked me about P.O. Griffiths' orders that he was not permitted to work secondary employment. I explained to Chief Graham that P.O. Griffiths had used more than the allowable number of sick hours permitted to engage in secondary employment during the previous year, but as of 25 JUN 01 he would again be eligible. I further explained to Chief Graham that this was an administrative restriction, and not disciplinary in nature. Finally, I informed Chief Graham that P.O. Griffiths was not under investigation for any misconduct at C.M.H.A.P.D., as the Chief seemed to believe. As of this writing I have not heard further from Chief Graham regarding his investigation concerning P.O. Griffiths.

On about 13 JUN 01 I was again contacted via telephone by P.O. Griffiths. He stated that a Timberlake Village Council Meeting was scheduled to be held on the evening of Monday, 19 JUN 01 at the Timberlake Village Hall. P.O. Griffiths further stated that information relating to the recent hiring of Chief Graham by the Village, as well as the sudden turn-over of part time Police Officers, were slated to be discussed. P.O. Griffiths stated that he had received a letter from Chief Graham advising him that he was not permitted to be on Village property pending the outcome of his investigation. He therefore asked me if I would attend the hearing, in case specifics of his (Griffiths') investigation were discussed. I agreed to do so.

On 19 JUN 01 at about 1910, while off duty and en route to my residence after having departed from C.M.H.A.P.D. Headquarters, I detoured from my normal route and stopped at Timberlake Village Hall to attend the council meeting. I was driving my assigned C.M.H.A.P.D. unmarked police vehicle, a white 1994 Ford Crown Victoria, Ohio license # CMN3837. I attempted to find a parking spot at the Village Hall, but every available spot was marked "Permit Required". I parked in a "permit" space, and approached several Police Officers (including Chief Graham) and a civilian who were standing near the entrance to the Hall. I was dressed in a pair of slacks and an open-necked dress shirt, with no weapon, badge, or other identification visible on my person. I asked if there were public parking areas nearby, and the civilian told me I was welcome to park where I was for the duration of the council meeting. He then held out his hand and introduced himself as the Mayor of Timberlake ("Sam", whose last name I don't recall). I shook his hand and introduced myself as "Patrick Donaldson". Upon doing so, I noticed Chief Graham react as if recognizing my name. I turned to him, shook his hand, and asked "Anything further?" (in reference to the investigation involving Griffiths). Chief Graham replied "Not yet" or words to that effect. A third Police Officer introduced himself to me, and I then went inside the hall and took my seat.

The meeting lasted from about 1930 hours until after 2200 hours. There was a considerable amount of discussion from the floor regarding Chief Graham's hiring, and some generalities were



made by the Mayor as to "on-going investigations" within the Police Department, but no specifics of P.O. Griffiths' investigation were discussed. The Village Council moved on to other business at about 2200 hours, and I departed at that time.

As I left the building I was briefly stopped by a Timberlake Officer who stated that Chief Graham had instructed him to ask me if I was there in an official or personal capacity. I replied "Both", since I had wanted to see if P.O. Griffiths investigation would be discussed, and had also been following with interest the goings-on surrounding Chief Graham's hiring in the Plain Dealer and wanted to see first-hand what all the commotion was about.

On 20 JUN 01 I was ordered to report to Deputy Chief Cobbs' office, where I was interviewed by both D.C. Cobbs and Chief Jackson regarding my attendance at the council meeting. I was also interviewed by Deputy Chief Murrey on 26 JUN 01 regarding this matter. I am now aware of the implied biases caused by my attendance at the council meeting, and the ramifications of having done so.

Respectfully,



Patrick Donaldson, Sergeant  
Internal Affairs Unit

6 JUL 01

On 26 JUN 01 I conferred with Sgt. Donaldson regarding the above issue. He was advised that his actions gave me the appearance of a personal friendship between himself and P.O. Griffiths. Sgt. Donaldson had previous "official" contact with Chief Graham regarding Griffiths' status. Chief Graham granted Sgt. Donaldson's request to be updated as to any charges that may be filed against P.O. Griffiths. At the behest of Chief Graham, a Timberlake Officer asked if Sgt. Donaldson was in a personal or official capacity, to which he responded "both". That response would bring Sgt. Donaldson's ethics and loyalty into question.

I have counseled Sgt. Donaldson as to his friendship with P.O. Griffiths. That there must be separation between friendship and his sworn duties. By attending the meeting in an "official" status, it strained the bonds of cooperation between the Timberlake and CMHA police departments regarding the Griffiths issue. I advised him that the proper course to take would have been: first to obtain permission from the CMHA Chief of Police to attend the meeting; and second, since he had an "official" relationship established with Chief Graham, he should have contacted him to ascertain if there would be any value for him to attend the meeting. The latter would have fostered trust between them and the departments.

I believe and am fully confident that this counseling will be sufficient to prevent re-occurrence of similar situations in the future.

*Handwritten notes and signatures:*  
 #612  
 29 JUL 01 @ 1306 hours  
 9 JUL 01  
 James M. [Signature]

RECEIPT

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

SS: [REDACTED]

RECEIVED THIS 13 DAY OF 11 2000 FROM ISSUE:

1) Bodyguard OC spray & basketweave case.

2) \_.

3) \_.

4) \_.

5) \_.

6) \_.

7) \_.

8) \_.

9) \_.

10) \_.

11) \_.

12) \_.

JAMES M. G.R. FEITAS #85  
PRINTED NAME / BADGE

[Signature]  
SIGNATURE OF RECIPIENT

ISSUED BY: [Signature]  
ADMINISTRATIVE SIGNATURE

11 13 00  
DATE

1500 HOURS  
TIME



**CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**EQUIPMENT RESPONSIBILITY FORM**

Date: 10-11-00

I JAMES M. COLLINS #89 (PRINT FULL NAME) accept this Motorola handheld radio, with the understanding that the radio is the property of the Cuyahoga Metropolitan Housing Authority Police Department (CMHAPD) and that I am fully responsible and accountable for its use, activity, location, and possession. I am aware that the issuance of this radio is intended to assist me in the performance of my duties and that any misuse of this equipment will result in disciplinary action. Should this radio become lost or stolen, I understand that I will be liable for the cost of its replacement.

Model Number: MT 1000  
 Serial Number: 4989 ✓  
 Microphone: yes ✓  
 Case: \_\_\_\_\_  
 Charger: \_\_\_\_\_

✓ Employee Signature: [Signature] #89 Date: 10-11-00

Issued by: [Signature] Date: 10-11-00

David L. Bly  
 Notary Public, State of Ohio  
 Recorded in Cuyahoga City.  
 My Comm. Expires 04-25-2004



RECEIPT

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

SS: [REDACTED]

RECEIVED THIS 9 DAY OF SEPT. 20 00 FROM ISSUE:

1) Monadnock expandable baton & basketweave scabbard.

2) \_.

3) \_.

4) \_.

5) \_.

6) \_.

7) \_.

8) \_.

9) \_.

10) \_.

11) \_.

12) \_.

JAMES M. BRIDGES 89  
PRINTED NAME / BADGE

[Signature] 89  
SIGNATURE OF RECIPIENT

ISSUED BY: [Signature] 2642  
ADMINISTRATIVE SIGNATURE

09/09/00  
DATE

0900 HOURS  
TIME

FILE



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**

RECEIVED IN THE OFFICE OF  
JAN 12 2001  
STANLEY C. MURREY  
DEPUTY CHIEF



**To: D.C. Cobbs**

**From: Ptl. James Griffiths #89**

**Date: December 11, 2000**

**Subject: Officer live in Program**

Sir,

I am submitting this memo to request my interest in the Officer Live in Program. I am currently going through a divorce and am in need of a place to live. This would be on a temporarily basis. I currently have a part time job with the Timberlake Police Dept. and would like to get a high- rise building close / and in-between that Dept. and C.M.H.A Police. If possible I would like to get 16700 Lakeshore, 16800 Lakeshore, Euclid Beach Apt. or 1300 Superior. These buildings would fit good for me. I really need this so I can start to get my life back into order.

To contact me I can be paged at : 216- 639-6774 or my cell phone - [REDACTED]  
I thank you for your time in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "James Griffiths #89".

Ptl. James Griffiths #89

FILE



**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**DIVISION OF POLICE**

**TYPE:** Inter-office Memorandum

**TO:** Deputy Chief Cobbs

**FROM:** Ptl. James Griffiths #89

**DATE:** 2/13/00

**SUBJECT:** Timecard discrepancy

Sir,

On 2/1/00 I arrived at work, parking lot area, at approx. 1620 hrs. I was driving around the parking lot but was unable to locate a parking spot. I drove around for approx. 5 minutes. I found Officer Hayhurst #39 in the unmarked detective car driving through the parking lot at this time. I pulled up next to him and asked him to contact the second shift supervisor over the air to let them know I was there but just couldn't find a parking spot. Officer Hayhurst #39 then called in that I was in the parking lot. I drove around for a few more minutes and noticed someone leaving so I took their parking spot.

Note: the painters for CMHA come in between the hours of 1600 and 1630 to punch out for their shift causing more cars to be in the parking lot than normal as well as Mr. Heater doesn't let out until 1630 not making their spots available until then.

When I arrived inside the station some of the officers were making jokes about me finding a parking spot verifying that Officer Hayhurst #39 did call this out over the air. I went to the time clock and punched in. The time shown on the time clock was 1632 hrs. I then went upstairs to get dressed and went to roll call.

I spoke with Sgt. Smith #630 pertaining to the parking situation and he advised that he was aware of it and it is a problem.

When I came back in at the end of my shift to punch out I found that there was a tardy -.25 marked on my time card.

On 2/2/00 I brought the tardy to Sgt. Smith's #630 attention and he advised that I would need to talk to Lt. Vazquez #650. I was going to talk to him on this date but he was unavailable. I spoke with Sgt. Jakub #646 and advised him of the situation and he advised that he would speak to Lt. Vazquez #650 to find out why the tardy was given. Sgt. Jakub #646 advised me that Lt. Vazquez #650 is going by what the time card says because that is when I was physically in the department and did not feel that the radio call that I was in the parking lot was sufficient.

On 2/10/00 I met with Lt. Vazquez #650 regarding the situation. After explaining the situation to Lt. Vazquez #650 advised that the tardy would stand and that he did not care that I was in the parking lot and couldn't park. He advised me in the future I should double park another vehicle, come in to the station to punch in, have roll call, return to move my car and park my car. I then asked him if this decision was final and he stated yes. I then asked him if I could move up the chain of command with the issue and he stated yes. I then went into Commander Murray's office but he was not available. I advised Sgt. Donaldson #642 that I would like to speak with the Commander and Sgt. Donaldson #642 advised that the Commander was in a meeting and wouldn't be available for some time. On 2/11/00 when I came into work I went to speak with Commander Murray but he was already off for the day. Deputy Chief Cobbs was on his way out of Commander Murray's office at this time and I requested to speak with him. He stated yes and we met in the lunch room. I advised Deputy Chief Cobbs of the situation and advised him that I wanted to get this corrected before the timecards go in if possible. Deputy Chief Cobbs advised me to type a memo about the situation for him to receive by 2/14/00 to sit down with Commander Murray and discuss.  
Thank you for your time on this matter.

Respectfully submitted,



Ptl. James Griffiths #89

15 FEB 00

LT. VAZQUEZ:

P.O. Griffiths perception is that you didn't care about his dilemma of not being able to find a parking spot. All supervisors should project understanding to officers. However, understanding does not mean that supervisors are supposed to overlook situations.  
In this situation, it is apparent the officer was running close to the "wire." Officers who do that must be prepared for unexpected occurrences that may cause them to be late. For example, an accident which causes a traffic jam, is not the officer's fault, however the result of being late due to the accident is the responsibility of the officer. Here, if the officer was prepared, i.e. already being in uniform, he still would have been late to roll call as he punched in at 1030 hrs.  
I support your decision in this matter, as a result advise P.O. Griffiths that the -.35 tardy will stand.

Attachments: Copy of front and back of timecard for the pay period of 2/18/00.



NAME Det. Griffiths #89  
 SOC. SEC.# \_\_\_\_\_ P/E DATE 2/18/2000

DISTRIBUTION	SHIFT	CODE
EXPLAIN PRIOR PAY ADJ. HERE	HRS	CODE
<u>Second Shift</u>		<u>048</u>

	IN	OUT	IN	OUT	IN	OUT	
<u>2/5</u>			<u>8:16:18</u>	<u>8:0:58</u>			<u>8</u>
<u>2/6</u>			<u>8:16:16</u>	<u>8:0:43</u>			<u>8</u>
<u>2/7</u>	<u>off</u>			<u>8:0:33</u>			<u>/</u>
<u>2/8</u>	<u>off</u>						<u>/</u>
<u>2/9</u>			<u>8:16:17</u>				
<u>2/10</u>			<u>8:16:22</u>	<u>8:0:33</u>			
<u>2/11</u>			<u>8:16:12</u>	<u>8:0:30</u>			
<u>2/12</u>			<u>8:16:22</u>	<u>8:0:30</u>			
<u>2/13</u>							
<u>2/14</u>			<u>1630</u>	<u>0030</u>			<u>8</u>
<u>2/15</u>	<u>off</u>						<u>/</u>
<u>2/16</u>	<u>off</u>						<u>/</u>
<u>2/17</u>			<u>1630</u>	<u>0030</u>			<u>8</u>
<u>2/18</u>			<u>1630</u>	<u>0030</u>			<u>8</u>

COURT	_____	REG HOL HRS	_____
P/S HOL WKD.	_____	HRS WORKED	_____
RANGE	_____	WOP HOURS	_____
REG O.T.	_____	COMP. HRS. USED	_____
COMP. HRS.	_____	SICK LEAVE	_____
	_____	ANNUAL LEAVE	_____
	_____	TOTAL	_____

*[Handwritten Signature]*  
EMPLOYEE  
650

SUPERVISOR

(THIS PUNCHED TIME MUST BE CROSS REFERENCED WITH MANUAL INPUT FROM LAST PAY PERIOD AND CHECKED FOR ALL ADJUSTMENTS TO BE MADE THIS CURRENT PERIOD)

	IN	OUT	IN	OUT	IN	OUT	
2/1	Tuesday	25	8:16:32				8
			8:16:27	8 0:40			8
			8:16:08	8 0:31			8
			8:16:28	8 0:38			8

7 POL  
 GRIFFITHS, JAMES  
 210 POLICE & SECURITY  
 210 POLICE & SECURITY  
 Pay Ending: 02/18/00

DISTRIBUTION	SHIFT	CODE
EXPLAIN PRIOR PAY ADJ. HERE	HRS	CODE
<i>Pen adj.</i>	<i>.25</i>	<i>048</i>
<i>Third Shift</i>	<i>.75</i>	<i>049</i>
<i>Second Shift</i>		<i>048</i>

	IN	OUT	IN	OUT	IN	OUT	
<i>2/5</i>		<i>150 1618</i>	<i>16:18</i>	<i>18:05</i>			<i>8</i>
<i>2/6</i>			<i>16:16</i>	<i>18:04</i>			<i>8</i>
<i>2/7 off</i>				<i>18:03</i>			<i>/</i>
<i>2/8 off</i>							<i>/</i>
<i>2/9</i>			<i>16:17</i>				<i>8</i>
<i>2/10</i>			<i>16:22</i>	<i>18:03</i>			<i>8</i>
<i>2/11</i>			<i>16:12</i>	<i>18:30</i>			<i>8</i>
<i>2/12</i>		<i>125 1606</i>	<i>16:22</i>	<i>18:30</i>			<i>8.25</i>
<i>2/13</i>			<i>16:17</i>	<i>18:44</i>			<i>8</i>
<i>2/14</i>			<i>1630</i>	<i>0030</i>			<i>8</i>
<i>2/15 off</i>							<i>/</i>
<i>2/16 off</i>							<i>/</i>
<i>2/17</i>			<i>1630</i>	<i>0030</i>			<i>8</i>
<i>2/18</i>			<i>1630</i>	<i>0030</i>			<i>8</i>

COURT	_____	REG HOL HRS	_____
P/S HOL WKD	_____	HRS WORKED	<i>79.75</i>
RANGE	_____	WOP HOURS	<i>.25</i>
REG. O.T.	<i>.75</i>	COMP. HRS. USED	_____
COMP HRS	_____	SICK LEAVE	_____
	_____	ANNUAL LEAVE	_____
	_____	TOTAL	<i>80.00</i>

*[Handwritten Signature]* #89  
 EMPLOYEE  
 650

SUPERVISOR

02-12-00 - 25 07 143 656 2K- General  
 02-05-00 - 50 07 145 656 #1111

(THIS PUNCHED TIME MUST BE CROSS REFERENCED WITH MANUAL INPUT FROM LAST PAY PERIOD AND CHECKED FOR ALL ADJUSTMENTS TO BE MADE THIS CURRENT PERIOD)

	IN	OUT	IN	OUT	IN	OUT
2/1 Terry - 25			816:32			
<i>[Signature]</i>			816:22	8 0:40		
			816:02	8 0:31		
			816:28	8 0:38		



POLICE AND SECURITY  
APPROVAL FORM AND OVERTIME LOG

EMPLOYEE NAME: <i>JAMES GRANTHS 489</i>	SOCIAL SECURITY NUMBER: [REDACTED]	
UNIT DESCRIPTION: <i>POLICE</i>	DEPT./ COST CENTER NUMBER: 201 - - - - <i>210</i>	
PAY PERIOD ENDING: <i>2-18-00</i>	BADGE # <i>89</i>	CLASSIFICATION: <i>POLICE</i>

TOTAL HOURS  
WORKED

SECOND SHIFT= 048  
THIRD SHIFT= 049

DATE	START TIME	AM/PM	END TIME	AM/PM	OT	REG	COMP	SHIFT CODE	TYPE OF HOURS WORKED
<i>2-4-00</i>	<i>0030</i>	<i>AM</i>	<i>0053</i>	<i>AM</i>	<i>.50</i>			<i>049</i>	<i>EXT. TOUR (COMPLETION w/186)</i>
<i>2-12-00</i>	<i>0030</i>	<i>AM</i>	<i>0044</i>	<i>AM</i>	<i>.25</i>			<i>049</i>	<i>EXT TOUR (LATE CALL)</i>
ACTUAL TIME SPENT					<i>.75</i>			<i>049</i>	
TOTAL HOURS					<i>.75</i>			<i>049</i>	

REQUESTED BY: *[Signature]*  
 APPROVED BY: *[Signature]*  
 TITLE: *P. CHIEF*

EMPLOYEE SIGNATURE: *[Signature]*  
 DATE: *02-14-00*

COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FILE



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



TYPE: INTER-OFFICE MEMORANDUM  
TO: Sgt. Jakub #646  
FROM: Ptl. James Griffiths #89  
DATE: 09-28-99  
SUBJECT: Reimbursement

RECEIVED IN THE OFFICE OF  
SEP 29 1999  
STANLEY C. MURPHY  
COMMANDER

Sir,

I am submitting this memo to be reimbursed for my vest. The Vest was ordered on 09-17-99 from Atwells. Enclosed will be a copy of the receipt that the vest was ordered. The cost of the vest is \$525.00.

*Forwarded to Comm. Murphy  
9-28-99 C#646*

Respectfully Submitted

*James Griffiths #89*

Ptl. James Griffiths #89,

29 SEP 99

*Sir:*

*Recommend issuance of the reimbursement check for \$500.00 to P.O. Griffiths #89.*

*Respectfully,  
Stanley C. Murphy*

**ATWELL'S**  
 POLICE & FIRE EQUIPMENT CO.  
 207 Chestnut Street  
 PAINESVILLE, OHIO 44077  
 (440) 354-5593 • Cleve. (440) 951-0347  
 1 800-362-1361 FAX (440) 354-0812

CUSTOMER'S ORDER NO.		PHONE	DATE				
		350-9150	9-17-99				
NAME							
James Griffiths							
ADDRESS							
C.M.H.A.							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RET'D.	PAID OUT	
QTY.	DESCRIPTION				PRICE	AMOUNT	
1	Safariland Zero "6" Gold IIIA w/2 Navy Garments + soft trauma pak  Sz. 38S					525.00	
ORDER							
RECEIVED BY						TAX	
						TOTAL	

B PRODUCT 610

All claims and returned goods must be accompanied by this bill.

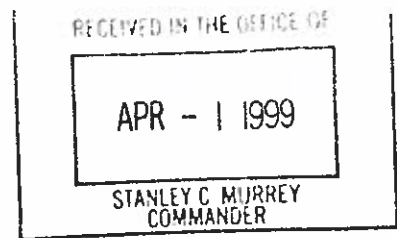
**NEBS** To Reorder Call  
1-800-225-6360

*Thank You*



**CMHA**

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE**



**TYPE:** Inter-office Memorandum

**TO:** Sgt. Jakub #646

**FROM:** P.O. James Griffiths #89

**DATE:** 03-31-99

**SUBJECT:** Interest in K-9 Unit (DN #00-025)

FILE

Sir,

I'm submitting this memo to be considered for the K-9 unit. I have been employed with the Police Department since October 24, 1992. I am currently assigned to 4<sup>th</sup> platoon. I have seven years of experience in the Police Department. I currently have the responsibility of caring for two dogs. I own my home and have ample space to house a K-9. I have worked with Sargent Shaughnessy #654 on several occasions in the field with Argo. Thank you for taking the time to consider me for this position.

Respectfully Submitted,

*P.O. James Griffiths #89*  
P.O. James Griffiths #89



CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

TYPE: Interoffice memorandum

TO: PO James Griffiths #89

FROM: Sgt. Patrick Donaldson, Range OIC

DATE: 14 SEP 98

SUBJECT: Failure to Achieve Range Proficiency Requirements

PO Griffiths,


On 14 SEP 98 you failed to demonstrate proficiency with your duty weapon during mandatory range qualification. I would therefore direct your attention to the Divisional Manual of Rules and Regulations, Chapter 10.1.10 "Use of Force", which states in part:

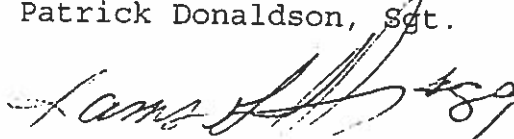
"Sworn Officers who fail to meet proficiency requirements will be granted a fourteen (14) day grace period in which to become proficient. Within this fourteen (14) day period the officer must, on his own time, report to the range for remedial training and certification. Officers who fail to achieve certification during this grace period shall be placed on leave without pay. If the officer has failed to achieve certification after one (1) week of leave without pay, he shall be separated from the Police Department for failure to maintain certification."

You are therefore notified that no later than 28 SEP 98 you must successfully demonstrate proficiency with your duty weapon as required by the CMHA Police Department. Failure to do so will result in a request for your immediate suspension being forwarded to the office of the Chief of Police. If you have any questions about this matter, please do not hesitate to contact either myself or Lt. Morenz.

CC: Files  
Murrey

Passed  
16 SEP 98

  
Patrick Donaldson, Sgt.

  
9-15-98



CMHA  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE

TYPE: Inter-office memorandum

TO: PO James Griffiths #89

FROM: Sgt. Patrick J. Donaldson, Range OIC

DATE: 22 October 1997

FILE

SUBJECT: Failure to Achieve Range Proficiency Requirements

PO Griffiths,

On 20 October 1997 you failed to demonstrate proficiency with your duty weapon during mandatory range qualification. I would therefore direct your attention to the Divisional Manual of Rules and Regulations, Chapter 10.1.10 "Use of Force", which states in part:

"Officers who fail to meet proficiency requirements will be granted a fourteen (14) day grace period in which to become proficient. Within this fourteen (14) day period the officer must, on his own time, report to the range for remedial training and certification. Officers who fail to achieve certification during this grace period shall be placed on suspension. If the officer has failed to achieve certification after one (1) week on suspension, he shall be separated from the Police Department for failure to maintain certification."

You are therefore notified that no later than 03 November 1997, you must successfully demonstrate proficiency with your duty weapon as required by the CMHA Police Department. Failure to do so will result in a request for your immediate suspension being forwarded to the office of the Chief of Police. If you have any questions about this matter, please do not hesitate to contact either myself or Lt. Morenz.

CC: Files  
Murrey

*2<sup>nd</sup> failure 10/27/97*  
*3<sup>rd</sup> failure 10/29/97*  
*Patrick Donaldson*  
Patrick Donaldson, Sgt.  
*Passed 03 Nov 97*  
*PO James Griffiths #89*

10-23-97 1905NMS

# CMHA

## Interoffice Memorandum

FILE

DATE: 7-16-97  
(CURRENT DATE)

18 JUL 97

TO: RUTH PENNER  
ASSISTANT PAYROLL MANAGER

*forwarded to  
Mr. Huber - by*

*A. Murray*

FROM: POLICE DIVISION

Sgt. Donaldson #642  
(PRINT: SHIFT SUPERVISOR NAME)

SUBJECT: LEAVE TIME DONATION

RE: William Higgins Botham  
(PRINT: DONOR FULL NAME)

[REDACTED]  
(SOCIAL SEC.#)

THE ABOVE OFFICER WOULD LIKE TO DONATE THE FOLLOWING TIME TO ANOTHER OFFICER ON LEAVE:

TYPE OF TIME

DONATED: VACATION

NO. OF HOURS DONATED: 8

TIME IS TO BE DONATED TO: PO. JAMES M. GILBERT #89 / [Signature] #89  
(RECIPIENT) (PRINT FULL NAME)

OFFICER'S SOC. SEC.#: [REDACTED]

[Signature] #02  
(OFFICER DONATING TIME SIGNATURE)

[Signature]  
(SUPERVISOR SIGNATURE)

cc: payroll  
cc: files

### Board of Commissioners

Karen H. Coats, Chairwoman • Dwayne Browder, Vice-Chairman  
Louise Harris • Dr. Consuelo Sousa • Robert C. Townsend II  
Claire E. Freeman, Chief Executive Officer



**Atwell's**  
**POLICE & FIRE EQUIPMENT CO.**  
 207 Chestnut Street  
 PAINESVILLE, OHIO 44077  
 (216) 354-5593 (216) 951-0347  
 1 800-362-1361 FAX (216) 354-0812

# Invoice

CUSTOMER NO. 1

INVOICE NUMBER: 31527

OLD TO:

CASH SALE

SHIP TO:

C.M.H.A. POLICE  
 JAMES GRIFFITHS

DATE	SHIP VIA	F.O.B.	TERMS
06/25/93	Delivered	Origin	Net
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR ORDER NUMBER
Verbal	06/25/93	JA	None

QTY. ORDERED	QTY. SHIPPED	QTY. B.O.	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1		MISCITEM	SAFARILAND HYPER LITE VEST III SN - 162706 162771 <i>Inspecty Approved</i> <i>WJst</i>  <i>RAID</i> <i>check</i>	500.00	500.00
					NonTaxable Subtotal	0.00
					Taxable Subtotal	500.00
					Tax ( 5.750 % )	28.75
					Total	528.75

Received by:  
 INTEREST CHARGED ON ALL PAST-DUE ACCOUNTS  
 AT THE RATE OF 1.25%/MONTH-MIN. CHARGE \$.50  
 Page 1

*Thank You*



RECEIPT

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DEPARTMENT OF POLICE & SECURITY

RECEIVED 15TH DAY OF APRIL 1983 FROM DIVISIONAL ISSUE

SS# [REDACTED] THE FOLLOWING:

1. CHECK IN THE AMOUNT OF \$500.00 FOR BULLET
2. RESISTANT VEST
3. PERSONAL COPY OF NOTICE #93-029
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

4 1151 93  
DATE  
1 1

1630 HRS.  
TIME  
  
       HRS.  
TIME

[Signature] 89  
SIGNATURE OF RECIPIENT  
[Signature]  
ADMINISTRATIVE SIGNATURE

1993 CMHA POLICE DIVISION

PAY OPTION

NAME GR. GRITHS JAMES # 89  
(PRINT) LAST FIRST BADGE #

TODAYS DATE 12-9-92

PURSUANT TO THE OPTIONS AFFORDED ME BY THE AGREEMENT BETWEEN CMHA AND THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION, I MAKE THE FOLLOWING SELECTIONS FOR 1993.

OVERTIME PAY  OVERTIME COMPENSATORY TIME \_\_\_\_\_

STRAIGHT PAY  RANGE/COURT TIME COMPENSATORY TIME \_\_\_\_\_

SIGNATURE James Griths #89

cc: Personnel  
Payroll  
O.P.B.A.

GOLDFISH UNIFORM STORE  
 200 PROSPECT AVE.  
 CLEVELAND, OHIO 44115  
 216-861-4244/FAX 216-861-1136

P A C K I N G S L I P

Order Date	Order#	Page
10/26/92	29175	1

B CUY METRO HOUSING AUTHORITY  
 I ATTN: LT. MAJOROS  
 L 2685 EAST 79TH. ST.  
 L CLEVELAND, OHIO 44104

S CUY METRO HOUSING AUTHORITY  
 H 1441 W. 25  
 I CLEVELAND OHIO 44113  
 P FOR GRIFFETHS

Cust Code	Slsmn	Cust P.O.	Ship Via	Terms	Pack Date
CMHA	MGR			NET 30	10/26/92

Line Num	Item Code	Vendor Reference	Item Description	Qty Order	Qty Ship	Qty B.O.	Gross Price	Disc	Net Price	Ext Price
1	1566860029	48W6686	LAPD BLUE DELUX TROP LS SHIRT (16 35 NAVY )	4	4	0				
2	1598660003	98A6686	LAPD SS DELUX TROP NAVY SHIRT (LARGE S/S NAVY )	4	4	0				
3	1532230006	32230	#32230 FECHNE FREE FIT NUY PNT 43 OUTSEAM (NAVY 33 REG. )	3	3	0				
4	1529900007	#26990	BLAUER #26990 RAINCOAT (LARGE BLACK )	1	1	0				
5	1502570021	#255	255 HIP-LENGTH JKT. W/LINER (44L NAVY )	1	1	0				
6	1500010006	CPD SPRING CAP	CLEVE POLICE SPRING/FALL CAPS (NAVY 7 1/4 )	1	1	0				
7	9005350000	90080	NAVY CLIP-ON TIE	2	2	0				

SIGNATURE *Pat Basil*  
 DATE 10-27-92

RECEIPT

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DEPARTMENT OF POLICE & SECURITY

RECEIVED 25 DAY OF OCT, 19 92 FROM DONALDSON 57#

SS#: [REDACTED] THE FOLLOWING:

1. 50 Rounds 9mm LUGER Subsonic 1476r. JHP
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

10/25/92  
DATE

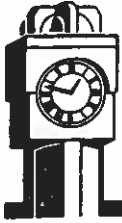
1315 HRS.  
TIME

[Signature]  
SIGNATURE OF RECIPIENT

10/25/92

1315 HRS.  
TIME

[Signature] #57  
ADMINISTRATIVE SIGNATURE



**Lakeland**  
Community College

7700 Clocktower Drive, Mentor, Ohio 44060-7594 • 216/953-7000

September 4, 1992

Dear James:

Congratulations! You have passed the state examination with a score of 73 percent. Your test grades will be sent to you as soon as we receive them from the Ohio Peace Officer Training Council.

Best wishes for your continued success!

Sincerely yours,

A handwritten signature in cursive script that reads "James T. McBride".

James T. McBride  
Chief of Police  
Academy Commander

cd

# EVALUATIONS





**CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT  
ANNUAL PERFORMANCE APPRAISAL**



**MEMBER NAME:** James Griffiths #89

**EVALUATOR:** James Neal #668 Sergeant

**DATE:** 29MAY19

**APPRAISAL PERIOD**

**FROM:** 01JAN2018

**TO:** 31DEC2018

<p align="center"><b>HONESTY / INTEGRITY</b></p> <p align="center">Core Values:</p> <p align="center"><b>Accountability &amp; Tenacity</b></p>	<p>Behaves in an honest, fair and ethical manner; shows consistency in words and actions; holds oneself to the highest level of ethical standards; shares information accurately, completely and appropriately.</p>
<p><input type="checkbox"/> Exceeds Expectations <input checked="" type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Griffiths shares information accurately and completely and appropriately when pertaining to CMHA.</p>

<p align="center"><b>COMMUNICATIONS</b></p> <p align="center">Core Values:</p> <p align="center"><b>Respect &amp; Understanding</b></p>	<p>Ability to express ideas and concepts clearly; effective in writing using correct grammar and structure; ability to understand and execute instructions; ability to convey thoughts and express ideas effectively; attends to and fully comprehends what others are saying; ability to understand and execute verbal instructions.</p>
<p><input type="checkbox"/> Exceeds Expectations <input checked="" type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Griffiths has the ability to express ideas and concepts clearly and does execute instructions when given. Police Officer James Griffiths does at times convey personal thoughts and ideas that are not conducive to the core values of CMHA.</p>

<p align="center"><b>INTERPERSONAL SKILLS</b></p> <p align="center">Core Values:</p> <p align="center"><b>Respect &amp; Understanding</b></p>	<p>Interacts positively with others; treats others with courtesy, sensitivity, and respect; considers the feelings of people in different situations; demonstrates politeness and empathy; builds constructive relationships; ability to cooperate and effectively communicate with residents, colleagues, supervisors, and outside stakeholders; works to achieve common goals.</p>
<p><input type="checkbox"/> Exceeds Expectations <input checked="" type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Griffiths treats residents with courtesy and respect. Police Officer James Griffiths has an understanding that we are here to serve the residents and when called to do so does respond to effectively communicate with them.</p>

<p style="text-align: center;"><b>SERVICE</b></p> <p style="text-align: center;">Core Values: <b>Excellence / Respect / Service</b></p>	<p>Acts professionally and calmly at all times when interacting with others; demonstrates concern and courtesy towards others; treats all people fairly and respectfully at all times; responds to customer needs within agreed upon time frames; addresses conflicts and problem situations with patience and tact; listens to customers / residents and addresses needs and concerns; keeps customers informed by providing status reports and progress updates; meets established or agreed upon deadlines; uses initiative to improve outcomes.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input checked="" type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Giffiths acts calmly when interacting with residents and stakeholders. Police Officer James Giffiths addresses conflicts and problem situations with patience and provides a status report.</p>

<p style="text-align: center;"><b>JOB KNOWLEDGE</b></p> <p style="text-align: center;">Core Values: <b>Excellence &amp; Training</b></p>	<p>Ensures job knowledge and skills are current and valuable; demonstrates ability to apply practical and technical knowledge to specific tasks / assignments; demonstrates job knowledge through the ability to successfully execute duties outlined in the job description.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input checked="" type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Giffiths has the skills and knowledge of the job and knows when to apply them skills.</p>

<p style="text-align: center;"><b>PRODUCTIVITY</b></p> <p style="text-align: center;">Core Values: <b>Commitment / Tenacity / Service</b></p>	<p>Strives to produce high quality results; focuses and perseveres in the face of obstacles; uses time efficiently when confronted with challenges; prioritizes tasks based on importance / urgency; work outputs match quality standards / set expectations; completes tasks / assignments with a high level of proficiency; corrects errors and learns from them to reduce future errors; consistently delivers high level of service to all clients / residents / colleagues and supervisors; takes personal responsibility for the quality and timeliness of work and achieves results with little oversight; follows through on commitments; acknowledges and learns from mistakes without blaming others; adapts to changing business needs; conditions and situations in a positive manner; displays openness to training and application of new skills and self-improvement.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input checked="" type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b> Police Officer James Giffiths completes the minimum requirements for job quantity. Police Officer James Giffiths has to be directed to complete assignments and does not take initiative to to display openness to training and application of new skills and self-improvement. Police Officer James Giffiths has to be directed to complete task has to be overseen to complete them,</p>



<p align="center"><b>TEAMWORK</b></p> <p>Core Values:</p> <p align="center"><b>Commitment &amp; Tenacity</b></p>	<p>Willingly cooperates and works collaboratively toward solutions that generally benefit all involved parties and accomplish group objectives; actively participates as a member of the team.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input checked="" type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b></p> <p>Police Officer James Griffiths willingly cooperates and works collaboratively toward solutions that generally benefit all involved parties.</p>

<p align="center"><b>ATTENDANCE</b></p> <p>Core Values:</p> <p align="center"><b>Accountability &amp; Understanding</b></p>	<p>Meets all CMHA policies and standards for attendance and punctuality; has a thorough understanding of CMHA timekeeping policies and procedures; reports to scheduled training classes and / or meetings on time and prepared.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input checked="" type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b></p> <p>Police Officer James Griffiths received a written warning in 2018 for tardies, accruing 9 tardies for the year. Police Officer James Griffiths used 69 hours of sick time used in 2018.</p>

**FOR SUPERVISORS:**

<p align="center"><b>COACHING &amp; MENTORING</b></p> <p>Core Values:</p> <p align="center"><b>Accountability &amp; Training</b></p>	<p>Provides timely guidance and feedback to help others strengthen specific knowledge / skill; reinforces efforts and progress; provides instruction, positive role modeling, and opportunities for learning; clarifies expected behaviors and levels of proficiency by seeking and giving information and checking for understanding.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b></p>

<p align="center"><b>LEADERSHIP</b></p> <p>Core Values:</p> <p align="center"><b>Accountability &amp; Tenacity</b></p>	<p>Creates a vision or goal and communicates in a way that motivates others to implement it; accepts responsibilities and acts on them; develops trust and credibility; expects honest and ethical behavior of self and others; creates opportunities for success.</p>
<p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Needs Improvement</p>	<p><b>Comments:</b></p>

<b>INCLUSIVENESS</b>  Core Values:  <b>Commitment / Understanding / Respect</b>	Shows respect for people and their differences; promotes fairness and equality; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others.
<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	<b>Comments:</b>

<b>MANAGING RESOURCES</b>  Core Values:  <b>Excellence &amp; Safety</b>	Allocates time and resources efficiently and effectively; prioritizes work and delegates as appropriate; implements processes and works to significantly reduce risk to CMHA.
<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	<b>Comments:</b>

<b>JUDGMENT &amp; DECISION MAKING</b>  Core Values:  <b>Commitment / Understanding / Safety</b>	Keeps the mission at the forefront of decision making and action; ability to make decisions authoritatively and wisely; understands CMHA's mission and prioritizes goals; considers the impact of actions or decisions on residents and the Authority; refrains from jumping to conclusions, and takes time to collect facts before making decisions.
<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement	<b>Comments:</b>

<b>OVERALL APPRAISAL</b>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input checked="" type="checkbox"/> Needs Improvement
--------------------------	---

Member's signature and date: *James Griffiths #89* 6-13-19

IMMEDIATE SUPERVISOR:

*[Signature]*  
668

Date of Review: 11 Jun 19

Comments:

LIEUTENANT:

*[Signature]*

Date of Review: 2/15/19

Comments:

I agree with Sgt Neal instruction, although PO Griffiths has more "Marty's Expectations" boxes checked, he has the potential to be a role model to the younger officers.

COMMANDER:

*[Signature]*

Date of Review: 6/25/19

Comments:

Productivity and Attendance must improve.

DEPUTY CHIEF:

*[Signature]*

Date of Review: 6/25/19

Comments:

CHIEF:

*[Signature]*

Date of Review: 7/16/2019

Comments:



# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT Performance Evaluation Signature Page

Member being evaluated: JAMES GRIFFITHS

IMMEDIATE SUPERVISOR: Sgt. THORNDICE TREVOR Date of Review: 2-22-17

Comments:

\_\_\_\_\_  
\_\_\_\_\_

LIEUTENANT: [Signature] Date of Review: 2/22/17

Comments:

\_\_\_\_\_  
\_\_\_\_\_

COMMANDER: [Signature] Date of Review: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

DEPUTY CHIEF: [Signature] Date of Review: 2/22/17

Comments:

\_\_\_\_\_  
\_\_\_\_\_

CHIEF: [Signature] Date of Review: 2/23/2017

Comments:

\_\_\_\_\_  
\_\_\_\_\_



**Manager Evaluation Instructions**  
**Griffiths, James**

<b>Employee Id</b> 1910	<b>Name</b> Griffiths, James
<b>Job Title</b> Police Officer	<b>Job Id</b> 07101
<b>Job Grade</b> 1	<b>Supervisor</b> Troyer, Theodore

**Competencies**

Competencies.

1.C. Honesty/Integrity (Value: Commitment)

**Description** Behaves in an honest, fair and ethical manner; Shows consistency in words and actions; Holds oneself to the highest level of ethical standard within the industry; Shares information accurately, completely and appropriately.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths has demonstrated that he is honest and behaves in an ethical manner.

2.A. Dependability, Adaptability/Flexibility (Value: Accountability)

**Description** Dependability: Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight; Follows through on commitments; Implements decisions that have been agreed upon; Maintains confidentiality with sensitive information; Acknowledges and learns from mistakes without blaming others; Recognizes the impact of one's behavior on others. Adaptability/Flexibility: Adapts to changing business needs, conditions and situations in a positive manner; Displays openness to training and application of new skill; Displays and ongoing commitment to learning and self-improvement.

### Manager Evaluation Instructions: Griffiths, James

**Self Rating**

**Self Comment**

**Rating** 3 - Exceed Expectations ✓

**Comment** ✓ Griffiths was extremely beneficial to the department in 2016 when he was assigned during an emergency deployment into the Radio Communications Center. He adapted to the new assignment and was an asset to the department.

### 2.A. Written/Verbal Communication, Comprehension/Listening (Value: Accountability)

**Description** Written Communication/Comprehension: Demonstrates the ability to express ideas, thoughts, and concepts clearly and effectively in writing using correct and appropriate grammar, organization and structure; Demonstrates the ability to understand and execute written instructions. Verbal Communication/Listening: Demonstrates the ability to convey thoughts and express ideas effectively using speech in individual or group settings; Attends to and fully comprehends what others are saying; Demonstrates the ability to understand and execute verbal instructions.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths is able to effectively communicate in written and verbal communications.

### 3.R. Interpersonal Skills, Relationship Building (Value: Respect)

**Description** Interpersonal Skills: Ability to interact positively and to relate with others; Treats others with courtesy, sensitivity, and respect; Considers and responds to the needs and feelings of different people in different situations; Demonstrates politeness and empathy in interactions with others. Relationship Building: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect; Exhibits a high level of willingness and ability to cooperate and effectively communicate with residents, colleagues, supervisors,

**Manager Evaluation Instructions: Griffiths, James**

and outside vendors; Works to achieve common goals.

**Self Rating**

**Self Comment**

**Rating**

2 - Meets Expectations ✓

**Comment**

✓ Griffiths is able to interact with other members of the department and agency. He treats others with respect and communicates well with residents and supervisors.

**3.R. Service Orientation (Value: Respect)**

**Description**

Acts professionally and calmly at all times when interacting with others; Consistently demonstrates concern and courtesy towards others; Treats all people fairly and respectfully at all times; Responds to customer needs within agree time frames; Addresses conflicts and problem situations with patience and tact.

**Self Rating**

**Self Comment**

**Rating**

2 - Meets Expectations ✓

**Comment**

Griffiths demonstrated in 2016 that he is able to act professionally and calmly while interacting with others.

**4.E. Job Knowledge (Value: Excellence)**

**Description**

Ensures job knowledge and skills are current and valuable; Demonstrates ability to apply practical and/or technical knowledge to specific tasks/assignments; Demonstrates job knowledge through ability to successfully execute duties outline the the job description.

**Self Rating**

### Manager Evaluation Instructions: Griffiths, James

#### Self Comment

Rating

3 - Exceed Expectations ✓

Comment ✓

Griffiths was able to use his knowledge and skills while being assigned to the RCC to make a very bad situation better and it allowed the department to have a successful emergency deployment into the RCC.

#### 4.E. Productivity, Quality of Work (Value: Excellence)

Description

Productivity: Strives to consistently produce high quality results in an efficient and timely manner; Maintains focus and perseveres in the face of obstacles; Uses time efficiently and responds quickly and constructively when confronted with challenges; Prioritizes tasks based on importance/urgency. Quality of Work: Extent to which work outputs match quality standards/set expectations; Completes all tasks/assignments successfully and with a high level of proficiency; Corrects any and all errors and learns from them to reduce future errors; Strives to consistently deliver high level of quality/product/service to all clients/residents/colleagues/supervisors.

Self Rating

Self Comment

Rating

2 - Meets Expectations ✓

Comment ✓

Griffiths is able to produce quality results with his assignments he was given.

#### 4.S. Consistency/Compliance, Detail Orientation (Value: Safety)

Description

Consistency/Compliance: Follows departmental and Agency-wide workplace safety standards and CMHA regulations; Understand and adheres to all workplace policies as states in the AO11; Adheres to all workplace and trade safety laws, regulations, standards and practices. Detail Orientation: Follows departmental and Agency-wide workplace safety standards and CMHA regulations; Understand and adheres to all workplace policies as stated in the AO11; Adheres to all workplace and trade safety laws, regulations, standards and practices.



### Manager Evaluation Instructions: Griffiths, James

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths follows all department and agency safety standards and adheres to all laws, regulations and practices.

#### 5.C. Teamwork (Value: Commitment)

**Description** Willingly cooperates and works collaboratively toward solutions that generally benefit all involved parties and accomplish group objectives; Actively participates as a member of the team.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths is able to work as part of a team. He is not shy about voicing his opinions, but also cooperates as a team member to accomplish assigned tasks and responsibilities.

#### 6.A. Attendance/Punctuality (Value: Accountability)

**Description** Consistently meets all CMHA policies and standards for attendance and punctuality; Has a thorough understanding of CMHA timekeeping policies and procedures; Reports to scheduled training classes and/or meetings on time and prepared.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths only used 1 sick day during 2016 and was late for duty 5 times, giving him 2.5 points under the Attendance

**Manager Evaluation Instructions: Griffiths, James**

Control Policy.

**7.R. Positive Attitude (Value: Respect)**

**Description** Has a positive disposition towards others and their jobs/work; Spreads optimistic outlook to others; Continues to be upbeat even when a situation is not ideal.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ During 2016, Griffiths was deployed to the RCC for almost 9 months. This assignment was sudden and required a change in shifts and days off. Throughout this deployment, Griffiths, while sometimes upset and not happy with the situation, was able to keep a positive attitude and made the best out of the assignment.

**8.E. Customer Focus (Value: Excellence)**

**Description** Listens to customers/residents (internal or external) and addresses needs and concerns; Keeps customers informed by providing status reports and progress updates; Delivers on service commitments; Meets established or agreed upon deadlines; Maintains supportive relationships with customers; Uses initiative to improve outcomes, processes or measurements.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths is able to listen and address the needs and concerns of residents and coworkers.

**Manager Evaluation Instructions: Griffiths, James**

**9.S. Safety Culture/Awareness (Value: Safety)**

**Description** Identifies and seeks to correct conditions that affect employee and resident safety; Upholds CMHA safety standards; Attends and actively participates in mandatory safety-related training courses; Promotes a culture of safety in his/her workplace and on the job.

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths adheres to all safety standards and attends the required training throughout the year.

**Competencies**

**Self Rating**

**Self Comment**

**Rating** 2 - Meets Expectations ✓

**Comment** ✓ Griffiths was assigned to the Logistics Unit for the month of January in 2016. Starting in the first part of February he was then assigned to the RCC working 3rd Platoon until the first weekend in September when he was then reassigned to 2nd Platoon in Field Operations. During this change of assignments, Griffiths was able to make meaningful contributions to assist the department throughout this assignment.

**Manager Evaluation Instructions: Griffiths, James**

**Overall Rating & Comments**

**Self Rating**

**Self Comment**

**Rating**

2 - Meets Expectations ✓

**Comment** ✓

Griffiths was able to assist the department with an emergency deployment to the RCC. With his current assignment in Field Operations, I would recommend Griffiths request and utilize different training opportunities throughout the coming year to further his training.

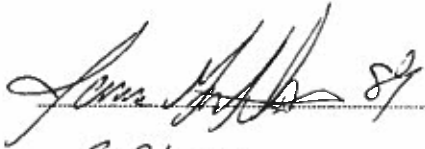
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**Employee Signoff**

I hereby certify that I have read and reviewed this evaluation. Further, I understand that this document represents my performance appraisal for the past year. I also acknowledge that I have had time to consider this evaluation and make any appropriate responses. By signing this I acknowledge only receipt of the evaluation and do not imply agreement or certification of its contents. I understand I am responsible for handling any disputes about its contents with the Human Resources Department.

**Comment**

**Signature**



**Date**

2-24-17

**Manager Evaluation Instructions: Griffiths, James**

---

**Manager Signoff**

**Comment**

**Signature**

*30. J. Griffiths*

**Date**

*2-24-17*



# Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal

Employee Name: James Griffiths #89 Last Four Digits of Social: [REDACTED]

Employee Title: Police Officer Department: Police

Supervisor Name: Theodore Troyer Review Date: 14-Jan-2016

Evaluation  
 Period: From 1-Jan-2015 To 31-Dec-15 Type:  Supervisory  Non-Supervisory  Union

### Instructions:

The Employee Performance Appraisal is a set time the employee and supervisor plan together to build on strengths and develop those areas needing improvement. Objectives for this process include:

1. Restate expectations about job responsibilities and performance standards
2. Evaluate job performance
3. Discuss future development opportunities and relate them to CMHA's needs.
4. Assess performance with 12 performance factors.

The general definition of each Performance Level is provided below. The Performance Levels are associated with the employee's current job responsibilities and have been established with 12 overall Agency Performance Factors that relate to the employee's daily job responsibilities. When appraising an employee determine the Performance Level for each Performance Factor. **Comment are required.** If necessary, additional pages may be attached to this Performance Appraisal.

### Performance Levels:

#### Exceeds Expectations

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall is excellent. Performance demonstrates a skill level that exceeds the basic requirements of the position. Employees are viewed as role models by the rest of the Agency. They are innovative in their approach to work and are able to positively influence functions outside of their span of control.

#### Meets Expectations

Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames. Meets the expected levels of performance established by the supervisor.

#### Improvement Needed

Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.



# Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal – Union



Name and Badge# James Griffiths #89

Date 14-Jan-2016

## PERFORMANCE FACTORS

### Leadership

Drives positive and proactive attitudes within the work environment. Demonstrates high standards of integrity, ethical behavior, and confidentiality.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths's does not have a positive or proactive attitude within the work environment. He does demonstrate ethical behavior especially when interacting with outside vendors.

### Judgment/Decision Making

Gathers as much relevant information as possible prior to making job related decisions. Makes good decisions, based on experience and judgment, and checks with supervisor. Escalates critical issues; keeps supervisors informed of matters. Able to efficiently multi-task projects and assignments. Demonstrates proper judgment and control while operating agency vehicle or equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths keeps his supervisors informed and demonstrates good judgement while operating agency vehicles or equipment.

### Problem Solving

Identifies and reports potential problems, hazards and inconsistencies; makes suggestions to ensure full compliance. Suggests and develops creative approaches to assignments; resolves difficult issues encountered on the job.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths can identify and report potential problems and inconsistencies.

## Accountability

Accepts responsibility and performs assigned duties in a transparent manner. Holds self and others accountable; sets priorities; accepts responsibility for mistakes and takes the initiative to correct them; complies with established control system and rules. Attends court when subpoenaed.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths accepts responsibility for his mistakes and attends court when he is subpoenaed

## Interpersonal Relationships and Communication

Actively attends and conveys understanding of comments and questions of others; listens well in a group. Speaks clearly and expresses self well in groups and in one-on-one conversations and settings. Maintains effective courteous communication with co-workers, supervisors, subordinates and members of the public.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths maintains communication with members of the department, agency and public that he encounters.

## Job Knowledge and Skills

The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description. Demonstrates knowledge of laws, ordinances and written directives.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths has the technical and practical skills to execute his duties.



## Dependability

The extent to which an employee follows attendance standards, safety and conduct rules, and all CMHA regulations.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths was tardy 5 times in 2015, but did not use any sick time.

## Work Ethic

A set of positive values that the employee demonstrates in their work habits, including a positive attitude, punctuality, completing a task on time, and producing high quality work. Accepts constructive criticism. Exhibits proper grooming and maintains a clean personal appearance. Demonstrates proper care of assigned equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement



Comments:

Griffiths completes his tasks with acceptable results. The level of professionalism and positive attitude has steadily declined over the year. Griffiths does maintain a clean and neat appearance.

## Customer Service

Treats all customers/coworkers/supervisors with respect. Responds to needs within agreed time frames. Address conflicts and problem situations with patience and tact. Maintains positive relations with stakeholders and members of the community.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths maintains positive relationships with the vendors that he is contact with.

**Quality of Work and Productivity**

The quality and efficiency of work completed in a specific period of time, i.e. meeting or exceeding established goals. Submits reports in an organized, legible manner using proper grammar. Work output matches the expectations established. Employee completes all assignments.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths completes his assignments in an acceptable manner

**Responsiveness to Co-Workers**

Participates in discussions in collaborative situations. Demonstrates consideration for co-workers by arriving on-time for appointments and work-time. Makes alternative arrangements to cover work duties and planned absences and performs extra duties when asked. Maintains positive and courteous relationships with co-workers.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths maintains positive relationships with his co-workers.

**Teamwork**

Assists coworkers when there is an opportunity; gives coworkers positive feelings about working as a team; talks positive and creates a positive working environment. Ensures safety in the work environment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Griffiths assist other officers and is safe while at the workplace.



# Cuyahoga Metropolitan Housing Authority

## Employee Performance Appraisal

### Overall Performance Assessment

**Key Strengths:**

Maintaining relationships with vendors.

**Specific areas where improvement is needed:**

Better positive attitude  
Be more professional

**Goals for the upcoming year (at least 3):**

Report to work on time.  
Submit for outside training  
Develop a more positive attitude

**Additional supervisor comments:**

**Overall Rating for the Employee:**

Exceeds Expectations  
 Meets Expectations  
 Needs Improvement

Employee Signature: [Signature] Date: 14-Jan-2016

Supervisor Signature: [Signature] Date: 14/1/16

Department Director: [Signature] Date: 1/30/2016



# Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal – Self Evaluation

**Instructions:** Preparation for the performance review with your supervisor should begin with the employee completing a self-appraisal. The self-evaluation is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives and provide feedback about the employee's performance with respect to skills and behaviors.

**Key Strengths:**  
Good knowledge of computers. Assesses issues current and future and make adjustments and notification to supervisor. Pick up new skills with new programs. Willing to train and assist others with issues and resolve problems in a timely matter. Takes orders and completes most of them in a timely matter. Assists other members with issues and train them if needed to be able to work more efficiently. Steps up to carrying a heavy work load to consist of logistics, accounting, vehicle repair, invoicing, towing paperwork, IT, file management, research and development, and any other task given.

**Specific areas where improvement is needed:**  
None that i can think of.

**Goals for the upcoming year (at least 3):**  
Stay on top of all projects.  
Keep Logistics unit running smoothly.  
Learn more about the job to better serve the Department

**Additional employee comments:**

**Overall Self Rating:**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

**Employee Name:** James Griffiths #89 **Date:** 01-11-2016  
**Department:** Police Department/ Logistics Unit **Job Title:** Police Department

**Supervisor Name:**

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Theadore Troyer

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# Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal

Employee Name: James Griffiths #89 Last Four Digits of Social: [REDACTED]

Employee Title: Police Officer Department: Police

Supervisor Name: Jay M. Assaf #642 Review Date: 21-Jan-2015

Evaluation Period: From 1-Jan-2014 To 31-Jan-14 Type:  Supervisory  Non-Supervisory  Union

### Instructions:

The Employee Performance Appraisal is a set time the employee and supervisor plan together to build on strengths and develop those areas needing improvement. Objectives for this process include:

1. Restate expectations about job responsibilities and performance standards
2. Evaluate job performance
3. Discuss future development opportunities and relate them to CMHA's needs.
4. Assess performance with 12 performance factors.

The general definition of each Performance Level is provided below. The Performance Levels are associated with the employee's current job responsibilities and have been established with 12 overall Agency Performance Factors that relate to the employee's daily job responsibilities. When appraising an employee determine the Performance Level for each Performance Factor. **Comment are required.** If necessary, additional pages may be attached to this Performance Appraisal.

### Performance Levels:

- Exceeds Expectations** Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall is excellent. Performance demonstrates a skill level that exceeds the basic requirements of the position. Employees are viewed as role models by the rest of the Agency. They are innovative in their approach to work and are able to positively influence functions outside of their span of control.
- Meets Expectations** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames. Meets the expected levels of performance established by the supervisor.
- Improvement Needed** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.



Name and  
Badge#

James Griffiths #89

Date 21-Jan-2015

**PERFORMANCE FACTORS**

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**Leadership**

Drives positive and proactive attitudes within the work environment. Demonstrates high standards of integrity, ethical behavior, and confidentiality.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths has negative and passive attitude within the work environment; he lacks motivation and has very little pride in his work.

**Judgment/Decision Making**

Gathers as much relevant information as possible prior to making job related decisions. Makes good decisions, based on experience and judgment, and checks with supervisor. Escalates critical issues; keeps supervisors informed of matters. Able to efficiently multi-task projects and assignments. Demonstrates proper judgment and control while operating agency vehicle or equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths has the potential to make good decisions based on experience; however, he lacks motivation and gets distracted with personal unproductive issues. He escalates critical issues to his superior officer, and he uses proper judgment when operating agency equipment.

**Problem Solving**

Identifies and reports potential problems, hazards and inconsistencies; makes suggestions to ensure full compliance. Suggests and develops creative approaches to assignments; resolves difficult issues encountered on the job.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths reports potential problems and makes suggestions to ensure compliance.

## Accountability

Accepts responsibility and performs assigned duties in a transparent manner. Holds self and others accountable; sets priorities; accepts responsibility for mistakes and takes the initiative to correct them; complies with established control system and rules. Attends court when subpoenaed.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths lacks motivation and drive; he requires a constant reminder to stay on task at hand. He attends court when subpoenaed.

## Interpersonal Relationships and Communication

Actively attends and conveys understanding of comments and questions of others; listens well in a group. Speaks clearly and expresses self well in groups and in one-on-one conversations and settings. Maintains effective courteous communication with co-workers, supervisors, subordinates and members of the public.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths works well with co-workers. He maintains cordial communication with co-workers and member of the public.

## Job Knowledge and Skills

The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description. Demonstrates knowledge of laws, ordinances and written directives.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths is knowledgeable with procurement, of laws, ordinances and written directives; however, he lacks motivation and direction. He requires constant reminder to stay on task.



## Dependability

The extent to which an employee follows attendance standards, safety and conduct rules, and all CMHA regulations.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths seldom calls off work; however, he had received a Written Warning for Attendance Control on 12NOV14.

## Work Ethic

A set of positive values that the employee demonstrates in their work habits, including a positive attitude, punctuality, completing a task on time, and producing high quality work. Accepts constructive criticism. Exhibits proper grooming and maintains a clean personal appearance. Demonstrates proper care of assigned equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths lacks pride of his work; he has negative attitude toward work and is resistant to constructive criticism. He requires constant reminder to stay on task. He maintains a clean personal appearance, and takes proper care of agency equipment.

## Customer Service

Treats all customers/coworkers/supervisors with respect. Responds to needs within agreed time frames. Address conflicts and problem situations with patience and tact. Maintains positive relations with stakeholders and members of the community.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths treats vendors with respect. However, he lacks the skills to deal with conflicts correctly with his superior officers; instead, he engages in underhanded behavior that includes gossiping and hinge on conduct of unbecoming.



**Quality of Work and Productivity**

The quality and efficiency of work completed in a specific period of time, i.e. meeting or exceeding established goals. Submits reports in an organized, legible manner using proper grammar. Work output matches the expectations established. Employee completes all assignments.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths completes his assignments; however, it is done late. He requires a reminder to stay on task. He uses proper grammar.

**Responsiveness to Co-Workers**

Participates in discussions in collaborative situations. Demonstrates consideration for co-workers by arriving on-time for appointments and work-time. Makes alternative arrangements to cover work duties and planned absences and performs extra duties when asked. Maintains positive and courteous relationships with co-workers.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths has good working relationship with his co-workers. He makes arrangements to cover his absences from work.

**Teamwork**

Assists coworkers when there is an opportunity; gives coworkers positive feelings about working as a team; talks positive and creates a positive working environment. Ensures safety in the work environment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

PO Griffiths works well with his co-workers.



**Cuyahoga Metropolitan Housing Authority**  
**Employee Performance Appraisal**  
**Overall Performance Assessment**

**Key Strengths:**

PO Griffiths is knowledgeable with procurement.  
 Always willing to help other officers.

**Specific areas where improvement is needed:**

PO Griffiths lacks motivation and drive.  
 PO Griffiths requires a constant reminder to stay on task at hand.  
 PO Griffiths needs to learn to handle constructive criticism.

**Goals for the upcoming year (at least 3):**

To take pride of his work.  
 To complete tasks in a timely manner.  
 To share his knowledge of procurement with other officers.

**Additional supervisor comments:**

PO Griffiths has the potential to be a good officer; he needs take pride of being a member of the CMHA Police Department.

**Overall Rating for the Employee:**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Employee Signature: [Signature]

Date: 21-Jan-2015

Supervisor Signature: [Signature] 642

Date: 21 JAN 2015

Department Director: [Signature]

Date: 2/24/2015



# Cuyahoga Metropolitan Housing Authority

## Employee Performance Appraisal - Self Evaluation

**Instructions:** Preparation for the performance review with your supervisor should begin with the employee completing a self-appraisal. The self-evaluation is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives and provide feedback about the employee's performance with respect to skills and behaviors.

**Key Strengths:**

Good knowledge of computers. Assesses issues current and future and make adjustments and notification to supervisor. Pick up new skills with new programs. Willing to train and assist others with issues and resolve problems in a timely matter. Takes orders and completes most of them in a timely matter. Assists other members with issues and train them if needed to be able to work more efficiently. Steps up to carrying a heavy work load to consist of logistics, accounting, vehicle repair, invoicing, towing paperwork, IT, file management, research and development, and any other task given.

**Specific areas where improvement is needed:**

Attitude

**Goals for the upcoming year (at least 3):**

Keep Logistic Unit running smoothly.  
Stay on top of all projects.  
Learn more about the job to better serve the Department

**Additional employee comments:**

None

**Overall Self Rating:**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

**Employee Name:** James M. Griffiths #89 **Date:** 14JAN15  
(Please print)  
**Department:** Police Department **Job Title:** Logistics Officer  
**Supervisor Name:** Sgt. Assaf

## Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal

<b>Employee Name:</b>	James Griffiths	<b>Last Four Digits of Social:</b>	[REDACTED]
<b>Employee Title:</b>	Police Officer	<b>Department:</b>	Police
<b>Supervisor Name:</b>	Thomas M. Burdyslaw	<b>Review Date:</b>	2/22/14
<b>Evaluation Period:</b>	From 01/01/13 To 12/31/13	<b>Type:</b>	<input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory <input checked="" type="checkbox"/> Union

**Instructions:**

The Employee Performance Appraisal is a set time the employee and supervisor plan together to build on strengths and develop those areas needing improvement. Objectives for this process include:

1. Restate expectations about job responsibilities and performance standards
2. Evaluate job performance
3. Discuss future development opportunities and relate them to CMHA's needs.
4. Assess performance with 12 performance factors.

The general definition of each Performance Level is provided below. The Performance Levels are associated with the employee's current job responsibilities and have been established with 12 overall Agency Performance Factors that relate to the employee's daily job responsibilities. When appraising an employee determine the Performance Level for each Performance Factor. **Comment are required.** If necessary, additional pages may be attached to this Performance Appraisal.

**Performance Levels:**

**Exceeds Expectations**      Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall is excellent. Performance demonstrates a skill level that exceeds the basic requirements of the position. Employees are viewed as role models by the rest of the Agency. They are innovative in their approach to work and are able to positively influence functions outside of their span of control.

**Meets Expectations**      Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames. Meets the expected levels of performance established by the supervisor.

**Improvement Needed**      Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

# Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal – Union



Name and  
Badge# James Griffiths 89

Date 2/22/14

## PERFORMANCE FACTORS

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### Leadership

Drives positive and proactive attitudes within the work environment. Demonstrates high standards of integrity, ethical behavior, and confidentiality.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths works with Officer Hopkins to ensure assignments are being completed as a team.

### Judgment/Decision Making

Gathers as much relevant information as possible prior to making job related decisions. Makes good decisions, based on experience and judgment, and checks with supervisor. Escalates critical issues; keeps supervisors informed of matters. Able to efficiently multi-task projects and assignments. Demonstrates proper judgment and control while operating agency vehicle or equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths is knowledgeable as to his assignments. He makes good decisions when handling a task. He needs to focus on better management of numerous assignments so they are completed in a timely manner.

### Problem Solving

Identifies and reports potential problems, hazards and inconsistencies; makes suggestions to ensure full compliance. Suggests and develops creative approaches to assignments; resolves difficult issues encountered on the job.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths is able to think outside the box and resolve issues as they occur.

## Accountability

Accepts responsibility and performs assigned duties in a transparent manner. Holds self and others accountable; sets priorities; accepts responsibility for mistakes and takes the initiative to correct them; complies with established control system and rules. Attends court when subpoenaed.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths at times is not that receptive to constructive criticism. Once sorted out he will address the mistake and fix it.

## Interpersonal Relationships and Communication

Actively attends and conveys understanding of comments and questions of others; listens well in a group. Speaks clearly and expresses self well in groups and in one-on-one conversations and settings. Maintains effective courteous communication with co-workers, supervisors, subordinates and members of the public.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths works well with Officer Hopkins. He does need to keep an open dialogue with his supervisor at all times.

## Job Knowledge and Skills

The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description. Demonstrates knowledge of laws, ordinances and written directives.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths is very knowledgeable with the procurement procedures.

## Dependability

The extent to which an employee follows attendance standards, safety and conduct rules, and all CMHA regulations.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths reports to work on time and does not call off often.

## Work Ethic

A set of positive values that the employee demonstrates in their work habits, including a positive attitude, punctuality, completing a task on time, and producing high quality work. Accepts constructive criticism. Exhibits proper grooming and maintains a clean personal appearance. Demonstrates proper care of assigned equipment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths has the ability to complete his projects with a great ability, however at times he lacks the initiative to go beyond the minimum needed to complete an assignment.

## Customer Service

Treats all customers/coworkers/supervisors with respect. Responds to needs within agreed time frames. Address conflicts and problem situations with patience and tact. Maintains positive relations with stakeholders and members of the community.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths gets along well with vendors but needs to focus on better his communication and interaction with his supervisor.



## Quality of Work and Productivity

The quality and efficiency of work completed in a specific period of time, i.e. meeting or exceeding established goals. Submits reports in an organized, legible manner using proper grammar. Work output matches the expectations established. Employee completes all assignments.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths prepares his paperwork properly. Needs to work on having more initiative when completing or taking on assignments.

## Responsiveness to Co-Workers

Participates in discussions in collaborative situations. Demonstrates consideration for co-workers by arriving on-time for appointments and work-time. Makes alternative arrangements to cover work duties and planned absences and performs extra duties when asked. Maintains positive and courteous relationships with co-workers.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths works well with Officer Hopkins and advising him when he is taking a day off so assignments are still completed.

## Teamwork

Assists coworkers when there is an opportunity; gives coworkers positive feelings about working as a team; talks positive and creates a positive working environment. Ensures safety in the work environment.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Officer Griffiths works well with Officer Hopkins and others.



# Cuyahoga Metropolitan Housing Authority

## Employee Performance Appraisal

### Overall Performance Assessment

**Key Strengths:**

Officer Griffiths is knowledgeable as to his current assignment  
Works well with Officer Hopkins

**Specific areas where improvement is needed:**

Communication with his supervisor  
Show more initiative when handling tasks

**Goals for the upcoming year (at least 3):**

Train Officer Hopkins on completing a large project  
Work on developing an SOP for the logistics unit  
Seek training relevant to your current assignment.

**Additional supervisor comments:****Overall Rating for the Employee:**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2-25-14

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2/25/14

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

2/27/2014



## Cuyahoga Metropolitan Housing Authority Employee Performance Appraisal – Self Evaluation

**Instructions:**

Preparation for the performance review with your supervisor should begin with the employee completing a self-appraisal. The self-evaluation is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives and provide feedback about the employee's performance with respect to skills and behaviors.

**Key Strengths:**

Good knowledge of computers. Assesses issues current and future and makes adjustments and notification to supervisor. Pick up new skills with new programs. Willing to train and assist others with issues and resolve problems in a timely matter. Takes orders and completes them in a timely matter.

**Specific areas where improvement is needed:**

Attitude

**Goals for the upcoming year (at least 3):**

Stay on top of all projects.  
Keep Logistics unit running smoothly.  
Learn more about the job to better serve the Department

**Additional employee comments:**

**Overall Self Rating:**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

**Employee Name:** James Griffiths #89 **Date:** 02-25-14  
**Department:** Police Department/ Logistics Unit **Job Title:** Police Department  
**Supervisor Name:** Thomas Burdyshaw

# Cuyahoga Metropolitan Housing Authority, Police Department PERFORMANCE EVALUATION

<b>Griffiths</b>	<b>J</b>	<b>89</b>	<b>Drew</b>	<b>G</b>	<b>638</b>
<i>Member's Last Name</i>	<i>First Initial</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Initial</i>	<i>Badge #</i>

<b>Administrative</b>	<b>Logistics</b>	<b>2/2/2013</b>
<i>Position</i>	<i>Assignment</i>	<i>Date</i>

**RATING INSTRUCTIONS:** Rate the member's performance in reference to the scale below by checking a rating value. Check the N/A Box if the evaluation does not apply to a member's assignment.

<b>REVIEW PERIOD</b>	<b>START</b>	<b>END</b>
	<b>01 Jan 12</b>	<b>12/31/2012</b>

Unacceptable performance = 1 & 2                      Acceptable performance = 3, 4 & 5                      Superior performance = 6 & 7

## SECTION I: ATTITUDE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Attitude Toward Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts Additional Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Toward Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits Proper Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports To Work On Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Off As Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call off / Sick time usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obeys Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interaction With Other Ethnic Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports/ Complies With Department Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promotes CMHA / Community Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Care of Vehicles and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork: Works Well With Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION II: QUALITY OF WORK

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
<b>Reports</b>									<b>Communication</b>									
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses Proper Diction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls Radio Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proper Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitors Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## SECTION III: PERFORMANCE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Reports Arrival and Completion Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MVA Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to / Dispatches assignments in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Driving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigative/ Interviewing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attends Court When Subpoenaed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promptness of Required Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creativity in Handling Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Multi-Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meets Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Relations Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrests (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MMCs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UTTs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PINs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Familiar with Property Safety Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Laws and Ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and Reports Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains Positive Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III: PERFORMANCE Continued

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Maintains High-quality Case Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cultivates Informants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Search Warrant Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Investigates Cases in Timely Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creativity in Assignment Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prosecutor Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Escalates Critical Issues Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grand Jury Packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Supervisors Informed of Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Investigative Clearance Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION IV: SUPERVISORS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Promotes Departmental Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timely Completion of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Safety of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discovers Employee Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Use of Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Offers Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Assigns Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommends Appropriate Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Allocates Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accepts and Assumes Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delegates Authority Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provides Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AREAS OF IMPROVEMENT NEEDED

PO Griffiths need to make sure follows the grooming standards and work on his filing and organizational skills.

GOALS FOR NEXT RATING PERIOD

Attend training on organizational skills, file maintenance, and time management.

TRAINING NEEDS TO ACOMPLISH GOALS

COMMENTS

Griffiths used (1) sick day and was tardy (2) times, which is a tremendous improvement from 2011. He was responsible for major assignments to include: upgrading Quetell, upgrading New Worlds, remodel of evidence room, upgrade of card access system. Griffith displayed superior mulit-task skills and was creative with finding solutions for any problems that devolped. Griffiths is essential in assisting members with computer related issues. His attitude towards work is pleasing.

MEMBER*		DATE:	22 FEB 13
SUPERVISOR		DATE:	22 FEB 13
COMMANDER		DATE:	2/25/2013
DEPUTY CHIEF		DATE:	2/25/13
CHIEF		DATE:	2/25/2013

\* Signature is only an acknowledgment of receipt.



# Cuyahoga Metropolitan Housing Authority Police Department PERFORMANCE EVALUATION

<b>Griffths</b>	<b>J</b>	<b>89</b>	<b>Homerick</b>	<b>D</b>	<b>636</b>
<i>Member's Last Name</i>	<i>First Initial</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Initial</i>	<i>Badge #</i>

<b>Police Officer</b>	<b>First Platoon/logistic Unit</b>	<b>2/22/2012</b>
<i>Position</i>	<i>Assignment</i>	<i>Date</i>

**RATING INSTRUCTIONS:** Rate the member's performance in reference to the scale below by checking a rating value. Check the N/A Box if the evaluation does not apply to a member's assignment.

REVIEW PERIOD	START	END
	<b>1/1/2011</b>	<b>12/31/2011</b>

Unacceptable performance = 1 & 2

Acceptable performance = 3, 4 & 5

Superior performance = 6 & 7

## SECTION I: ATTITUDE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Attitude Toward Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts Additional Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Toward Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits Proper Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports To Work On Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Off As Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call off / Sick time usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obeys Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interaction With Other Ethnic Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports/ Complies With Department Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promotes CMHA / Community Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accepts Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Care of Vehicles and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Self Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork: Works Well With Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION II: QUALITY OF WORK

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
<b>Reports</b>									<b>Communication</b>									
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses Proper Diction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls Radio Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proper Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitors Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION III: PERFORMANCE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Reports Arrival and Completion Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MVA Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to / Dispatches assignments in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Driving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigative/Interviewing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attends Court When Subpoenaed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness of Required Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creativity in Handling Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Multi-Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meets Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Relations Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrests (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MMCs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UTTs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PINs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Familiar with Property Safety Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Laws and Ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and Reports Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains Positive Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III: PERFORMANCE, continued

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Maintains High-quality Case Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cultivates Informants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Search Warrant Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Investigates Cases in Timely Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creativity in Assignment Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prosecutor Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Escalates Critical Issues Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grand Jury Packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Supervisors Informed of Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Investigative Clearance Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION IV: SUPERVISORS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Promotes Departmental Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timely Completion of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Safety of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discovers Employee Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Use of Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Offers Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Assigns Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommends Appropriate Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Allocates Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accepts and Assumes Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delegates Authority Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provides Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AREAS OF IMPROVEMENT NEEDED

PO Griffiths needs to make an assertive effort in getting to work on time.

GOALS FOR NEXT RATING PERIOD

Decrease the number of tardies.

TRAINING NEEDS TO ACOMPLISH GOALS

Take a little more initiative in arriving to work on time.

Apply himself by either putting in for training courses or read job related articles

COMMENTS

PO Griffiths has shown to be a valuable asset to the Unit and also took on additional responsibilities in learning our network and assisting in the absence of a Network Administrator.

MEMBER		DATE:	2-21-12
SUPERVISOR		DATE:	2-22-12
COMMANDER		DATE:	2-22-12
DEPUTY CHIEF		DATE:	
CHIEF		DATE:	2/26/2012

# Cuyahoga Metropolitan Housing Authority Police Department PERFORMANCE EVALUATION

<b>Griffths</b> <i>Member's Last Name</i>	<b>J</b> <i>First Initial</i>	<b>89</b> <i>Badge #</i>	<b>Homerick</b> <i>Rated by Last Name</i>	<b>D</b> <i>First Initial</i>	<b>636</b> <i>Badge #</i>
--	----------------------------------	-----------------------------	--	----------------------------------	------------------------------

<b>Police Officer</b> <i>Position</i>	<b>First Platoon/logistic Unit</b> <i>Assignment</i>	<b>2/22/2011</b> <i>Date</i>
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**RATING INSTRUCTIONS:** Rate the member's performance in reference to the scale below by checking a rating value. Check the N/A Box if the evaluation does not apply to a member's assignment.

REVIEW PERIOD	START	END
	<b>1/1/2010</b>	<b>12/31/2010</b>

Unacceptable performance = 1 & 2

Acceptable performance = 3, 4 & 5

Superior performance = 6 & 7

## SECTION I: ATTITUDE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Attitude Toward Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts Additional Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Toward Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits Proper Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports To Work On Time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Off As Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call off / Sick time usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous With Other Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obeys Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interaction With Other Ethnic Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports/ Complies With Department Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promotes CMHA / Community Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accepts Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Care of Vehicles and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Self Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork: Works Well With Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION II: QUALITY OF WORK

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
<b>Reports</b>									<b>Communication</b>									
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses Proper Diction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls Radio Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proper Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitors Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION III: PERFORMANCE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Reports Arrival and Completion Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MVA Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to / Dispatches assignments in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Driving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigative/Interviewing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attends Court When Subpoenaed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness of Required Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creativity in Handling Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Multi-Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meets Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Relations Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrests (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MMCs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UTTs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PINs (Consistent with Platoon Average)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Familiar with Property Safety Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Laws and Ordinances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies and Reports Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains Positive Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SECTION III: PERFORMANCE, continued

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Maintains High-quality Case Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cultivates Informants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Search Warrant Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Investigates Cases in Timely Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creativity in Assignment Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prosecutor Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Escalates Critical Issues Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grand Jury Packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keep Supervisors Informed of Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Investigative Clearance Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION IV: SUPERVISORS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Promotes Departmental Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timely Completion of Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Safety of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discovers Employee Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Use of Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Offers Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Assigns Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommends Appropriate Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Effectively Allocates Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accepts and Assumes Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delegates Authority Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provides Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monitors Performance of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AREAS OF IMPROVEMENT NEEDED

PO Griffiths needs to work on getting to work in a timely matter

GOALS FOR NEXT RATING PERIOD

Decrease the number of tardies.

Look for classes that will assist him with his new responsibilities in the Logistic Unit

TRAINING NEEDS TO ACCOMPLISH GOALS

Take a little more initiative in arriving to work on time.

Apply himself by either putting in for training courses or read job related articles

COMMENTS

PO Griffiths has been a valuable asset since coming to the Logistic Unit. PO Griffiths has taken the initiative to look outside the box when given assignments.

MEMBER		DATE:	2-23-11
SUPERVISOR		DATE:	23 FEB 11
COMMANDER		DATE:	25 Feb 11
DEPUTY CHIEF	DC Blomer #603	DATE:	2-25-11
CHIEF		DATE:	3/1/2011



# CMHA PD PERFORMANCE EVALUATION



Griffiths	J	89	Neal	J	668
<i>Member's Last Name</i>	<i>First Initial</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Initial</i>	<i>Badge #</i>

Police Officer	Logistics	05APR10
<i>Position</i>	<i>Assignment</i>	<i>Date</i>

RATING INSTRUCTIONS: Rate the member's performance in reference to the scale below by checking a rating value. Check the N/A Box if the evaluation does not apply to a member's assignment.

Unacceptable performance = 1 & 2      Acceptable performance - 3, 4 & 5      Superior performance = 6 & 7

### SECTION I- ATTITUDE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Attitude Toward Work					X				Accepts Additional Duties						X			
Attitude Toward Public					X				Exhibits Proper Grooming						X			
Reports To Work On Time					X				Clean Appearance						X			
Reports Off As Required					X				Courteous With Citizens						X			
Call off Sick time usage					X				Courteous With Other Members						X			
Follows Orders					X				Courteous With Other Employees						X			
Obeys Rules and Regulations					X				interaction With Other Ethnic Groups						X			
Supports/ Complies With Department Goals					X				Promotes CMHA / Community Partnership						X			
Accepts Constructive Criticism					X				Care of Vehicles and Equipment						X			
Self Motivation					X				Teamwork: Works Well With Others						X			

### SECTION II: QUALITY OF WORK

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
<i>Reports</i>									<i>Communication</i>									
Organization					X				Communicates effectively						X			
Completeness					X				Uses Proper Diction						X			
Legible					X				Controls Radio Traffic						X			
Proper Grammar						X			Monitors Security Systems						X			

### SECTION III: PERFORMANCE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Reports Arrival and Completion Time					X				MVA Record						X			
Responds to / Dispatches assignments in timely manner					X				Driving Ability						X			
Investigative /Interviewing Ability					X				Attends Court When Subpoenaed						X			
Promptness of Required Reports					X				Creativity in Handling Assignments						X			
Ability to Multi-Task					X				Meets Deadlines						X			
Problem Solving Ability					X				Community Relations Skills						X			
Arrests (Consistent with Platoon Average)					X				MMCs (Consistent with Platoon Average)						X			
UTTs (Consistent with Platoon Average)					X				PINs (Consistent with Platoon Average)						X			
Knowledge of Policy and Procedures					X				Familiar with Property Safety Systems						X			
Knowledge of Laws and Ordinances					X				Use of Computer						X			
Identifies and Reports Hazards					X				Maintains Positive Relationships						X			

SECTION IV- INVESTIGATIONS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Promptness of Required Reports					X				Knowledge of Policy and Procedures					X			
Maintains High-quality Case Files					X				Cultivates Informants					X			
Search Warrant Completeness					X				Investigates Cases in Timely Manner					X			
Ability to Solve Assigned Cases					X				Prosecutor Relationships					X			
Creativity in Assignment Handling					X				Knowledge of Laws and Ordinances					X			
Keep Supervisors Informed of Matters					X				Investigative Clearance Rate					X			
Problem Solving Ability					X				Community Relations Skills					X			
Attends Court when Subpoenaed					X				Grand Jury Packages					X			
Interview Skills					X				Use of Computer					X			
Ability to Multi-Task					X				Escalates Critical Issues Appropriately					X			

SECTION V- SUPERVISORS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Monitors Performance of Members									Promotes Departmental Goals								
Timely Completion of Assignments									Monitors Safety of Members								
Discovers Employee Errors									Monitors Use of Overtime								
Offers Constructive Criticism									Effectively Assigns Members								
Recommends Appropriate Discipline									Effectively Allocates Resources								
Accepts and Assumes Responsibility									Knowledge of Policy and Procedures								
Delegates Authority Appropriately									Ability to Multi-Task								
Provides Leadership									Knowledge of Law and Ordinances								
Monitors Performance of Members									Completes Assignments Timely								

AREAS OF IMPROVEMENT NEEDED: PO Griffiths #89 shows very good judgment and only had a small issue with attendance, which he has corrected.

GOALS FOR NEXT RATING PERIOD: PO Griffiths #89 is very hardworking and looks forwards to completing assignments which can further the agency

TRAINING NEEDS TO ACCOMPLISH GOALS: PO Griffiths #89 is very hardworking and looks forwards to completing assignments which can further the agency

COMMENTS: PO Griffiths is a very well rounded individual and works well with others. PO Griffiths should look to advance within the department and with his achievements help other.

MEMBER	<i>James Griffith #89</i>	DATE:	07 APR 10
SUPERVISOR	<i>[Signature]</i>	DATE:	05 APR 10
COMMANDER	<i>[Signature]</i>	DATE:	04-07-10
DEPUTY CHIEF	<i>[Signature]</i>	DATE:	4/12/10
CHIEF	<i>[Signature]</i>	DATE:	4/12/10



# CMHA PD PERFORMANCE EVALUATION

Griffths	J	89	Homerick	D	636
<i>Member's Last Name</i>	<i>First Initial</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Initial</i>	<i>Badge #</i>

Patrolman	Logistics	15FEB10
<i>Position</i>	<i>Assignment</i>	<i>Date</i>

**RATING INSTRUCTIONS:** Rate the member's performance in reference to the scale below by checking a rating value. Check the N/A Box if the evaluation does not apply to a member's assignment.

Unacceptable performance = 1 & 2

Acceptable performance = 3, 4 & 5

Superior performance = 6 & 7

## SECTION I: ATTITUDE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Attitude Toward Work				X					Accepts Additional Duties				X				
Attitude Toward Public				X					Exhibits Proper Grooming				X				
Reports To Work On Time			X						Clean Appearance				X				
Reports Off As Required				X					Courteous With Citizens				X				
Call off / Sick time usage			X						Courteous With Other Members				X				
Follows Orders					X				Courteous With Other Employees				X				
Obeys Rules and Regulations				X					Interaction With Other Ethnic Groups				X				
Supports/ Complies With Department Goals					X				Promotes CMHA / Community Partnership				X				
Accepts Constructive Criticism					X				Care of Vehicles and Equipment					X			
Self Motivation					X				Teamwork: Works Well With Others				X				

## SECTION II: QUALITY OF WORK

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
<b>Reports</b>									<b>Communication</b>								
Organization				X					Communicates effectively				X				
Completeness				X					Uses Proper Diction				X				
Legible				X					Controls Radio Traffic								X
Proper Grammar				X					Monitors Security Systems								X

## SECTION III: PERFORMANCE

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A
Reports Arrival and Completion Time								X	MVA Record				X				
Responds to / Dispatches assignments in timely manner								X	Driving Ability				X				
Investigative/Interviewing Ability								X	Attends Court When Subpoenaed				X				
Promptness of Required Reports					X				Creativity in Handling Assignments					X			
Ability to Multi-Task					X				Meets Deadlines					X			
Problem Solving Ability				X					Community Relations Skills				X				
Arrests (Consistent with Platoon Average)								X	MMCs (Consistent with Platoon Average)								X
UTTs (Consistent with Platoon Average)								X	PINs (Consistent with Platoon Average)								X
Knowledge of Policy and Procedures				X					Familiar with Property Safety Systems								X
Knowledge of Laws and Ordinances				X					Use of Computer				X				
Identifies and Reports Hazards				X					Maintains Positive Relationships				X				

SECTION IV: INVESTIGATIONS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Promptness of Required Reports									Knowledge of Policy and Procedures									
Maintains High-quality Case Files									Cultivates Informants									
Search Warrant Completeness									Investigates Cases in Timely Manner									
Ability to Solve Assigned Cases									Prosecutor Relationships									
Creativity in Assignment Handling									Knowledge of Laws and Ordinances									
Keep Supervisors Informed of Matters									Investigative Clearance Rate									
Problem Solving Ability									Community Relations Skills									
Attends Court when Subpoenaed									Grand Jury Packages									
Interview Skills									Use of Computer									
Ability to Multi-Task									Escalates Critical Issues Appropriately									

SECTION V: SUPERVISORS

	1	2	3	4	5	6	7	N/A		1	2	3	4	5	6	7	N/A	
Monitors Performance of Members									Promotes Departmental Goals									
Timely Completion of Assignments									Monitors Safety of Members									
Discovers Employee Errors									Monitors Use of Overtime									
Offers Constructive Criticism									Effectively Assigns Members									
Recommends Appropriate Discipline									Effectively Allocates Resources									
Accepts and Assumes Responsibility									Knowledge of Policy and Procedures									
Delegates Authority Appropriately									Ability to Multi-Task									
Provides Leadership									Knowledge of Law and Ordinances									
Monitors Performance of Members									Completes Assignments Timely									

AREAS OF IMPROVEMENT NEEDED:

To become familiar with all aspects of the logistic units.

GOALS FOR NEXT RATING PERIOD:

TRAINING NEEDS TO ACOMPLISH GOALS:

COMMENTS: PO Griffiths has become a valuable asset to the unit, he has help expedite projects that have been in need of completion. He has taken on several new task and has completed with little or no supervision.

MEMBER	<i>[Signature]</i> 89	DATE:	3-25-10
SUPERVISOR	<i>[Signature]</i> 636	DATE:	3-25-2010
COMMANDER	<i>[Signature]</i>	DATE:	3-26-10
DEPUTY CHIEF	<i>[Signature]</i> 11602	DATE:	3/26/10
CHIEF	<i>[Signature]</i> Chief	DATE:	3/29/10

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** PO James Griffiths #89

**SUPERVISOR:** Sgt Richard Schilling #652

**DATE COMPLETED:** 17JAN08

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year *NSK*
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
PERFORMANCE APPRAISAL**

**CONFIDENTIAL**

Name: Ptl. James M. Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 07

Type:  Annual  Mid Probation  Other

Current Date: 01 / 15 / 08

Evaluation Period: From 01 / 01 / 07 To 12 / 31 / 07

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

**PERFORMANCE LEVELS**

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

# SELF APPRAISAL

## PERFORMANCE FACTORS (Right Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O  E  S  I  U  4 Points

COMMENTS: I perform all my duties to the best of my abilities.

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O  E  S  I  U  4 Points

COMMENTS: I show up for work in a timely manor. I follow the rules of the department.

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O  E  S  I  U  4 Points

COMMENTS: All work in completed in a timely manor. All work performed is done to the best of me ability.

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O  E  S  I  U  4 Points

COMMENTS: All work in performed thoroughly and completely.

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O  E  S  I  U  3 Points

COMMENTS: I answer all calls and assignments promptly. I act upon all crimes and incident that I observe.

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O  E  S  I  U  5 Points

COMMENTS: My communication skills are very good. All my points are made very clearly.



# SELF APPRAISAL

7. **Interpersonal Relationship:** The willingness and demonstrated ability, to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** I follow all instructions given by supervisors.

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8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** I don't request supervision for hardly any of my calls. My knowledge of the job is very good and find that my decisions made on calls are correct.

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Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1 Patrols designed areas

RATING

0  E  S  I  U  4 Points

COMMENTS: I answer all calls and assignments in me assigned zone.

Objective #2: Responds to reported violations of state law, city ordinances and C.M.H.A. resident complaints

RATING

0  E  S  I  U  4 Points

COMMENTS: I respond to all calls and perform my duties to the best of my ability.

Objective #3: Conduct preliminary investigations of crimes

RATING

0  E  S  I  U  4 Points

COMMENTS: I gather as much information and investigate the incident as best as i can.

Objective #4: Observes, inspects and reports the condition of CMHA property

RATING

0  E  S  I  U  4 Points

COMMENTS: All equipment is inspected and is returned in the same condition as it was taken out.

Objective #5: Prepares crime reports and other required reports.

RATING

0  E  S  I  U  4 Points

COMMENTS: All reports and incidents are reported and documented.

Objective #6: Obtains and maintains firearms and other certifications

RATING

0  E  S  I  U  4 Points

COMMENTS: I qualify and maintain me firearm proficiency yearly.

Rate employee's overall performance:

Total Points 56  $\div 14 = 4$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. **Signing does not indicate agreement with your performance appraisal.**

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the **Director of Human Resources within ten (10) days** after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: *Jane Hill 89*

Date: 11/15/08

Reviewing Supervisor Signature: *[Signature]*

Date: 24/5/08

Department Director Signature: *[Signature]*

Date: 3/24/08



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

### CONFIDENTIAL

Name: Ptl. James M Griffiths #89

Department/Area: Police Division

Position: Police Officer

Report Year: 2007

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James M Griffiths #89*

Date: 1/26/06

Immediate Supervisor Signature: *SLT LACCO*

Date: 01/26/06

Department Director Signature: *Christy Jacobson*

Date: 2/13/06



17 MAY T. 25  
10 OCT T. 25  
05 NOV T. 25  
13 NOV T. 25  
14 NOV T. 25  
20 NOV T. 25



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: PO James Griffiths #89

Position: Police Officer

Department/Area: Police Department

Last Appraisal Date: 01 / 01 / 07

Type: xxxxx Annual         Mid Probation         Other

Current Date: 06 / 05 / 08

Evaluation Period: From 01 / 01 / 07 To 12 / 31 / 07

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**E = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)**

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths #89 has the practical and technical skill to perform the function of a police officer.

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** In Calender Year 2007 PO Griffiths called off sick eleven times and was issued discipline for ACP violations. PO Griffiths #89 needs to focus on eliminating sick abuse leave events and ACP violations.

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths #89 is proficient in his report writing capability and accuracy of the assignments he completes.

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

**RATING**

O  E  S  I  U  2 Points

**COMMENTS:** PO Griffiths #89 is one of the lowest producing officers on Second Platoon with only 35 arrests, and 71 reports for calender year 2007. PO Griffiths #89 needs to utilize the special attention logs, citizen complaints, and previous drug activities to conduct follow ups and generate more on views, and be more aggressive with zero tolerance that may lead to more arrests and citations.

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

**RATING**

O  E  S  I  U  2 Points

**COMMENTS:** PO Griffiths #89 patrols his assigned area and answers the broadcast calls that are assigned to him, however rarely will he take the role of the initiating officer. PO Griffiths #89 needs to become the initiating officer to achieve at minimum an average number of citations and arrest.

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths #89 is proficient with his ability to communicate with the residents and employees of CMHA. PO Griffiths #89 is adept at reports writing and will most of the time follow instructions given to him by a supervisor with little verification.



7. **Interpersonal Relationship:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0       E       S       I       U       3 Points

**COMMENTS:** PO Griffiths #89 has a satisfactory relationship with other officers and supervisors on second platoon. On several occasions PO Griffiths #89 had difficulty following orders given to him by supervisors. He also needs to work on backing up other officers on calls for service or on views and not wait for a supervisor or RCC to advise him to assist.

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0       E       S       I       U       3 Points

**COMMENTS:** PO Griffiths #89 patrols his assigned AMP area and responds to calls for service when broadcast.

## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols designated area to prevent crime. Familiarizes themselves with the area and suspicious persons and vehicles and handles accordingly

**RATING**

**0**       **E**       **S**       **I**       **U**       **2** Points

**COMMENTS:** PO Griffiths #89 patrols his AMP assigned area with numerous vehicle patrols however he will rarely initiate on views or aggressively patrol an area that has seen an increase in it's crime rates. PO Griffiths #89 needs to work on conducting foot patrols of the area, noting suspicious person and vehicles, and handling those offenders accordingly and with a zero tolerance policy. Griffiths also needs to conduct follow ups on drug activity complaints and special attentions

**Objective #2:** Responds to reported violations of law, city ordinances, and CMHA lease violations.

**RATING**

**0**       **E**       **S**       **I**       **U**       **2** Points

**COMMENTS:** PO Griffiths #89 responds in a timely fashion to a calls for service RCC broadcasts him to, however he will rarely act aggressively to patrol a given area where the residents have seen an increase in violent crime or drug complaints. He also has difficulty in following through by issuing the appropriate NTV citations where they are applicable.

**Objective #3:** Conducts preliminary investigations of crimes, pursues, and apprehends suspects.

**RATING**

**0**       **E**       **S**       **I**       **U**       **3** Points

**COMMENTS:** PO Griffiths #89 will respond and handle appropriately a call for service, however he has shown reluctance to initiate on views resulting in his being one of the lowest producing officers on second platoon. He needs to initiate and aggressively pursue suspicious persons or vehicles in his assigned AMP area.

**Objective #4:** Report hazardous conditions on and around CMHA property.

**RATING**

**0**       **E**       **S**       **I**       **U**       **3** Points

**COMMENTS:** PO Griffiths #89 reports any hazardous conditions on or around CMHA property that he is made aware of.

**Objective #5:** Prepares crimes reports and other necessary reports.

**RATING**

**0**       **E**       **S**       **I**       **U**       **3** Points

**COMMENTS:** PO Griffiths #89 completes all police reports, tow reports, and other police report paperwork in a timely manner.

**Objective #6:** Obtains and maintains firearms and other certifications necessary for the position.

**RATING**

**0**       **E**       **S**       **I**       **U**       **3** Points

**COMMENTS:** PO Griffiths #89 qualified during yearly qualification with his assigned firearm. PO Griffiths #89 needs to take an active role in his career development and seek out courses applicable to the position through OPOTA and or college courses.

## Overall Performance

Rate employee's overall performance:

Total Points 37  $\div 14 = 2.64$  (Overall Rating: Round rating to one (1) decimal place)

- |  |   |
|--|---|
| <input type="checkbox"/> Outstanding (4.5 - 5.0)           | <input type="checkbox"/> Improvement Needed (1.5 - 2.4) |
| <input type="checkbox"/> Exceeds Expectations (3.5 - 4.4)  | <input type="checkbox"/> Unsatisfactory (0 - 1.4)       |
| <input checked="" type="checkbox"/> Successful (2.5 - 3.4) |   |

Specific areas of improvement needed: PO Griffiths #89 needs to generate more on views during his tour of duty and be more aggressive. This can be accomplished by following up on special attentions, drug activity complaints, citizen complaints, and previous drug activity follow ups. PO Griffiths #89 also needs to follow orders given by a supervisor the first time, and assist fellow officers without being asked to by a supervisor or RCC

Specific goals for improvement: PO Griffiths #89 needs to follow up on complaints and special attentions, and be more vigilant and aggressive in his enforcement efforts. He needs to achieve higher arrest records, higher citation averages, to be more in line with the performance standards set by average officers on the same shift.

Training needed to accomplish goals: PO Griffiths #89 should ride with a supervisor once a month and receive a written evaluation for that tour of duty with pros, cons, and recommendations for changes that will achieve the desired results of increasing his overall statistics and level of performance, so that he will achieve at least an average standard during his assignment on second platoon.

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

### ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: *[Signature]*

Date: 24 JAN 108

Reviewing Supervisor Signature: *[Signature]*

Date: 24 JAN 108

Department Director Signature: *[Signature]*

Date: 3 1 24 108



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: Ptl. James Griffiths #89

Department/Area: Police Division

Position: Police Officer

Report Year: 2008

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

---

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James Griffiths #89*

Date: 11/15/08

Immediate Supervisor Signature: *[Signature]*

Date: 24 Jan 08

Department Director Signature: *[Signature]*

Date: 3/24/08

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

NAME: Ptl. James M. Griffiths #89

DATE: 15JAN08

CURRENT ASSIGNMENT: Second Platoon

**Education:**

High School/GED xxx                      Associates Degree      
Bachelors Degree                          Masters Degree      
Doctorate    

**Specialized Training:**

Certified in the use of Radar for traffic.

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1.      **Professionally speaking, where would you like to be five (5) years from now?**

Advance to the K-9 unit and or Sargent within the department.

---

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2.      **What are your professional goals?**

To advance within the agency.

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---

3.      **How can CMHA assist you in obtaining your professional goals?**

Have positions open for me to advance.

---

---

4.      **If possible, what type of training would you like to attend that would be beneficial to your current position?**

a) Law update classes

b)

c)

---

---

5.      **In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**

YES xxx

NO    

6.      **Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**

YES    

NO xxx

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CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO xxx

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---

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

Yes. If it was that bad I would go for any assistance that was offered to better myself.

---

---

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES x

NO \_\_\_

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES xxx

NO \_\_\_

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes xxx

Often \_\_\_

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES xxx

NO \_\_\_

---

Employee Name and Badge# Ptl. James M. Griffiths #89

(PRINT)

Employee Signature: *James M. Griffiths*

Date: 1-15-08

Supervisor Signature: *[Signature]*

Date: 24 Jan 08

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** PO James M. Griffiths #89

**SUPERVISOR:** Sergeant Carol D. Rucker #632

**DATE COMPLETED:** March 5, 2007

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: Ptl. James M Griffiths #89

Department/Area: Police Division

Position: Police Officer

Report Year: 2006

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James M Griffiths*

Date: 1/26/06

Immediate Supervisor Signature: *SLT LACCO*

Date: 01/26/06

Department Director Signature: *Anthony J. Brown*

Date: 2/13/06





**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
PERFORMANCE APPRAISAL**

**CONFIDENTIAL**

Name: Ptl. James M Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 06

Type:  Annual     Mid Probation     Other

Current Date: 01 / 21 / 07

Evaluation Period: From 01 / 01 / 06 To 01 / 01 / 07

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

**PERFORMANCE LEVELS**

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

# SELF APPRAISAL

## PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O

E

S

I

U

4 Points

COMMENTS: I perform all my duties to the best of my abilities.

---

---

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O

E

S

I

U

4 Points

COMMENTS: I show up for work in a timely manor. I follow the rules of the department.

---

---

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O

E

S

I

U

4 Points

COMMENTS: All work in completed in a timely manor. All work performed is done to the best of me ability.

---

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4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O

E

S

I

U

4 Points

COMMENTS: All work in performed thoroughly and completely.

---

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5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O

E

S

I

U

3 Points

COMMENTS: I answer all calls and assignments promptly. I act upon all crimes and incident that I observe.

---

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O

E

S

I

U

5 Points

COMMENTS: My communication skills are very good. All my points are made very clearly.

---

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# SELF APPRAISAL

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0       E       S       I       U       4 Points

**COMMENTS:** I follow all instructions given be supervisors.

---

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0       E       S       I       U       4 Points

**COMMENTS:** I don't request supervision for hardly and of my calls. My knowledge of the job is very good and find that me decisions made on calls are correct.

---

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Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1: Patrols designed areas

RATING  
0  E  S  I  U  4 Points

COMMENTS: I answer all calls and assignments in me assigned zone.

Objective #2: Responds to reported violations of state law, city ordinances and C.M.H.A. resident complaints

RATING  
0  E  S  I  U  4 Points

COMMENTS: I respond to all calls and perform my duties to the best of my ability.

Objective #3: Conduct preliminary investigations of crimes

RATING  
0  E  S  I  U  4 Points

COMMENTS: I gather as much information and investigate the incident as best as i can.

Objective #4: Observes, inspects and reports the condition of CMHA property

RATING  
0  E  S  I  U  4 Points

COMMENTS: All equipment is inspected and is returned in the same condition as it was taken out.

Objective #5: Prepares crime reports and other required reports.

RATING  
0  E  S  I  U  4 Points

COMMENTS: All reports and incidents are reported and documented.

Objective #6: Obtains and maintains firearms and other certifications

RATING  
0  E  S  I  U  4 Points

COMMENTS: I qualify and maintain me firearm proficiency yearly.

Rate employee's overall performance:

Total Points 56  $\div 14 = 4$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature]

Date: 1/24/07

Reviewing Supervisor Signature: [Signature] #632

Date: 3/5/07

Department Director Signature: [Signature]

Date: 3/20/07





## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: PO James M. Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 06

Type: XXX Annual         Mid Probation         Other    Current Date: 03 / 05 / 07

Evaluation Period: From 01 / 01 / 06 To 01 / 01 / 07

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)**

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O       E       S       I       U       4 Points

COMMENTS: PO Griffiths has continuously demonstrated both practical and technical skills in executing his duties.

---

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O       E       S       I       U       4 Points

COMMENTS: PO Griffiths continues to follow the attendance standards and all safety and conduct rules as well as all agency regulations.

---

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O       E       S       I       U       4 Points

COMMENTS: PO Griffiths completes his work in a timely manner and to the best of his ability to do such. His work ethics are very good.

---

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O       E       S       I       U       3 Points

COMMENTS: PO Griffiths quality and efficiency of his work completed meets established goals. His reports are written in complete detail.

---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O       E       S       I       U       3 Points

COMMENTS: PO Griffiths is a self starter, he handles his calls and assignments with professionalism at all times. He has talked with me at times regarding ways to handle a certain situation regarding calls that doesn't have a negative impact on the situation or the department and/or agency.

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O       E       S       I       U       4 Points

COMMENTS: PO Griffiths communicates in a very effective manner both written and verbal. He continues to demonstrate the same. He is a professional.

---



7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

3 Points

**COMMENTS:** PO Griffiths has demonstrated in a positive way, his willingness and ability to cooperate, work and communicate with co-workers, supervisors and/or outside contacts.

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

3 Points

**COMMENTS:** PO Griffiths requires little to no supervision, he makes decisions and takes responsibility of his job. Not often, but he will contact a supervisor to reaffirm the decision that he's made.

---

## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designated area in order to prevent crime or disturbance of the peace and apprehend violators. Police presence

RATING

0  E  S  I  U 3 Points

COMMENTS: PO Griffiths patrols his assigned zone/area and responds to any calls that require police response

**Objective #2:** Responds to reported violations of the state law, city ordinances, CMHA lease violations and residents complaints

RATING

0  E  S  I  U 3 Points

COMMENTS: PO Griffiths takes actions on any violations of any laws up to and including CMHA lease violations.

**Objective #3:** Conducts and handles investigations accordingly to ensure the necessary required action is taken to resolve the situation.

RATING

0  E  S  I  U 4 Points

COMMENTS: if he observes any activity that is deemed criminal and/or suspicious he takes the necessary steps to investigate accordingly.

**Objective #4:** Observes, inspects and reports condition of CMHA property to his supervisors.

RATING

0  E  S  I  U 4 Points

COMMENTS: Conduct inspections of all CMHA property assigned to him, and will report unsafe and/or damage conditions of such. He does the same for CMHA property on the various estates that he patrol.

**Objective #5:** Prepares the required crime report for incidents and other reports as necessary.

RATING

0  E  S  I  U 4 Points

COMMENTS: Generates all reports necessary for any/all crimes committed on CMHA property.

**Objective #6:** Obtains and maintains firearms and other certifications that are required for his position.

RATING

0  E  S  I  U 4 Points

COMMENTS: Maintains firearms certification and all other certifications required for his position.

Overall Performance

Rate employee's overall performance:

Total Points 56  $\div 14 = 4.0$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: more training associated with police work

Specific goals for improvement: OPOTA advanced courses, in-house updated training

Training needed to accomplish goals: Patrol techniques, and updated laws

Additional comments: \_\_\_\_\_

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature]

Date: 3 16 07

Reviewing Supervisor Signature: [Signature]

Date: 3 15 07

Department Director Signature: [Signature]

Date: 3 12 07

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

NAME: Ptl. James M. Griffiths #89

DATE: 05MAR07

CURRENT ASSIGNMENT: Second Platoon

**Education:**

High School/GED xxx                      Associates Degree      
Bachelors Degree                          Masters Degree      
Doctorate    

**Specialized Training:**

Certified in the use of Radar for traffic.  
\_\_\_\_\_  
\_\_\_\_\_

1.     **Professionally speaking, where would you like to be five (5) years from now?**  
Advance to the K-9 unit and or Sargent within the department.  
\_\_\_\_\_

2.     **What are your professional goals?**  
To advance within the agency.  
\_\_\_\_\_

3.     **How can CMHA assist you in obtaining your professional goals?**  
Have positions open for me to advance.  
\_\_\_\_\_

4.     **If possible, what type of training would you like to attend that would be beneficial to your current position?**  
a) Law update classes  
b) \_\_\_\_\_  
c) \_\_\_\_\_

5.     **In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**  
  
YES xxx                                      NO    

6.     **Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**  
  
YES                                          NO xxx

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO xxx

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

Yes. If it was that bad I would go for any assistance that was offered to better myself.

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES x

NO \_\_\_

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES xxx

NO \_\_\_

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes xxx

Often \_\_\_

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES xxx

NO \_\_\_

Employee Name and Badge# Ptl. James M. Griffiths #89

(PRINT)

Employee Signature: *James M. Griffiths #89*

Date: 3/6/07

Supervisor Signature: *Sgt. Ruel #632*

Date: 3/5/07

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** James Griffiths #89

**SUPERVISOR:** Sgt. William Likes #660

**DATE COMPLETED:** 26JAN06

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
PERFORMANCE APPRAISAL**

**CONFIDENTIAL**

Name: Ptd. James M Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 05

Type:  Annual     Mid Probation     Other

Current Date: 01 / 21 / 06

Evaluation Period: From 01 / 01 / 05 To 01 / 01 / 06

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

**PERFORMANCE LEVELS**

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

# SELF APPRAISAL

## PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O

E

S

I

U

4 Points

COMMENTS: I perform all my duties to the best of my abilities.

---

---

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O

E

S

I

U

4 Points

COMMENTS: I show up for work in a timely manor. I follow the rules of the department.

---

---

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O

E

S

I

U

4 Points

COMMENTS: All work in completed in a timely manor. All work performed is done to the best of me ability.

---

---

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O

E

S

I

U

4 Points

COMMENTS: All work in performed thoroughly and completely.

---

---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O

E

S

I

U

3 Points

COMMENTS: I answer all calls and assignments promptly. I act upon all crimes and incident that I observe.

---

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O

E

S

I

U

5 Points

COMMENTS: My communication skills are very good. All my points are made very clearly.

---

---



## SELF APPRAISAL

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** I follow all instructions given be supervisors.

---

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** I don't request supervision for hardly and of my calls. My knowledge of the job is very good and find that me decisions made on calls are correct.

---

---

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

## Objective #1: Patrols designed areas

## RATING

0 E S I U 

4 Points

COMMENTS: I answer all calls and assignments in me assigned zone.

## Objective #2: Responds to reported violations of state law, city ordinances and C.M.H.A. resident complaints

## RATING

0 E S I U 

4 Points

COMMENTS: I respond to all calls and perform my duties to the best of my ability.

## Objective #3: Conduct preliminary investigations of crimes

## RATING

0 E S I U 

4 Points

COMMENTS: I gather as much information and investigate the incident as best as i can.

## Objective #4: Observes, inspects and reports the condition of CMHA property

## RATING

0 E S I U 

4 Points

COMMENTS: All equipment is inspected and is returned in the same condition as it was taken out.

## Objective #5: Prepares crime reports and other required reports.

## RATING

0 E S I U 

4 Points

COMMENTS: All reports and incidents are reported and documented.

## Objective #6: Obtains and maintains firearms and other certifications

## RATING

0 E S I U 

4 Points

COMMENTS: I qualify and maintain me firearm proficiency yearly.

Rate employee's overall performance:

Total Points 56  $\div 14 = 4$  (Overall Rating: Round rating to one (1) decimal place)

Outstanding (4.5 - 5.0)

Improvement Needed (1.5 - 2.4)

Exceeds Expectations (3.5 - 4.4)

Unsatisfactory (0 - 1.4)

Successful (2.5 - 3.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. **Signing does not indicate agreement with your performance appraisal.**

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the **Director of Human Resources** within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: *[Handwritten Signature]*

Date: 1/26/06

Reviewing Supervisor Signature: *[Handwritten Signature]*

Date: 01/26/06

Department Director Signature: *[Handwritten Signature]*

Date: 2/13/06



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: James Griffith #89

Department/Area: Police Division

Position: Police Officer Patrolman

Report Year: 05

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James Griffith #89*

Date: 1/11/05

Immediate Supervisor Signature: *SGT William H #160*

Date: 01/08/05

Department Director Signature: *[Signature]*

Date: 1/14/05

NAME GRIMMIS JAMES M DEPARTMENT POLICE  
 DATE OF BIRTH 10-19-71 LAST FIRST MIDDLE  
 SOCIAL SECURITY NUMBER [REDACTED] DATE OF HIRE 10-24-92 BADGE NUMBER 89  
 SICK DAYS DUE            VACATION TIME DUE           

19 2005 **EMPLOYEE ATTENDANCE RECORD**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

A=ANNUAL LEAVE  
 B=DOCTOR'S CERT. REQUESTED  
 C=COMPENSATORY LEAVE  
 D=DID NOT CALL IN 1ST HR.  
 E=DOCTOR'S CERT. PRESENTED

F=FUNERAL LEAVE  
 J=JURY LEAVE  
 L=ADMINISTRATIVE LEAVE  
 M=MILITARY LEAVE  
 O=AWOL

P=PERSONAL  
 S=SICK LEAVE  
 SS=SUSPENSION  
 W=LEAVE WITHOUT PAY  
 X=VACATION DAY

ABSENCE SUMMARY  
 A B C D E F M O P S W

YEARLY TOTALS  
 USE REVERSE SIDE  
 FOR ADDITIONAL NOTES



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: James Griffiths #89

Position: Police Officer

Department/Area: Police Department/ Second Platoon

Last Appraisal Date: 01 / 01 / 05

Type: XX Annual         Mid Probation         Other

Current Date: 01 / 26 / 06

Evaluation Period: From 01 / 01 / 05 To 12 / 31 / 05

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS** (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** Officer Griffiths has a good working knowledge of his assigned duties. He completes his assigned duties as outlined in his job description.

---

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths has used 10 days of sick time in 2005.

---

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths report grammar has improved this year. He completes his work in a timely manner.

---

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths' work product is average, but is completed in timely period.

---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths responds to broadcast assignments in a timely manner. He rarely initiates on-views and needs to become more pro-active.

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

**RATING**

O  E  S  I  U  3 Points

**COMMENTS:** PO Griffiths can communicate, both in writing and verbally. He follows both verbal and written directives with little to no supervision.

---

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

3 Points

**COMMENTS:** PO Griffiths demonstrates the ability to communicate with fellow employees, residents, and other agencies.

---

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

3 Points

**COMMENTS:** PO Griffiths can work with little to no supervision and generally makes sound decision.

---

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## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designated area, in order to prevent crime or disturbances of the peace and apprehend violators

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths patrols his assigned zone and handles his broadcast assignments. He could be more pro-active and initiate more on-views.

**Objective #2:** Responds to reported violations of state law, city ordinances and the CMHA resident lease including,...

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths responds to all broadcast assignments and enforces all laws.

**Objective #3:** Conducts investigations of crimes, accidents and civil disturbances. Supports preliminary investigations.

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths conducts investigations and completes reports on all crimes during his tour of duty. His reports need to be more detailed oriented.

**Objective #4:** Observes, inspects and reports conditions of CMHA Property.

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths reports all damage to CMHA property.

**Objective #5:** Prepares crime reports and other required reports during his tour of duty.

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths completes all reports prior to his end of duty.

**Objective #6:** Obtains and maintains firearms and other certifications that are required for this position.

RATING

0       E       S       I       U       3 Points

COMMENTS: PO Griffiths maintains his annual CMHA Police yearly range qualification.

Overall Performance

Rate employee's overall performance:

Total Points 42  $\div 14 = 3.0$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: Report Writing and to be more Pro-active

Specific goals for improvement: Improve on grammar

Training needed to accomplish goals: Report writing classes.

Additional comments: PO Griffiths would be an asset to any Unit within the CMHA Police Department if he would become more motivated.

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature]

Date: 1/26/06

Reviewing Supervisor Signature: [Signature]

Date: 01/26/06

Department Director Signature: [Signature]

Date: 2/13/06



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: Ptl. James M Griffiths #89

Department/Area: Police Division

Position: Police Officer

Report Year: 2006

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James M Griffiths #89* Date: 1/12/06  
 Immediate Supervisor Signature: *SLT L. P. G. G. O.* Date: 01/26/06  
 Department Director Signature: *Anthony Jacobson, chief* Date: 2/13/06

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

NAME: James Griffiths #89

DATE: 01-01-05

CURRENT ASSIGNMENT: Second Platoon Police Officer

**Education:**

High School/GED XX                      Associates Degree      
Bachelors Degree                          Masters Degree      
Doctorate    

**Specialized Training:**

Trained in Doppler Radar Unit (Traffic)  
CPR, ASP, and Pepper Sprayed trained  
BAC Data Master (expired)

1. **Professionally speaking, where would you like to be five (5) years from now?**

CMHA Police Sergeant  
K-9 Officer

2. **What are your professional goals?**

To Progress through the ranks of the CMHA Police Department

3. **How can CMHA assist you in obtaining your professional goals?**

To be considered for the position of Sergeant

4. **If possible, what type of training would you like to attend that would be beneficial to your current position?**

a) Report writing classes.  
b) Typing/keyboarding classes  
c)

5. **In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**

YES                                          NO XX

6. **Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**

YES XX                                      NO    

Personal issues, does not wish to elaborate

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO XX

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

He would seek outside help or treatment

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES \_\_\_

NO XX

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES \_\_\_

NO XX

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes XX

Often \_\_\_

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES XX

NO \_\_\_

Employee Name and Badge# JAMES GRIFFITHS  
(PRINT)

Employee Signature: [Signature]

Date: 1-26-06

Supervisor Signature: [Signature]

Date: 01-26-06

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** PO James Griffiths #89

**SUPERVISOR:** Sgt. William Likes #660

**DATE COMPLETED:** 01-01-05

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
PERFORMANCE APPRAISAL**

**CONFIDENTIAL**

Name: James M. Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 04

Type:  Annual     Mid Probation     Other

Current Date: 12 / 17 / 04

Evaluation Period: From 01 / 01 / 04 To 01 / 01 / 05

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

**PERFORMANCE LEVELS**

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS (If all Performance Factors are to be evaluated)**

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O       E       S       I       U       5 Points

COMMENTS: I demonstrate all the duty and have the proper skills of the job.

---

---

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O       E       S       I       U       4 Points

COMMENTS: I do follow all the rules of the department to the best of my ability.

---

---

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O       E       S       I       U       4 Points

COMMENTS: All my work is very thorough and accurate.

---

---

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O       E       S       I       U       4 Points

COMMENTS: All my work is completed and turned in on time and in a timely manor.

---

---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O       E       S       I       U       3 Points

COMMENTS: I do act on incidents that are happening at the present time and use my skills and knowledge to get the job completed.

---

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O       E       S       I       U       4 Points

COMMENTS: My communication skills and very good. My report skills are very good also. I am able to express myself to all in a way that my point gained and understood by all.

---

---



7. **Interpersonal Relationships.** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

**O**

**E**

**S**

**I**

**U**

4 **Points**

**COMMENTS:** I work well with all personal in the department.

---

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

**O**

**E**

**S**

**I**

**U**

4 **Points**

**COMMENTS:** I do my job with out hardly any guidance or direction of a supervisor.

---

---

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designated Area:

RATING  
 0       E       S       I       U       4 Points

COMMENTS: I maintain a high visibility within my assigned zone.

**Objective #2:** Responds to reported violations of law:

RATING  
 0       E       S       I       U       4 Points

COMMENTS: I respond to all calls in a timely manor and handle them to the best of , my ability.

**Objective #3:** Conducts preliminary investigations

RATING  
 0       E       S       I       U       4 Points

COMMENTS: I follow through with all parts of my required job description.

**Objective #4:** Observes inspects CMHA Property.:

RATING  
 0       E       S       I       U       4 Points

COMMENTS: All equipment is inspected to the best of my ability and reported to my supervisor if there are any new damages to it.

**Objective #5:** Prepares crime reports etc:

RATING  
 0       E       S       I       U       4 Points

COMMENTS: All reports are prepared to the best of my ability and turned in, in a timely manor. All reports are completed with all information that is provided about that case.

**Objective #6:** Obtains and maintains firearms and other certifications:

RATING  
 0       E       S       I       U       4 Points

COMMENTS: Once a year it is mandatory to complete the state firearms course, and it is completed.

Rate employee's overall performance:

Total Points 52  $\div 14 = 3.71$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature]

Date: 12/17/04

Reviewing Supervisor Signature: [Signature]

Date: 12/17/04

Department Director Signature: [Signature]

Date: 1/14/05



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: PO James Griffiths #89

Department/Area: Police Division

Position: Police Officer Second Platoon

Report Year: 04

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James M. Griffiths #89

Date: 1/14/04

Immediate Supervisor Signature: [Signature]

Date: 1/14/04

Department Director Signature: Anthony Jackson, Chief

Date: 1/20/04

NAME TRIEFFTHS JAMES M.  
 LAST FIRST MIDDLE  
 DATE OF BIRTH 10-19-71  
 DATE OF HIRE 12-24-92

DEPARTMENT POUC6  
 BADGE NUMBER 89

SOCIAL SECURITY NUMBER 3004  
 SICK DAYS DUE \_\_\_\_\_  
 VACATION TIME DUE \_\_\_\_\_

**EMPLOYEE ATTENDANCE RECORD**

	ABSENCE SUMMARY																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN				X	X							X	X																		
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															
A=ANNUAL LEAVE B= DOCTOR'S CERT. REQUESTED C=COMPENSATORY LEAVE D= DID NOT CALL IN 1ST HR. E= DOCTOR'S CERT. PRESENTED F= FUNERAL LEAVE J= JURY LEAVE L= ADMINISTRATIVE LEAVE M= MILITARY LEAVE O= AMOL P= PERSONAL S= SICK LEAVE SS= SUSPENSION W= LEAVE WITHOUT PAY X= VACATION PAY																															
YEARLY TOTALS USE REVERSE SIDE FOR ADDITIONAL NOTES Printed in U.S.A.																															



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: James Griffiths #89

Position: Police Officer

Department/Area: Police Department/ Second Platoon

Last Appraisal Date: 12 / 31 / 03

Type: XX Annual         Mid Probation         Other

Current Date: 01 / 01 / 05

Evaluation Period: From 01 / 01 / 04 To 12 / 31 / 04

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS (Each Performance Factor is to be evaluated)**

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O  E  S  I  U  4 Points

COMMENTS: Officer Griffiths has a good working knowledge of his assigned duties. He completes his assigned duties as outlined in his job description.

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths has used 8 days of sick time and was tardy 8 times in 2004.

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths reports have greatly improved from the beginning of the year. He completes his work in a timely manner.

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths work product is average, but is completed in timely period.

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths handles all of his broadcast assignments in a timely manner. He rarely initiates on-views and needs to become more of a "self starter".

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths can communicate, both in writing and verbally. He understands both verbal and written directives and can carry them out without supervision.

7. **Interpersonal Relationships.** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

**0**

**E**

**S**

**I**

**U**

3 **Points**

**COMMENTS:** PO Griffiths demonstrates the ability to communicate with fellow employees, residents, and other agencies.

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8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

**0**

**E**

**S**

**I**

**U**

3 **Points**

**COMMENTS:** PO Griffiths works well with little or no supervision. He demonstrates the ability to make sound decision and take responsibility for his action.

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## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designated area, in order to prevent crime or disturbances of the peace and apprehend violators

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO Griffiths patrols his assigned zone and handles his broadcast assignments. His on views of criminal activity has pick up towards the end of the year.

**Objective #2:** Responds to reported violations of state law, city ordinances and the CMHA resident lease including,...

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO Griffiths enforces laws of the City of Cleveland and State of Ohio. He needs to issue more notice to violators tickets to residents violating their lease.

**Objective #3:** Conducts investigations of crimes, accidents and civil disturbances. Supports preliminary investigations.

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO Griffiths conducts investigations and completes reports on all crimes during his tour of duty. His investigation are always completed in a timely manner, but needed to be more detailed.

**Objective #4:** Observes, inspects and reports conditions of CMHA Property.

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO Griffiths reports all damage to CMHA property.

**Objective #5:** Prepares crime reports and other required reports during his tour of duty.

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO. Griffiths completes all reports prior to his end of duty.

**Objective #6:** Obtains and maintains firearms and other certifications that are required for this position.

**RATING**

0  E  S  I  U 3 Points

**COMMENTS:** PO Griffiths maintains his annual CMHA Police yearly range qualification.

Overall Performance

Rate employee's overall performance:

Total Points 43  $\div 14 = 3.1$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: PO Griffiths needs more improvement on his reports he generates. He needs to assert himself and initiate more on-views, while on patrol.

Specific goals for improvement: To review prior written approved reports as a guide for report writing. To issue minor misdemeanor citations and make more arrest on CMHA properties.

Training needed to accomplish goals: Report writing classes.

Additional comments: PO Griffiths is a good Police Officer, who needs to motivate himself to achieve his goals of becoming a K-9 officer with the CMHA Police Department.

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Handwritten Signature]

Date: 11/1/05

Reviewing Supervisor Signature: [Handwritten Signature] #660

Date: 01/01/05

Department Director Signature: [Handwritten Signature]

Date: 1/1/4/05



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: James Griffith #89

Department/Area: Police Division

Position: Police Officer Patrolman

Report Year: 05

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James Griffith #89* Date: 1/11/05

Immediate Supervisor Signature: *Sgt William H #160* Date: 01/01/05

Department Director Signature: *William J. ...* Date: 1/14/05

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

**NAME:** James Griffiths #89

**DATE:** 01-01-05

**CURRENT ASSIGNMENT:** Second Platoon Police Officer

**Education:**

High School/GED XX                      Associates Degree      
Bachelors Degree                          Masters Degree      
Doctorate    

**Specialized Training:**

Trained in Doppler Radar Unit (Traffic)  
CPR, ASP, and Pepper Sprayed trained

**1. Professionally speaking, where would you like to be five (5) years from now?**

To be a member of the CMHA Police K-9 Unit

**2. What are your professional goals?**

To become a K-9 Officer

**3. How can CMHA assist you in obtaining your professional goals?**

To be considered for the next K-9 position

**4. If possible, what type of training would you like to attend that would be beneficial to your current position?**

- a) Report writing classes.
- b) Typing/keyboarding classes
- c)

**5. In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**

YES                                          NO XX

**6. Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**

YES                                          NO XX

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES

NO

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

He would handle any personal or work related stress problems on his own.

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES

NO

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES

NO

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never

Sometimes

Often

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES

NO

Employee Name and Badge#

JAMES W. GRANTAS 89

(PRINT)

Employee Signature:

*James W. Grantas 89*

Date: 1-1-05

Supervisor Signature:

*SIT with K. H. H.*

Date: 01-01-05

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** PO James Griffiths #89

**SUPERVISOR:** Lieutenant Michael Shank #652

**DATE COMPLETED:** 01/16/2004

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form

SELF



# CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

## CONFIDENTIAL

Name: James M. Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 03

Type:  Annual  Mid Probation  Other

Current Date: 01 / 06 / 04

Evaluation Period: From 01 / 01 / 03 To 12 / 31 / 03

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTOR** (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

**RATING**  
O  E  S  I  U  4 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

**RATING**  
O  E  S  I  U  3 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

**RATING**  
O  E  S  I  U  3 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

**RATING**  
O  E  S  I  U  4 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

**RATING**  
O  E  S  I  U  4 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

**RATING**  
O  E  S  I  U  4 Points

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

**0**

**E**

**S**

**I**

**U**

4 **Points**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

**0**

**E**

**S**

**I**

**U**

4 **Points**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols designated area...

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** I stay in my assigned area and I am very visible.

**Objective #2:** Responds to reported violation of the state law...

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** I respond to all calls given to me and handle them to the best of my ability.

**Objective #3:** Conducts preliminary investigations of crimes, accidents and civil disturbances, and collects and preserves evidence.

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** I do my job to the best of my ability. I gather all information that is needed and complete the call in a timely manner.

**Objective #4:** Obtains, inspects and reports the condition of CMHA property...

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** All equipment is looked at and evaluated and reported to my supervisor as soon as it brought to my attention.

**Objective #5:** Prepares required reports; completes forms describing circumstance of crimes, accidents, complaints...

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** All reports are taken and completed in a timely manner and turned in for review prior to the end of my shift.

**Objective #6:** Obtains and maintains firearms certifications and other certifications that are required for his position

**RATING**

**0**

**E**

**S**

**I**

**U**

**4** Points

**COMMENTS:** We are mandated to qualify with our firearms every year. I do pass the requirements for this training every year.

Overall Performance

Rate employee's overall performance:

Total Points 54  $\div 14 = 3.857$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature] #89

Date: 1/14/04

Reviewing Supervisor Signature: [Signature]

Date: 1/14/04

Department Director Signature: [Signature]

Date: 1/20/04



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: James Griffiths

Department/Area: Police Division

Position: Police Officer

Report Year: 2003

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: *James Griffiths* 4 89 Date: 3/26/03  
 Immediate Supervisor Signature: *R. Meffly* 652 Date: 3/26/03  
 Department Director Signature: *Anthony Jackson, chief* Date: 4/1/03

NAME Greer, JMS James N. DEPARTMENT Police  
 DATE OF BIRTH LAST 10-19-71 FIRST James MIDDLE N. BADGE NUMBER 89  
 SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_ VACATION TIME DUE \_\_\_\_\_  
 SICK DAYS DUE \_\_\_\_\_

**EMPLOYEE ATTENDANCE RECORD**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	XX							V	XX	XX	S	S					XX	XX					S								
FEB								V																							
MAR	X				A																										
APR	XX																														
MAY																															
JUN																															
JUL	X																														
AUG	XX																														
SEP																															
OCT																															
NOV	X																														
DEC	XX																														

A=ANNUAL LEAVE  
 B= DOCTOR'S CERT. REQUESTED  
 C=COMPENSATORY LEAVE  
 D=DID NOT CALL IN 1ST HR.  
 E=DOCTOR'S CERT. PRESENTED  
 F=FUNERAL LEAVE  
 J=JURY LEAVE  
 L=ADMINISTRATIVE LEAVE  
 M=MILITARY LEAVE  
 O=AWOL  
 P=PERSONAL  
 S=SICK LEAVE  
 SS=SUSPENSION  
 W=LEAVE WITHOUT PAY  
 X=VACATION PAY

YEARLY TOTALS  
 USE REVERSE SIDE  
 FOR ADDITIONAL NOTES  
 Printed in U.S.A.



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: Griffiths, James

Position: Police Officer #89

Department/Area: Police

Last Appraisal Date: 03 / 15 / 03

Type: XXX Annual  Mid Probation  Other

Current Date: 01 / 14 / 04

Evaluation Period: From 01 / 01 / 03 To 12 / 31 / 03

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS:** section must be completed for all Performance Factors and Employee Objectives/Expectations. As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS** (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O  E  S  I  U  4 Points

COMMENTS: PO Griffiths is an excellent officer with good skills and knowledge.

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2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O  E  S  I  U  2 Points

COMMENTS: PO Griffiths has used 13 sick days and has been tardy once.

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3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O  E  S  I  U  4 Points

COMMENTS: PO Griffiths is very accurate and thorough in all of his work.

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4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths completes all work within the specified time.

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---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O  E  S  I  U  3 Points

COMMENTS: PO Griffiths completes only the work assigned to him. He needs to be motivated by his Supervisors from time to time.

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6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O  E  S  I  U  4 Points

COMMENTS: PO Griffiths communicates effectively both in writing and verbally.

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7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** PO Griffiths works well with all supervisors, Co-workers, Residents and Visitors.

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8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** PO Griffiths is able to make his own decisions. He takes responsibility for his actions.

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## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designated area.....

**RATING**  
O       E       S       I       U       4 Points

**COMMENTS:** PO Griffiths patrols his designated area. He gets out of the vehicle and performs foot patrols of the estates. He backs up other officers without fail as needed.

**Objective #2:** Responds to reported violations of state law.....

**RATING**  
O       E       S       I       U       4 Points

**COMMENTS:** PO Griffiths responds to all calls for service.

**Objective #3:** Conducts preliminary investigation of crimes, accidents, and civil disturbances.....

**RATING**  
O       E       S       I       U       3 Points

**COMMENTS:** PO Griffiths conducts preliminary investigations. He could do more by interviewing neighbors and finding witnesses to crimes.

**Objective #4:** Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions.

**RATING**  
O       E       S       I       U       3 Points

**COMMENTS:** PO Griffiths reports all hazardous conditions.

**Objective #5:** Prepares crime reports and other required reports.....

**RATING**  
O       E       S       I       U       3 Points

**COMMENTS:** PO Griffiths completes all required reports in a timely manner.

**Objective #6:** Obtains and maintains firearm and other certifications that are required for the position

**RATING**  
O       E       S       I       U       3 Points

**COMMENTS:** All PO Griffiths certifications are current.

Overall Performance

Rate employee's overall performance:

Total Points 48  $\div 14 = 3.4$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: PO Griffiths needs to become a self starter. He is a very knowledgeable Officer with a lot to offer this Department and his fellow officers.

Specific goals for improvement: Become more motivated. Complete more thorough investigations of crimes.

Training needed to accomplish goals: Any investigative training.

Additional comments: PO Griffiths is an excellent officer. He is a definite asset to the platoon. with more motivation, he could be one of the best officers in the department.

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Handwritten Signature]

Date: 01 / 14 / 04

Reviewing Supervisor Signature: [Handwritten Signature]

Date: 01 / 14 / 04

Department Director Signature: [Handwritten Signature]

Date: 1 / 12 / 04



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

### CONFIDENTIAL

Name: PO James Griffiths #89

Department/Area: Police Division

Position: Police Officer Second Platoon

Report Year: 04

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

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- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James M. Griffiths #89

Date: 1/17/04

Immediate Supervisor Signature: [Signature]

Date: 1/17/04

Department Director Signature: [Signature]

Date: 1/20/04

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

NAME : Ptl. James M. Griffiths #89

DATE: 01-15-2004

CURRENT ASSIGNMENT: Basic Patrol Second Shift

**Education:**

High School/GED

Associates Degree

Bachelors Degree

Masters Degree

Doctorate

**Specialized Training:**

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1. **Professionally speaking, where would you like to be five (5) years from now?**

I would like to be in the K-9 unit if possible.

2. **What are your professional goals?**

To be the best Police Officer that I can be.

3. **How can CMHA assist you in obtaining your professional goals?**

By providing training in various job related areas.

4. **If possible, what type of training would you like to attend that would be beneficial to your current position?**

a) Street Survival Class

b)

c)

5. **In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**

YES

NO

6. **Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**

YES

NO

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---

**CAREER COUNSELING (continued)**

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES

NO

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

I might go to a supervisor for assistance or possibly ask for the EAP.

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES

NO

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES

NO

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never

Sometimes

Often

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES

NO

Employee Name and Badge# James M. Griffiths #89

(PRINT)

Employee Signature: *James M. Griffiths #89*

Date: 1-15-04

Supervisor Signature: *J. M. Griffiths*

Date: 1-15-04

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** PO Griffiths #89

**SUPERVISOR:** Lieutenant Michael Shank #652

**DATE COMPLETED:** 03/28/2003

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



SELF

## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: James Griffiths

Position: Police Officer

Department/Area: Police

Last Appraisal Date: 01 / 01 / 02

Type:  Annual  Mid Probation  Other

Current Date: 03 / 26 / 03

Evaluation Period: From 01 / 01 / 02 To 12 / 31 / 02

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS:** section must be completed for all Performance Factors and Employee Objectives/Expectations. As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS** Right Performance Factors are to (evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

0       E       S       I       U      5 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

0       E       S       I       U      4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

0       E       S       I       U      4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

0       E       S       I       U      4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

0       E       S       I       U      4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

0       E       S       I       U      5 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

**0**

**E**

**S**

**I**

**U**

4 **Points**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

**0**

**E**

**S**

**I**

**U**

5 **Points**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1: Patrols a designated area...

RATING

0

E

S

I

U

5 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #2: Responds to reported....

RATING

0

E

S

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #3: conducts preliminary investigations .....

RATING

0

E

S

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #4: Observes, inspects and reports.....

RATING

0

E

S

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #5: prepares crime reports and other.....

RATING

0

E

S

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #6: Obtains and maintains firearms .....

RATING

0

E

S

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Performance

Rate employee's overall performance:

Total Points 60  $\div 14 = 4.2$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. **Signing does not indicate agreement with your performance appraisal.**

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the **Director of Human Resources within ten (10) days** after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: *James H. White '88*

Date: 3/26/03

Reviewing Supervisor Signature: *A. Mc...* 652

Date: 3/26/03

Department Director Signature: *Anthony Jackson, chief*

Date: 4/1/03



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET**

**CONFIDENTIAL**

Name: JAMES GRATAS 89

Department/Area: Police Division

Position: Police Officer

Report Year: 02

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James Gratias 89

Date: 1 125 102

Immediate Supervisor Signature: [Signature]

Date: 1 126 102

Department Director Signature: [Signature]

Date: 3 125 102

48 sick time

NAME GRIFFITHS FINES DEPARTMENT Police  
 DATE OF BIRTH 10-19-71 FIRST FINES MIDDLE W. BADGE NUMBER 89  
 SOCIAL SECURITY NUMBER [REDACTED] DATE OF HIRE 10-24-92 VACATION TIME DUE \_\_\_\_\_  
 SICK DAYS DUE \_\_\_\_\_

**EMPLOYEE ATTENDANCE RECORD**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN		S						XX					XX	XX	XX	3															AX
FEB		XX						XX	XX	XX		2	3																		AX
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

A=ANNUAL LEAVE  
 B=DOCTOR'S CERT. REQUESTED  
 C=COMPENSATORY LEAVE  
 D=DID NOT CALL IN 1ST HR.  
 E=DOCTOR'S CERT. PRESENTED  
 F=FUNERAL LEAVE  
 J=JURY LEAVE  
 L=ADMINISTRATIVE LEAVE  
 M=MILITARY LEAVE  
 O=AWOL  
 P=PERSONAL  
 S=SICK LEAVE  
 SS=SUSPENSION  
 W=LEAVE WITHOUT PAY  
 X=VACATION DAY  
 YEARLY TOTALS  
 USE REVERSE SIDE  
 FOR ADDITIONAL NOTES



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: James Griffiths #89

Position: Police Officer

Department/Area: Police Department / Second Platoon

Last Appraisal Date: 12 / 31 / 02

Type:  Annual  Mid Probation  Other

Current Date: 03 / 26 / 03

Evaluation Period: From 01 / 01 / 02 To 12 / 31 / 02

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The **COMMENTS: section must be completed for all Performance Factors and Employee Objectives/Expectations.** As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5 Points):** Performance consistently exceeds the overall requirements of the position. These employees are viewed as role models by the rest of the agency. They set the standard for achievement in their work group. They are innovative in their approach to work and are able to positively influence functions outside their span of control.

**EE = Exceeds Expectations (4 Points):** Performance is often beyond the level expected for the position. Performance demonstrates a skill level that exceeds that required to fulfill the basic requirements of the position. Employees performing at this level are consistently completing more high quality work than their peers in similar positions.

**S = Successful (3 Points):** Performance results are meeting the stated objectives of the position. Performance is consistently up to standard. Employees performing at this level achieve their planned objectives within predetermined benchmarks and designated time frames.

**I = Improvement Needed (2 Points):** Performance is unsatisfactory from time to time. Although demonstrated performance may reach satisfactory level, it is generally not sustained for significant periods of time. Employees performing at this level require significant amounts of coaching and direction to achieve and maintain acceptable performance levels.

**U = Unsatisfactory (1 Point):** Performance is consistently below standard and expectations for the position are rarely met. Employees performing at this level require constant oversight and direction in order to approach acceptable performance levels.

**PERFORMANCE FACTORS** (Right Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.  
RATING  
O  E  S  I  U  4 Points

COMMENTS: Officer Griffiths has a good working knowledge of his assigned duties. He has the ability to complete his duties as outlined in his job description.

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2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.  
RATING  
O  E  S  I  U  3 Points

COMMENTS: PO Griffiths has used a total of 48 sick days in 2002. He was involved in a MVA which placed him on the sick list which caused him to use 22 sick days in September.

---
3. **Quality:** The accuracy, thoroughness and acceptability of work performed.  
RATING  
O  E  S  I  U  3 Points

COMMENTS: PO Griffiths work produce is complete and accurate. He performs all his work in a timely manner and is very thorough in his duties

---
4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.  
RATING  
O  E  S  I  U  3 Points

COMMENTS: PO Griffiths produces an acceptable work product but needs to become a more of a self starter.

---
5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.  
RATING  
O  E  S  I  U  3 Points

COMMENTS: PO Griffiths needs to become more of a self starter. He handles each and every assignment given in a timely manner but rarely initiates on-views.

---
6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.  
RATING  
O  E  S  I  U  3 Points

COMMENTS: PO Griffiths has the ability to communicate in an effective manner both in reports and CMHAPD94-001 and verbally. He also understands written directives and carries them out without supervision.

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7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** PO Griffiths demonstrates the ability to communicate well with his fellow co-workers and supervisors. He communicates well with residents that he come in contact with.

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

**RATING**

0

E

S

I

U

4 Points

**COMMENTS:** PO Griffiths works very well with no or little supervision.



## Employee Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

**Objective #1:** Patrols a designed area, in order to prevent crime or disturbances

RATING

0       E       S       I       U      3 Points

COMMENTS: PO Griffiths patrols his assigned buildings and ensures that all incidents in his assigned area is handled in a proactive manner

**Objective #2:** Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not ...

RATING

0       E       S       I       U      3 Points

COMMENTS: PO Griffiths enforces all laws and lease violations that he encounters during his tour of duty

**Objective #3:** Conducts investigations of crimes, accidents and civil disturbances. Supports preliminary investigations

RATING

0       E       S       I       U      3 Points

COMMENTS: PO Griffiths conducts all investigations that are required and completes them in a timely manner

**Objective #4:** Observes, inspects and reports conditions of CMHA property.

RATING

0       E       S       I       U      4 Points

COMMENTS: PO Griffiths reports all damage to CMHA Property as he observes them and ensures that his assigned areas are checked.

**Objective #5:** Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents ...

RATING

0       E       S       I       U      3 Points

COMMENTS: PO Griffiths completes all required reports during his tour of duty

**Objective #6:** Obtains and maintains firearms and other certifications that are required for this position.

RATING

0       E       S       I       U      4 Points

COMMENTS: PO Griffiths maintains all his required certifications.

Overall Performance

Rate employee's overall performance:

Total Points 47  $\div 14 = 3.4$  (Overall Rating: Round rating to one (1) decimal place)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Successful (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: Become more of a self starter and initiate work

Specific goals for improvement: More proactive work product, make more arrests and issue citations.

Training needed to accomplish goals: Patrol related training

Additional comments: PO Griffiths is a good officer but just needs a little encouragement to aggressively complete his duties

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review. Signing does not indicate agreement with your performance appraisal.

Also indicate whether you intend to submit a written statement or comments in the space provided below. Your statement or comments must be submitted to the Director of Human Resources within ten (10) days after completion of your performance appraisal review.

Written Statement/Comments: Yes  No

Employee Signature: [Signature]

Date: 3/28/03

Reviewing Supervisor Signature: [Signature]

Date: 03/28/03

Department Director Signature: [Signature]

Date: 4/1/03

**CMHA POLICE DEPARTMENT  
CAREER COUNSELING**

**NAME:** James Griffiths #89

**DATE:** 03-26-2003

**CURRENT ASSIGNMENT:** Basic Patrol Officer

**Education:**

High School/GED  Associates Degree \_\_\_  
Bachelors Degree \_\_\_ Masters Degree \_\_\_  
Doctorate \_\_\_

**Specialized Training:**

Doplar Radar, H.G.N. (DUI)  
\_\_\_\_\_  
\_\_\_\_\_

1. **Professionally speaking, where would you like to be five (5) years from now?**

In the K-9 unit  
\_\_\_\_\_  
\_\_\_\_\_

2. **What are your professional goals?**

To finish my Associates Degree  
\_\_\_\_\_  
\_\_\_\_\_

3. **How can CMHA assist you in obtaining your professional goals?**

Paying for the schooling  
\_\_\_\_\_  
\_\_\_\_\_

4. **If possible, what type of training would you like to attend that would be beneficial to your current position?**

a) None  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_

c) \_\_\_\_\_  
\_\_\_\_\_

5. **In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?**

YES  \_\_\_

NO \_\_\_

6. **Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.**

YES  \_\_\_

NO \_\_\_

Personal nature do not wish to comment on them at this time.  
\_\_\_\_\_  
\_\_\_\_\_

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO X

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8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

No, thank you

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9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES X

NO \_\_\_

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES \_\_\_

NO X

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes X

Often \_\_\_

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES X

NO \_\_\_

---

Employee Name and Badge# James M. Griffiths #89  
(PRINT)

Employee Signature:  89

Date: 3-28-03

Supervisor Signature:  652

Date: 03/26/03



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: James Griffiths

Department/Area: Police Division

Position: Police Officer

Report Year: 2003

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James Griffiths # 89

Date: 3/26/03

Immediate Supervisor Signature: A. Mealy 652

Date: 3/26/03

Department Director Signature: Anthony Jacobson, chief

Date: 4/1/03



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET

**CONFIDENTIAL**

Name: JAMES GRATIAS 89

Department/Area: Police Division

Position: Police Officer

Report Year: 02

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

---

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James Gratias 89

Date: 1 125 02

Immediate Supervisor Signature: [Signature]

Date: 1 126 02

Department Director Signature: [Signature]

Date: 3 125 02

✓

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** James Griffiths #89

**SUPERVISOR:** Sgt Smith #630

**DATE COMPLETED:** 01/25/02

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form

Self



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: JAMES M. BRIDGES

Position: POLICE OFFICER

Department/Area: POLICE

Last Appraisal Date: 12 131 101

Type:  Annual  Mid Probation  Other

Current Date: 01 125 102

Evaluation Period: From 01 101 101 To 12 131 101

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The Comments Section must be completed for all performance ratings. As required, additional pages may be attached to this Performance Appraisal.

#### PERFORMANCE LEVELS

**O = Outstanding (5):** Performance is exceptional in all areas recognized as being far superior to others.

**I = Improvement Needed (2):** Performance is deficient in certain areas. Improvement is necessary.

**E = Exceeds Expectations (4):** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**U = Unsatisfactory (1):** Results are generally

**M = Meets Expectations (3):** Competent and dependable level of performance. Meets performance standards of the job.

#### PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O  E  M  I  U 5 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O  E  M  I  U 4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_



3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1: \_\_\_\_\_

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Objective #2: \_\_\_\_\_

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Objective #3: \_\_\_\_\_

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Objective #4: \_\_\_\_\_

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Objective #5: \_\_\_\_\_

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Objective #6: \_\_\_\_\_

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Overall Performance

Rate employee's overall performance:

3-93

Total Points 55 - 14 =        (Overall Rating)

Outstanding (4.5 - 5.0)

Improvement Needed (1.5 - 2.4)

Exceeds Expectations (3.5 - 4.4)

Unsatisfactory (0 - 1.4)

Meets Expectations (2.5 - 3.4)

Specific areas of improvement needed: \_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: \_\_\_\_\_

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review in the spaces provided below.

Also, indicate whether you intend to submit a written statement or comments. A statement or comments must be submitted within 10 days after completion of the evaluation.

Written Statement/Comments:  Yes  No

Employee Signature: [Signature] 89

Date: 3/26/02

Reviewing Supervisor Signature: [Signature]

Date: 3/26/02

Department Director Signature: [Signature]

Date: 3/25/02



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET**

**CONFIDENTIAL**

Name: JAMES GRIFITHS

Department/Area: Police Division

Position: Police Officer

Report Year: 2001

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

---

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James Griffiths 489

Date: 2 15 01

Immediate Supervisor Signature: [Signature]

Date: 2 15 01

Department Director Signature: Anthony Jackson, Chief

Date: 3 18 01





## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: James Griffiths #89

Position: Police Officer

Department/Area: Police and Security

Last Appraisal Date: 12 / 31 / 00

Type: XX Annual         Mid Probation         Other

Current Date: 01 / 25 / 02

Evaluation Period: From 01 / 01 / 01 To 12 / 31 / 01

Instructions: Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The Comments Section must be completed for all performance ratings. As required, additional pages may be attached to this Performance Appraisal.

#### PERFORMANCE LEVELS

**O** = Outstanding (5): Performance is exceptional in all areas recognized as being far superior to others.

**I** = Improvement Needed (2): Performance is deficient in certain areas. Improvement is necessary.

**E** = Exceeds Expectations (4): Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**U** = Unsatisfactory (1): Results are generally

**M** = Meets Expectations (3): Competent and dependable level of performance. Meets performance standards of the job.

#### PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O     E     M     I     U    4 Points

COMMENTS: Is aware of his duties and responsibilities and is satisfactory in accomplishing them.

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O     E     M     I     U    3 Points

COMMENTS: Officer Griffiths has used 6 sick days and 0 tardy .

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O  E  M  I  U 4 Points

COMMENTS: He is well aware of his job description and performs them well. Also is thorough and accurate.

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---

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O  E  M  I  U 3 Points

COMMENTS: Turns in all work on time.

---

---

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O  E  M  I  U 3 Points

COMMENTS: Performs his assigned duties with little, if any supervision.

---

---

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O  E  M  I  U 3 Points

COMMENTS: Communicates well in all aspects.

---

---

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

RATING

O  E  M  I  U 3 Points

COMMENTS: Has the ability and rapport with fellow coworkers as well as supervisors and residents.

---

---

8. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

RATING

O  E  M  I  U 3 Points

COMMENTS: Is able to accomplish assignments with little supervision.

---

---

## Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1: Patrols designated area...

RATING

O

E

M

I

U

4 Points

COMMENTS: Officer Griffiths stays in his assigned area and is familiar with all residents.

Objective #2: Responds to reported violations of all state, county, and local law...

RATING

O

E

M

I

U

3 Points

COMMENTS: He responds to all calls and completes them according to the situation.

Objective #3: Conducts preliminary investigations of crimes...

RATING

O

E

M

I

U

3 Points

COMMENTS: Completes the investigation of crimes and forwards result to proper units.

Objective #4: Observes, inspects and reports the condition of CMHA property,...

RATING

O

E

M

I

U

4 Points

COMMENTS: Completes maintenance reports/lights out reports as needed.

Objective #5: Prepares reports, completes forms describing circumstances of crimes...

RATING

O

E

M

I

U

3 Points

COMMENTS: Prepares all reports that are within the scope of his duty.

Objective #6: Obtains and maintains firearms and other certifications...

RATING

O

E

M

I

U

3 Points

COMMENTS: Maintains all required certification.



# Overall Performance

Rate employee's overall performance:

Total Points 46 - 14 = 3.3 (Overall Rating)

Outstanding (4.5 - 5.0)

Exceeds Expectations (3.5 - 4.4)

Meets Expectations (2.5 - 3.4)

Improvement Needed (1.5 - 2.4)

Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: Appearance.

Specific goals for improvement: Take extra training for advancement within the department.

Training needed to accomplish goals: Street Survival and other patrol function training.

Additional comments: Is good to have with the department and an asset.

## ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review in the spaces provided below.

Also, indicate whether you intend to submit a written statement or comments. A statement or comments must be submitted within 10 days after completion of the evaluation.

Written Statement/Comments:  Yes  No

Employee Signature: [Signature]

Date: 1 1 26 02

Reviewing Supervisor Signature: [Signature]

Date: 1 1 26 02

Department Director Signature: [Signature]

Date: 3 1 25 02

CMHA POLICE DEPARTMENT  
CAREER COUNSELING

NAME: JAMES M. GRANTHS

DATE: 1-25-02

CURRENT ASSIGNMENT: 2<sup>ND</sup> SHIFT

Education:

High School/GED

Associates Degree

Bachelors Degree

Masters Degree

Doctorate

Specialized Training:

DDP RADAR  
HEM/BAC

1. Professionally speaking, where would you like to be five (5) years from now?

A SERGEANT, LIEUTENANT, CHIEF

2. What are your professional goals?

I DONT HAVE ONE

3. How can CMHA assist you in obtaining your professional goals?

THEY CANT HELP & NO ONE CAN  
ITS UP TO ME TO DO THAT

4. If possible, what type of training would you like to attend that would be beneficial to your current position?

a) NONE  
b) \_\_\_\_\_  
c) \_\_\_\_\_

5. In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?

YES

NO

6. Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.

YES

NO

THEY ARE PERSONAL ISSUES

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

I DONT WANT HELP I'LL BE FINE  
THINGS HAPPEN FOR A REASON

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES

NO \_\_\_

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES \_\_\_

NO REFER TO #8

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes \_\_\_

Often

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES

NO \_\_\_

Employee Name and Badge#

JAMES M. GRIFFITHS # 89

(PRINT)

Employee Signature:

[Signature] 89

Date: 1-25-02

Supervisor Signature:

[Signature]

Date: 4/24/02

**CMHA POLICE DEPARTMENT  
PERFORMANCE APPRAISAL CHECKLIST**

**EMPLOYEE NAME:** James M. Griffiths #89

**SUPERVISOR:** Sgt. Melvin I. Guinn #624

**DATE COMPLETED:** 02-09-01

- 1. Employee "self-evaluation"
- 2. Previous year Objectives/Expectations Worksheet.
- 3. Copy of Employee Attendance Record for previous year
- 4. Current Performance Appraisal
- 5. Current year Objectives/Expectations Worksheet
- 6. Employee comments and/or written statement regarding Performance Appraisal.
- 7. Career Counseling Form



## CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

### CONFIDENTIAL

Name: JAMES M. GRANTHS #89

Position: POLICE OFFICER

Department/Area: POLICE

Last Appraisal Date: 1 1

Type:  Annual  Mid Probation  Other

Current Date: 2 16 101

Evaluation Period: From 01 10 1 00 To 12 13 1 00

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The Comments Section must be completed for all performance ratings. As required, additional pages may be attached to this Performance Appraisal.

#### PERFORMANCE LEVELS

**O = Outstanding (5):** Performance is exceptional in all areas recognized as being far superior to others.

**I = Improvement Needed (2):** Performance is deficient in certain areas. Improvement is necessary.

**E = Exceeds Expectations (4):** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**U = Unsatisfactory (1):** Results are generally

**M = Meets Expectations (3):** Competent and dependable level of performance. Meets performance standards of the job.

#### PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O

E

M

I

U

5 Points

COMMENTS: \_\_\_\_\_

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1:

RATING

O

E

M

I

U

4 Points

COMMENTS:

Objective #2:

RATING

O

E

M

I

U

4 Points

COMMENTS:

Objective #3:

RATING

O

E

M

I

U

4 Points

COMMENTS:

Objective #4:

RATING

O

E

M

I

U

5 Points

COMMENTS:

Objective #5:

RATING

O

E

M

I

U

4 Points

COMMENTS:

Objective #6:

RATING

O

E

M

I

U

4 Points

COMMENTS:

Overall Performance

Rate employee's overall performance: 3.95

Total Points ~~30~~ 55 - 14 = ~~16~~ (Overall Rating)

- Outstanding (4.5 - 5.0)
- Exceeds Expectations (3.5 - 4.4)
- Meets Expectations (2.5 - 3.4)
- Improvement Needed (1.5 - 2.4)
- Unsatisfactory (0 - 1.4)

Specific areas of improvement needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific goals for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Training needed to accomplish goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review in the spaces provided below.

Also, indicate whether you intend to submit a written statement or comments. A statement or comments must be submitted within 10 days after completion of the evaluation.

Written Statement/Comments:  Yes  No

Employee Signature: *[Signature]* 85

Date: 2 1 5 1 0 1

Reviewing Supervisor Signature: \_\_\_\_\_

Date: / /

Department Director Signature: \_\_\_\_\_

Date: / /





CMHA POLICE DEPARTMENT  
CAREER COUNSELING

NAME: JAMES M. GRIFFITHS

DATE: 2-13-01

CURRENT ASSIGNMENT: POLICE OFFICER

**Education:**

High School/GED

Bachelors Degree

Doctorate

Associates Degree

Masters Degree

**Specialized Training:**

DOPLAR RADAR

H&N (DUE)

1. Professionally speaking, where would you like to be five (5) years from now?

A-9

2. What are your professional goals?

STATE TROOPER

3. How can CMHA assist you in obtaining your professional goals?

UNK

4. If possible, what type of training would you like to attend that would be beneficial to your current position?

a) NONE

b) \_\_\_\_\_

c) \_\_\_\_\_

5. In the past 12 months, have you been provided with or seen posted in the Police Department, information on available work-related training?

YES  NO

6. Currently, do you have any health issues, personal or work-related stress problems that could affect your attendance and/or job performance? If YES, please explain.

YES  NO

CAREER COUNSELING (continued)

7. Currently, are there any work-related or personal stress problems that you would like CMHA to offer you assistance with. If YES, please explain.

YES \_\_\_

NO

8. If you had any personal or work-related stress related problems where, within CMHA, would you prefer going for assistance? Please explain reason.

~~NO~~ NONE NO ONE HERE.

9. If needed, would you talk to your immediate supervisor about work-related or personal stress problems?

YES \_\_\_

NO

10. If needed, would you talk to a Licensed Family Counselor on retainer by CMHA about work related or personal stress problems?

YES \_\_\_

NO

11. In the past 12 months, approximately how often have you had general or work-related conversation or discussions with your immediate supervisor?

Never \_\_\_

Sometimes

Often \_\_\_

12. Since being employed by CMHA, have you ever been provided with a copy of Administrative Order No. 11 - Personnel Policies?

YES

NO \_\_\_

Employee Name and Badge# JAMES M. GRIFFITHS #89  
(PRINT)

Employee Signature: *James Griffiths #89*

Date: 2-13-02

Supervisor Signature: *[Signature]*

Date: 2-13-02



# CUYAHOGA METROPOLITAN HOUSING AUTHORITY PERFORMANCE APPRAISAL

## CONFIDENTIAL

Name: James Griffiths #89

Position: Police Officer

Department/Area: Police

Last Appraisal Date:           /          /          

Type: xx Annual           Mid Probation           Other

Current Date:           02 / 13 / 01

Evaluation Period: From 01 / 01 / 00 To 01 / 01 / 01

**Instructions:** Five (5) Performance Levels and associated ratings have been established for Performance Factors. A general definition of each Performance Level is also provided. When appraising an employee, determine the performance level for "each" Performance Factor and record the associated numeric rating. The Comments Section must be completed for all performance ratings. As required, additional pages may be attached to this Performance Appraisal.

### PERFORMANCE LEVELS

**O = Outstanding (5):** Performance is exceptional in all areas recognized as being far superior to others.

**I = Improvement Needed (2):** Performance is deficient in certain areas. Improvement is necessary.

**E = Exceeds Expectations (4):** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**U = Unsatisfactory (1):** Results are generally

**M = Meets Expectations (3):** Competent and dependable level of performance. Meets performance standards of the job.

### PERFORMANCE FACTORS (Eight Performance Factors are to be evaluated)

1. **Job Knowledge:** The practical/technical skills and information used on the job. The demonstrated ability to execute the duties outlined on the job description.

RATING

O     E     M     I     U    4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Dependability:** The extent to which an employee follows attendance standards, safety and conduct rules, and all agency regulations.

RATING

O     E     M     I     U    3 Points

COMMENTS: PO Griffiths was tardy 6 times last year.  
\_\_\_\_\_  
\_\_\_\_\_

3. **Quality:** The accuracy, thoroughness and acceptability of work performed.

RATING

O  E  M  I  U  4 Points

COMMENTS: PO Griffiths writes good reports that need very minimal corrections.

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4. **Productivity:** The quality and efficiency of work completed in a specified period of time, e.g. meeting/exceeding established goals.

RATING

O  E  M  I  U  2 Points

COMMENTS: PO Griffiths only answers his calls dispatched to him. He is lax on preventative patrol.

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5. **Initiative:** The extent to which an employee is a "self starter", seeks out new assignments, expands his or her skills and knowledge, and suggests better ways of accomplishing the job.

RATING

O  E  M  I  U  2 Points

COMMENTS: PO Griffiths only answers his calls dispatched to him. He does not initiate on views very often.

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6. **Communications:** Demonstrates the ability to communicate in an effective manner, both written and verbal. Demonstrates the ability to understand and execute verbal and/or written instructions.

RATING

O  E  M  I  U  3 Points

COMMENTS: \_\_\_\_\_

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7. **Interpersonal Relationships:** The willingness and demonstrated ability to cooperate, work and effectively communicate with co-workers, supervisors, subordinates and/or outside contacts.

RATING

O  E  M  I  U  2 Points

COMMENTS: While PO Griffiths works well with the other members of the platoon and the department, he lacks cooperation with his supervisors.

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3. **Independence:** The extent of work performed with little or no direction/supervision. Demonstrates an ability to make decisions and take ownership of their own job duties.

RATING

O  E  M  I  U  3 Points

COMMENTS: He completes assigned work with no problems, however needs to be pushed to initiate anything.

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## Objectives/Expectations

Rate employee performance toward accomplishment of the objectives/expectations defined on the attached Employee Objectives/Expectations Worksheet.

Objective #1: Patrols a designated area, ...

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #2: Responds to reported violations...

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #3: Conducts preliminary investigations of crimes...

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #4: Observes, inspects and reports the condition of CMHA property...

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #5: Prepares crime reports...

RATING

O

E

M

I

U

4 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #6: Obtains and maintains firearms and other...

RATING

O

E

M

I

U

3 Points

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Overall Performance

Rate employee's overall performance:

Total Points 42 - 14 = 3.0 (Overall Rating)

Outstanding (4.5 - 5.0)

Improvement Needed (1.5 - 2.4)

Exceeds Expectations (3.5 - 4.4)

Unsatisfactory (0 - 1.4)

Meets Expectations (2.5 - 3.4)

Specific areas of improvement needed: PO Griffiths is at times border line insubordinate to various supervisors. He needs to pick up his productivity and begin initiating on views.

Specific goals for improvement: Be more respectful of his superiors and bring up his productivity.

Training needed to accomplish goals: \_\_\_\_\_

Additional comments: PO Griffiths is a very good police officer. He can be one of the best officers on the department if he applied himself.

## ACKNOWLEDGMENT:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and recording the date of this review in the spaces provided below.

Also, indicate whether you intend to submit a written statement or comments. A statement or comments must be submitted within 10 days after completion of the evaluation.

Written Statement/Comments:  Yes  No

Employee Signature: [Signature]

Date: 02 / 13 / 01

Reviewing Supervisor Signature: [Signature]

Date: 02 / 13 / 01

Department Director Signature: [Signature]

Date: 3 / 18 / 01



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET**

**CONFIDENTIAL**

Name: JAMES M. GRIFITHS #89

Department/Area: Police Division

Position: Police Officer

Report Year: 2000

***Instructions:*** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1: Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2: Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3: Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4: Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5: Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6: Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: \_\_\_\_\_

Date: 3 11 00

Immediate Supervisor Signature: \_\_\_\_\_

Date: 03 11 00

Department Director Signature: \_\_\_\_\_

Date: 3 17 00





**CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
EMPLOYEE OBJECTIVES/EXPECTATIONS WORKSHEET**

**CONFIDENTIAL**

Name: JAMES GRIFITHS

Department/Area: Police Division

Position: Police Officer

Report Year: 2001

**Instructions:** Based upon a review of department and/or area goals established for the above report year and your position description, you will be responsible for accomplishing specific objectives/expectations during this report year. Please note that your annual performance appraisal will be based upon the progress demonstrated toward accomplishment and actual obtainment of the objectives/expectations defined below (a total of six [6] objectives/expectations is required). As required, additional pages may be attached to this worksheet.

- 1- Patrols a designated area, in order to prevent crime or disturbance of the peace and apprehend violators. Makes police presence visible in order to deter crime. Familiarizes themselves with patrol area, noting hazards, suspicious persons and circumstances, reporting them to their superior officer. Maintains ongoing radio contact according to established procedures.
- 2- Responds to reported violations of state law, city ordinances and the CMHA resident lease including, but not limited to, drug violations, felonies, civil disturbances, domestic disturbances, misdemeanors and lease violations.
- 3- Conducts preliminary investigations of crimes, accidents and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. Locate, question and detain witnesses. Pursues, apprehends, arrest, interrogates and transports suspects and offenders as necessitated by circumstances. Testifies and presents evidence in court.
- 4- Observes, inspects and reports the condition of CMHA property, reporting any hazardous conditions. Inspects and maintains department equipment.
- 5- Prepares crime reports and other required reports. Completes forms describing circumstances of crimes, accidents, investigations, complaints and other police activities.
- 6- Obtains and maintains firearms and other certifications that are required for this position.

Employee Signature: James Griffiths 489

Date: 2 15 01

Immediate Supervisor Signature: [Signature]

Date: 2 15 01

Department Director Signature: Anthony Jackson, chief

Date: 3 18 01

**C.M.H.A P.D. PERFORMANCE RATING CHECKLIST**

**EMPLOYEE'S NAME/ BADGE #:** JAMES GRIFFITHS #89

**SUPERVISOR:** Lt Foy Dawkins #622 / Sgt. Stephen Brennan #644

**RATING PERIOD:** 04-01-96 To 04-01-97

A Numerical value shall be placed in the space next to the item being evaluated as follows:  
 1-being the lowest, 10-being the highest, 5-being average with 5-just below and 7-just above.

**QUALITY OF WORK**

Accuracy-	3	Accepts Responsibility-	8
Judgement-	7	Cooperative-	8
Knowledge of Duties-	7	Attitude Toward Department	
Thoroughness-	3	Goals & Objectives-	7
Ability to Learn-	4	Accepts/Acts on	
Interest in Work-	3	Constructive Criticism-	8
Ability to Make Reports-	7		
Proper Care of Equipment-	3	<b>PERSONAL RELATIONSHIPS</b>	
Compliance/Policy-Directives-	3	Tactful-	8
Court Cases/Preparation		Courteous -	8
& Presentation-	3	Proper Appearance-	8
		Proper Uniform/ Dress-	8

**QUANTITY OF WORK**

Production-	9
Organization of Time-	7
Industriousness -	7
Notice to Violator & Misd.	
Citations Issued-	6
Arrest Record-	7

**DEPENDABILITY**

Reports for Work on Time-	10
Requires Little Supervision-	3
Follows Instructions-	3

**FOR SUBORDINATE'S RATING OF SUPERVISOR ONLY**

Obtains Desired Work Results From Subordinates-	<u>9</u>
Explains Well the Work to be Done-	<u>10</u>
Systematically Checks the Work of Subordinates-	<u>10</u>
Knowledge & Conformity to Departmental Directives-	<u>10</u>
Readily Accepts & Assumes Responsibility Including Disciplinary Action-	<u>10</u>

**SUMMARY COMMENTS:**

**Officer Griffiths is a steady Police Officer, does his job well, gets along with other officers and the public. Knows how to handle the public on calls and knows his job.**

**Officers signature**

*James M. Griffiths #89*

**Supervisors signature**

*Sgt. Brennan #644*

# C.M.H.A.P.D. PERFORMANCE RATING CHECKLIST



JAMES GRIFFITHS                      89  
 EMPLOYEE'S NAME                      / BADGE  
APRIL 98 / APRIL 99                      SGT. C. JAKUB #646  
 RATING PERIOD                      / SUPERVISOR

**FILE**

A numerical value shall be placed in the space next to the item being evaluated as follows; 1-being the lowest, 10-being the highest, 6-being average with 5-just below and 7-just above.

**QUALITY OF WORK**

Accuracy	<u>6</u>	Accepts Responsibility	<u>6</u>
Judgement	<u>6</u>	Cooperative	<u>6</u>
Knowledge of Duties	<u>7</u>	Attitude Toward Department	
Thoroughness	<u>6</u>	Goals & Objectives	<u>6</u>
Ability to Learn	<u>6</u>	Accepts/Acts on	
Interest in Work	<u>5</u>	Constructive Criticism	<u>6</u>
Ability to Make Reports	<u>6</u>	<b>PERSONAL RELATIONSHIPS</b>	
Proper Care of Equipment	<u>7</u>	Tactful	<u>7</u>
Compliance/Policy-Directives	<u>6</u>	Courteous	<u>7</u>
Court Cases/Preparation & Presentation	<u>6</u>	Proper Appearance	<u>8</u>
		Proper Uniform / Dress	<u>8</u>

**QUANTITY OF WORK**

Production	<u>6</u>	<b>FOR RATING OF SUPERVISORS ONLY</b>	
Organization of Time	<u>6</u>	Obtains Desired Work Results From Subordinates	
Industriousness	<u>6</u>	Explains Well the Work to be Done	
Notice to Violator & Misd. Citations Issued	<u>6</u>	Systematically Checks the Work of Subordinates	
Arrest Record	<u>6</u>	Knowledge & Conformity to Departmental Directives	
<b>DEPENDABILITY</b>		Readily Accepts & Assumes Responsibility Including Disciplinary Action	
Reports for Work on Time	<u>8</u>		
Requires Little Supervision	<u>7</u>		
Follows Instructions	<u>7</u>		

**SUMMARY COMMENTS**

PO GRIFFITHS IS A GOOD OFFICER WHO IS CONSCIENTIOUS OF HIS WORK.

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*James M. Griffiths #489*                      *Sgt. C. Jakub #646*                      3-26-99  
 OFFICER SIGNATURE                      SUPERVISOR SIGNATURE                      DATE

\_\_\_\_\_  
 LIEUTENANT/SUPERVISOR REVIEW AND SIGNATURE                      DATE

C.M.H.A. P.D. PERFORMANCE RATING CHECKLIST



James Griffiths 89
EMPLOYEE'S NAME / BADGE

March 1997 to March 1998 Sgt. C. Jakub #646
RATING PERIOD / SUPERVISOR

A numerical value shall be placed in the space next to the item being evaluated as follows; 1-being the lowest, 10-being the highest, 6-being average with 5-just below and 7-just above.
QUALITY OF WORK

Table with 3 columns: Category, Rating, and Description. Includes items like Accuracy (6), Judgment (7), Knowledge of Duties (7), etc.

SUMMARY COMMENTS
PO Griffiths is a good officer. He shows concern and compasion for the residents. PO Griffiths works well with his fellow officers.

Handwritten signature of James Griffiths #89
OFFICER SIGNATURE

Handwritten signature of Sgt. C. Jakub #646
SUPERVISOR SIGNATURE

C.M.H.A P.D. PERFORMANCE RATING CHECKLIST

EMPLOYEE'S NAME/ BADGE #: JAMES GRIFFITHS #89

SUPERVISOR: Lt. Foy Dawkins #622

RATING PERIOD: 04-01-95 to 04-01-96

A Numerical value shall be placed in the space next to the item being evaluated as follows:  
1-being the lowest, 10-being the highest, 6-being average with 5-just below and 7-just above.

QUALITY OF WORK

Accuracy- 8  
Judgement- 8  
Knowledge of Duties- 8  
Thoroughness- 8  
Ability to Learn- 8  
Interest in Work- 7  
Ability to Make Reports- 8  
Proper Care of Equipment- 8  
Compliance/Policy-Directives- 8  
Court Cases/Preparation & Presentation- 7

Accepts Responsibility- 8  
Cooperative- 8  
Attitude Toward Department Goals & Objectives- 7  
Accepts/Acts on Constructive Criticism- 8

PERSONAL RELATIONSHIPS

Tactful- 8  
Courteous- 9  
Proper Appearance- 8  
Proper Uniform/ Dress- 9

QUANTITY OF WORK

Production- 7  
Organization of Time- 7  
Industriousness - 7  
Notice to Violator & Misd. Citations Issued- 4  
Arrest Record- 7

FOR SUBORDINATE'S RATING OF SUPERVISOR ONLY

Obtains Desired Work Results From Subordinates- 8  
Explains Well the Work to be Done- 8  
Systematically Checks the Work of Subordinates- 8  
Knowledge & Conformity to Departmental Directives- 7  
Readily Accepts & Assumes Responsibility Including Disciplinary Action- 8

DEPENDABILITY

Reports for Work on Time- 10  
Requires Little Supervision- 8  
Follows Instructions- 8

SUMMARY COMMENTS:

Has been an officer since 10-24-92.  
Is very dependable and reliable.  
Has good knowledge of the job and laws.  
Handles his calls professionally.

Officers signature *James M. Griffiths #89*

Supervisors signature *Sgt. Foy Dawkins #622*

# Annual Performance Appraisal

Employee Name JAMES GRIFFITHS

Title P.O.

Department Police Division

Employee Payroll Number \_\_\_\_\_

Reason for Review:  Annual  
 Merit

Promotion  
 End Probation Period

Unsatisfactory Performance  
 Other \_\_\_\_\_

Date employee began present position 10/24/92

Date of last appraisal 1 1

Scheduled appraisal date 5/20/94

Instructions: Carefully evaluate employee's work performance in relation to current job requirements. Check rating column to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and indicate in the corresponding points box. Points will be totaled and averaged for an overall performance score.

**D - Outstanding** - Performance is exceptional in all areas and is recognizable as being far superior to others. (Justly Merit Award)

**V - Very Good** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**G - Good** - Competent and dependable level of performance. Meets performance standards of the job.

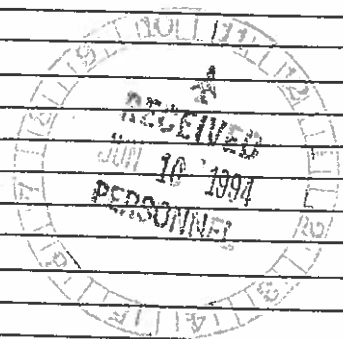
**RATING IDENTIFICATION**

**I - Improvement Needed** - Performance is deficient in certain areas. Improvement is necessary.

**U - Unsatisfactory** - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

**N - Not Rated** - Not applicable or too soon to rate.

GENERAL FACTORS	RATING	SCALE	Points	SUPPORTIVE DETAILS OR COMMENTS
Quality - The accuracy, thoroughness and acceptability of work performed.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 42 <input type="checkbox"/> <input type="checkbox"/>	
Productivity - The quality and efficiency of work produced in a specified period of time.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 43 <input type="checkbox"/> <input type="checkbox"/>	
Job Knowledge - The practical/technical skills and information used on the job.	O <input type="checkbox"/> V <input checked="" type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input checked="" type="checkbox"/> 48 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 41 <input type="checkbox"/> <input type="checkbox"/>	
Dependability - The extent to which an employee is punctual, observes prescribed work break/meal periods and the overall attendance record.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 41 <input type="checkbox"/> <input type="checkbox"/>	
Independence - The extent of work performed with little or no supervision.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	50-55 44-49 39-43 33-38 below 33	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 43 <input type="checkbox"/> <input type="checkbox"/>	





# CMHA - Police Division Case Report

## Summary



Print Date/Time: 11/18/2020 10:20

CUYAHOGA METROPOLITAN HOUSING  
AUTHORITY

Login ID: cmhapd\gonzalez601

ORI Number: OH018680

### Case

Case Number: 2020-00033194  
 Location: E 63RD ST / BUNDY DR  
 Cleveland, OH 44104  
 Reporting Officer ID: 654 - Smiddy

Incident Type: Assault on a Police Officer  
 Occurred From: 11/13/2020 16:38  
 Occurred Thru: 11/13/2020 16:38  
 Disposition: Investigation  
 Disposition Date: 11/13/2020  
 Reported Date: 11/13/2020 16:38 Friday

### Offenses

No.	Group/ORI	Crime Code	Statute	Description	Counts
1	State	13A	2903.11A2	Felonious Assault - weapon or ordinance	1

### Subjects

Type	No.	Name	Address	Phone	Race	Sex	DOB/Age
Suspect	1	Keith, Arthur	12800 SIGNET AVE Up CLEVELAND, OH 44120		Black	Male	02/28/2001 19
Victim	1	Griffiths #89, James	5715 WOODLAND AVE Cleveland, OH 44104		White	Male	

### Arrests

Arrest No.	Name	Address	Date/Time	Type	Age
------------	------	---------	-----------	------	-----

### Property

Date	Code	Type	Make	Model	Description	Tag No.	Item No.
11/13/2020	Evidence/Seized	Gun	Glock	19	Extended Magazine		

### Chain of Custody

Date	Transaction	From	From Role	To	To Role
11/13/2020 16:55	Type: Intake	89-James Griffiths	Officer recovering evidence	603-Thomas Burdyslaw	Supervisor Taking Evidence

Code: Initial  
 Tag Number:  
 Remarks:

### Vehicles

No.	Role	Vehicle Type	Year Make	Model	Color	License Plate	State
1	Suspect Vehicle	Passenger Car	2020	Chrysler	Black	FP141132	IL

Reporting Officer \_\_\_\_\_

Date: \_\_\_\_\_

Sir,

On Friday, November 13, 2020, I generated a Felonious Assault on a Police Officer/Named Suspect/Abated by Death report for Police Officer James Griffiths. The suspect was identified as 19-year-old Arthur Mandell Keith. The following are the facts related to the incident:

My investigation revealed that on Thursday, November 12, 2020, at 1329 hours, an unknown caller contacted RCC advising of a black mini-van parked on Haltnorth. The caller stated that the occupants of a black Chrysler minivan with tinted windows bearing an out of state license plate are suspected of several shootings in the area recently. The caller also reported that a white four door Chevy Impala bearing a thirty-day tag is believed to be occupied by a nonresident in possession of a gun.

Unit 101; Officer Williams #65 and Unit 104; Whitney #48 responded to Haltnorth and confirmed a white Impala parked matching the caller's description in the lot. The Officers interviewed the driver of the Impala and took no further action. The officers were not able to locate the black Chrysler mini-van.

On Friday, November 13, 2020, at 1645 hours, Unit 104; Officers Ali #31 and Smith #2, Unit 110; Officer Lenz #52 and Unit 108; Officer Griffiths #89 received a radio broadcast from RCC for Persons with Weapons in the area of East 63rd Street and Bundy Drive (King Kennedy Family Estates). RCC received a call reporting that a black Chrysler van with tinted windows and out of state plates was in the area, and alleged to be involved in recent shootings in the area. The van was reported to be occupied by an unknown number of persons and that the driver was armed. The driver was described as male wearing a red and white hooded sweatshirt.

Sergeant Styles also responded to the area to assist the units.

Upon the arrival of the Units to the area, Officers located the vehicle in the parking lot of 2551 Park Midway, with its headlights on. As the Units converged on the vehicle's location, PO Lenz reported that he observed a male wearing a red, white and blue hooded sweatshirt walking westbound in the area.

Officer Griffiths advised RCC of the Illinois license plate registration FP141132 on the black Chrysler mini-van and advised that he could not see inside the vehicle due to the windows being blacked out. The vehicle returned as a rental to EAN holdings.

Officer Griffiths approached the passenger side of the vehicle as Sergeant Styles approached the driver's side. Officer Griffiths opened the front passenger door and observed Arthur Keith seated inside the van behind the passenger seat. Officer Griffiths ordered Keith to exit the vehicle. Officer Griffiths reported that Keith exited the van holding a firearm and pointed it at Officer Griffiths. Officer Griffiths reported that he ordered Keith to show his hands and put the gun down. Officer Griffiths discharged his departmental issued firearm at Keith.

Keith fled on foot with Officer Griffiths and Sergeant Styles pursuing. Keith fell to the ground in front of 6201 Haltnorth Walk. While handcuffing Keith, Sergeant Styles realized that Keith was unresponsive. Officer Griffiths recovered and secured a firearm which was located near Keith's right hand. Officer Lenz arrived and immediately administered first aid and CPR to Keith. Sergeant Neal also arrived and assisted with administering first aid and CPR.

Officers continued to administer first aid until EMS arrived and transported Keith to MetroHealth where he was later pronounced dead.

This matter is being investigated by the Cleveland Division of Police Homicide Unit. Photos taken on scene are uploaded into this report.

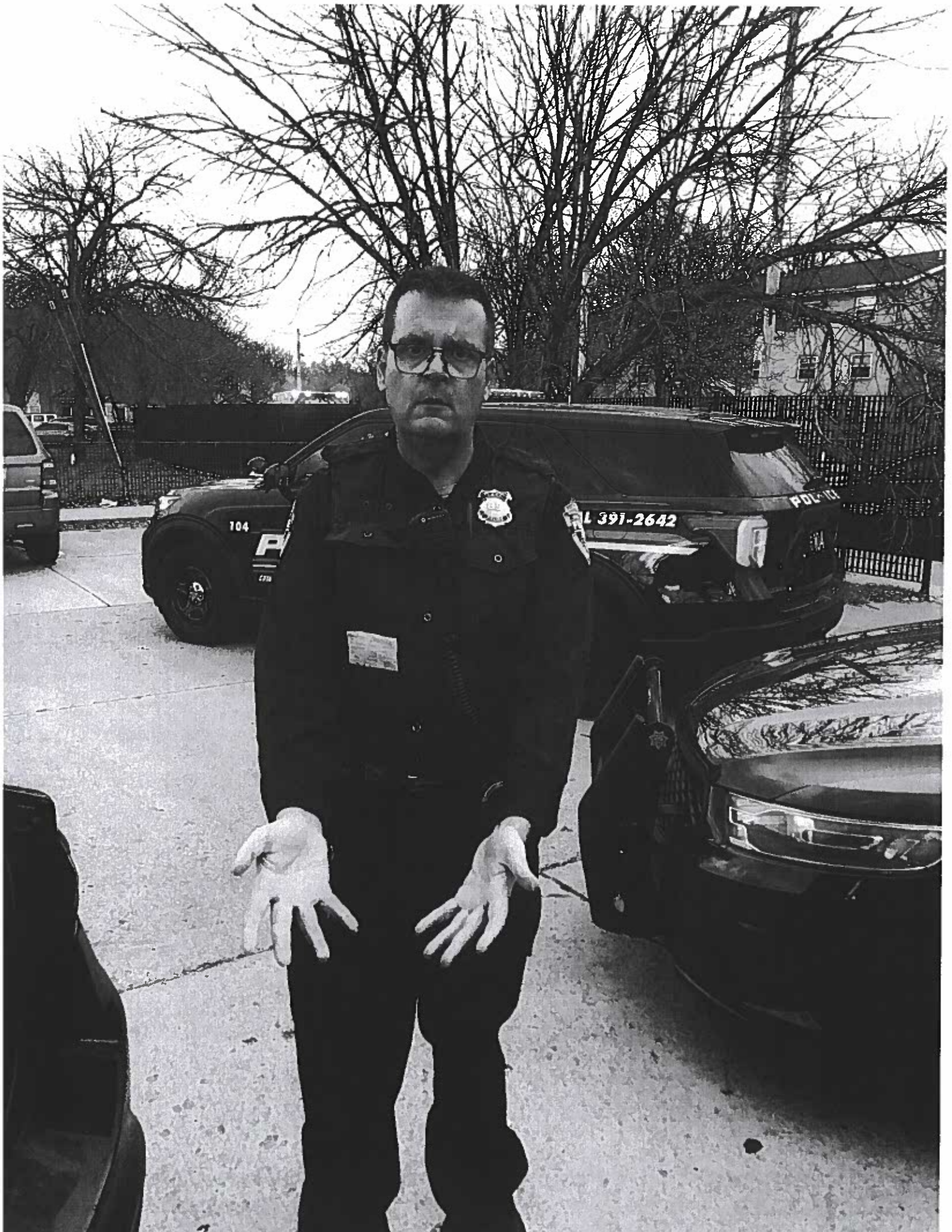
Respectfully submitted,  
Sergeant Smiddy #654



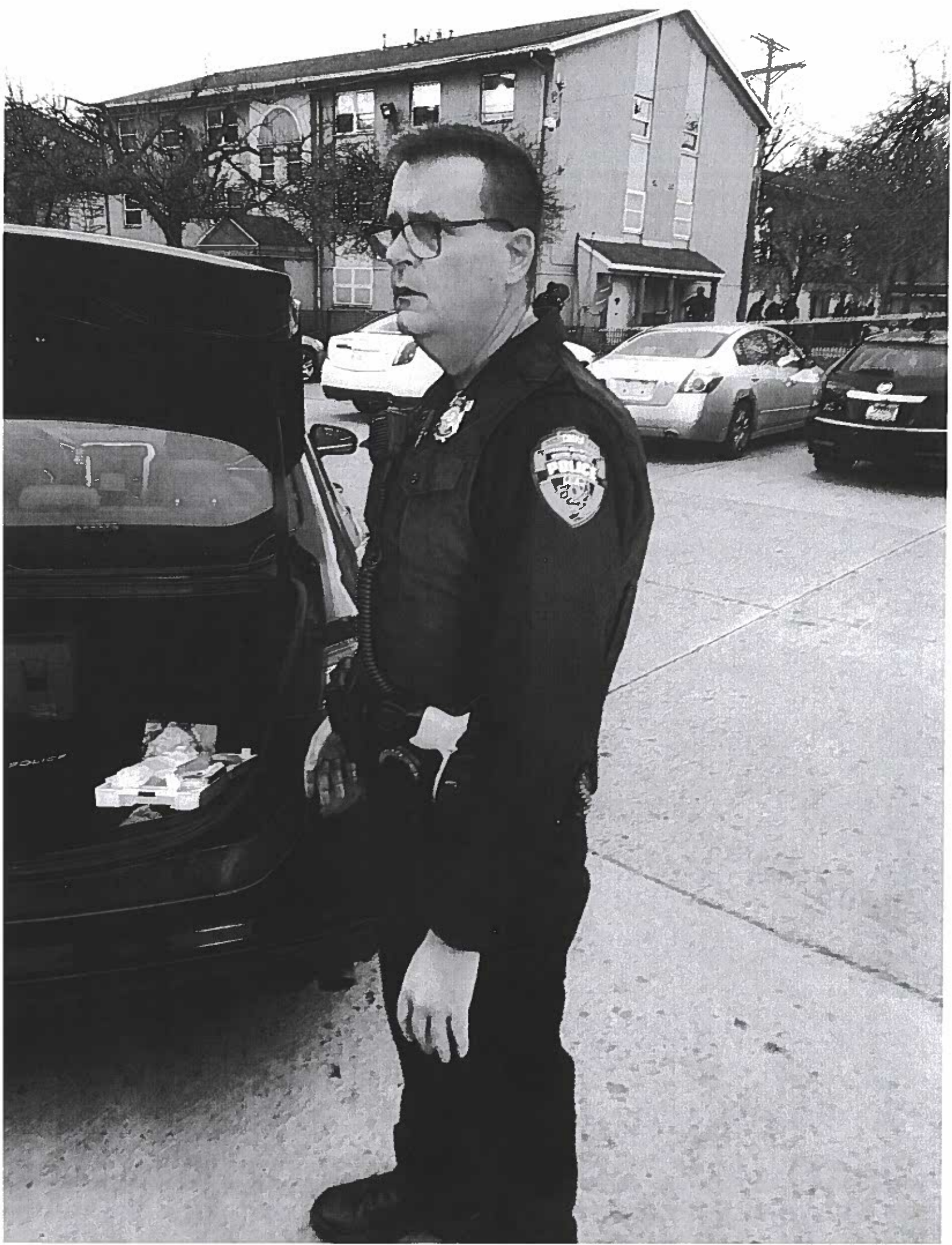




















Handwritten text on a tag pinned to the uniform, including a name and numbers.

NAME	3-11-77
NUMBER	157
DATE	3-11-77
INITIALS	3344
...	...





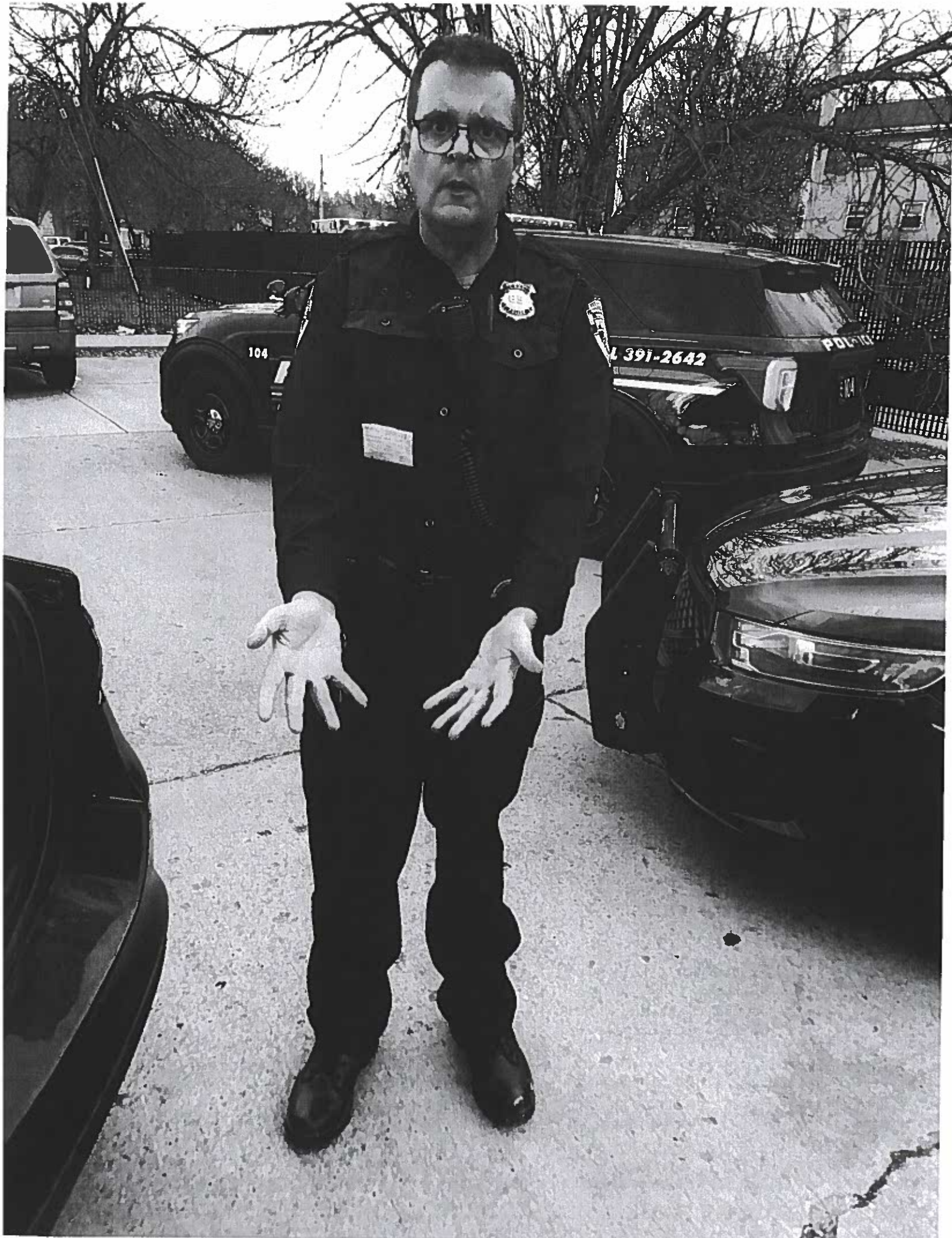












PTF'S



# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 12/6/2019	Effective Date 1/11/2020	Hire Date 10/24/1992
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt	

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	Female	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	CON	Contractual	105446001000000905000	HOUGH POLICE SAL AMP 905

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
3/14/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/11/2020	07101	Police Officer	\$31.7100	\$65,956.8000	Police Administration	210000

COMMENTS:

Requested By: \_\_\_\_\_ Date \_\_\_\_\_

Andres Gonzalez 12/6/2019

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

Tami Marinella 12/9/2019

Budgetary Approval: \_\_\_\_\_ Date \_\_\_\_\_

Financial Approval (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Elizabeth McCafferty 12/9/2019

Director of Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date \_\_\_\_\_

# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 3/14/2019	Effective Date 3/14/2019	Hire Date 10/24/1992
SOCIAL SS# [REDACTED]	Emp Status	FLSA Status Nonexempt	

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James			10/19/1971	Male	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]				

Action	Action Reason	Action Description	Cost Number	Cost Number Description
Data Chg	CNS	Cost Number Change	105446001000000905000	HOUGH POLICE SAL AMP 905

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
3/14/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

**COMMENTS:**  
Cost Center Number changed to 105.


Andres Gonzalez                      3/14/2019  
Requested By:                              Date

\_\_\_\_\_  
Financial Approval (if applicable):                      Date

Andres Gonzalez                      3/14/2019  
Department Director:                      Date

Elizabeth McCafferty                      3/19/2019  
Director of Human Resources:                      Date

Tami Marinella                      3/15/2019  
Budgetary Approval:                      Date

  
\_\_\_\_\_  
Chief Executive Officer:                      Date

*CB*  
*3/28/19*

PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 3/14/2019	Effective Date 3/14/2019	Hire Date 10/24/1992
SOCIAL SS# [REDACTED]	Emp Status	FLSA Status Nonexempt	

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James			10/19/1971	Male	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
Data Chg	CNS	Cost Number Change	105446001000000905000	HOUGH POLICE SAL AMP 905

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
3/14/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

COMMENTS:  
Cost Center Number changed to 105.

Andres Gonzalez                      3/14/2019  
Requested By:                              Date

\_\_\_\_\_  
Financial Approval (if applicable):                      Date

Andres Gonzalez                      3/14/2019  
Department Director:                      Date

Elizabeth McCafferty                      3/19/2019  
Director of Human Resources:                      Date

Tami Marinella                      3/15/2019  
Budgetary Approval:                      Date

\_\_\_\_\_  
Chief Executive Officer:                      Date

# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 2/25/2019	Effective Date 1/1/2019
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	Male	Single	White	Yes

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	PRG	Step Increase	106446001000000906000	STHEAST POLICE SAL AMP 906

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2018	07101	Police Officer	\$30.9300	\$64,334.4000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

COMMENTS:

Requested By: \_\_\_\_\_ Date

Andres Gonzalez                      2/28/2019  
 Department Director:                      Date

Elizabeth McCafferty                      2/28/2019  
 Director of Human Resources:                      Date

Tami Marinella                      2/28/2019  
 Budgetary Approval:                      Date

\_\_\_\_\_  
 Chief Executive Officer:                      Date

# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 2/25/2019	Effective Date 1/1/2018
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	Male	Single	White	Yes

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	PRG	Step Increase	106446001000000906000	STHEAST POLICE SAL AMP 906

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/14/2017	07101	Police Officer	\$30.6200	\$63,689.6000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2018	07101	Police Officer	\$30.9300	\$64,334.4000	Police Administration	210000

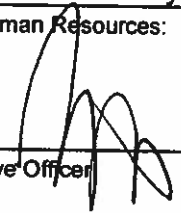
COMMENTS:

Requested By: \_\_\_\_\_ Date

Andres Gonzalez                      2/28/2019  
 Department Director:                      Date

Elizabeth McCafferty                      2/28/2019  
 Director of Human Resources:                      Date

Tami Marinella                      2/28/2019  
 Budgetary Approval:                      Date



Chief Executive Officer                      Date



# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 3/14/2019	Effective Date 3/14/2019	Hire Date 10/24/1992
SOCIAL SS# [REDACTED]	Emp Status	FLSA Status Nonexempt	

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James			10/19/1971	Male	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
Data Chg	CNS	Cost Number Change	105446001000000905000	HOUGH POLICE SAL AMP 905

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/1/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
3/14/2019	07101	Police Officer	\$31.2400	\$64,979.2000	Police Administration	210000

**COMMENTS:**  
Cost Center Number changed to 105.

Andres Gonzalez                      3/14/2019  
Requested By:                              Date

\_\_\_\_\_  
Financial Approval (if applicable):                      Date

Andres Gonzalez                      3/14/2019  
Department Director:                      Date

Elizabeth McCafferty                      3/19/2019  
Director of Human Resources:                      Date

Tami Marinella                      3/15/2019  
Budgetary Approval:                      Date

  
\_\_\_\_\_  
Chief Executive Officer:                      Date

*CB 3/28/19*



# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 7/8/2016	Effective Date 1/2/2016
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	Male	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	ATB	Across The Board	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/3/2015	07101	Police Officer	\$29.1500	\$60,632.0000	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/2/2016	07101	Police Officer	\$30.0200	\$62,441.6000	Police Administration	210000

COMMENTS:  
Contractual increase effective January 2, 2016

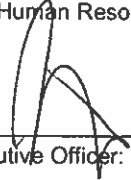
Requested By: \_\_\_\_\_ Date

Andres Gonzalez                      7/12/2016  
Department Director:                      Date

Amy Waxman                              7/12/2016  
Budgetary Approval:                      Date

Financial Approval (if applicable): \_\_\_\_\_ Date

Elizabeth McCafferty                      7/12/2016  
Director of Human Resources:                      Date

 7-12/16  
Chief Executive Officer: \_\_\_\_\_ Date

# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 6/17/2016	Effective Date 1/3/2015
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	Male	Single	White	No

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	ATB	Across The Board	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/3/2015	07101	Police Officer	\$28.3009	\$58,865.8720	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/3/2015	07101	Police Officer	\$29.1500	\$60,632.0000	Police Administration	210000

COMMENTS:  
Contractual increase effective January 3, 2015

Requested By: \_\_\_\_\_ Date \_\_\_\_\_

Andres Gonzalez 6/21/2016

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

Amy Waxman 6/24/2016

Budgetary Approval: \_\_\_\_\_ Date \_\_\_\_\_

Financial Approval (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Elizabeth McCafferty 6/27/2016

Director of Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date \_\_\_\_\_

PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 1/22/2014	Effective Date 1/4/2014
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

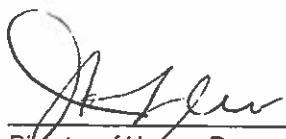
Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	ATB	Pay Rate Change	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/5/2013	07101	Police Officer	27.746	57711.68	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/4/2014	07101	Police Officer	28.3009	58865.87	Police Administration	210000

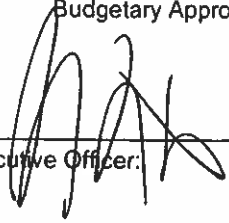
COMMENTS:  
Contractual increase effective January 4, 2014

Requested By: \_\_\_\_\_ Date \_\_\_\_\_

 1-22-14  
Director of Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

Budgetary Approval: \_\_\_\_\_ Date \_\_\_\_\_

 1-23-14  
Chief Executive Officer: \_\_\_\_\_ Date \_\_\_\_\_



# PERSONNEL TRANSACTION FORM

EMPL ID 1910	Request Date 01/05/2013	Effective Date 1/5/2013
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	MER	MERIT	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
11/24/2012	07101	Police Officer	27.2020	56580.16	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/5/2013	07101	Police Officer	27.7460	57711.68	Police Administration	210000

**COMMENTS:**

Contractual Increase Effective January 5, 2013

Requested By: \_\_\_\_\_

Date \_\_\_\_\_

Director of Human Resources: *J. L...*

Date 1/17/13

Department Director: \_\_\_\_\_

Date \_\_\_\_\_

Budgetary Approval: *[Signature]*

Date \_\_\_\_\_

Chief Executive Officer: *[Signature]*

Date 1-18-13



PERSONNEL TRANSACTION FORM

CUYAHOGA METROPOLITAN HOUSING AUTHORITY

EMPL ID 1900	Request Date 12/28/2007	Effective Date 1/12/2008
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
DBL		DBLoad	110446001000000910000	FAR WEST POLICE SAL AMP 910

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
4/27/2007	07101	Police Officer	23.4078	48688.22	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/12/2008	07101	Police Officer	24.1686	50270.69	Police Administration	210000

COMMENTS:  
CONTRACT INCREASE

[Signature] 1/2/08  
Requested By: \_\_\_\_\_ Date

[Signature] 12/31/07  
Director of Human Resources: \_\_\_\_\_ Date

[Signature] 1/2/08  
Department Director: \_\_\_\_\_ Date

\_\_\_\_\_  
Budgetary Approval: \_\_\_\_\_ Date

[Signature] 12-28-07  
Chief Executive Officer: \_\_\_\_\_ Date

# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 12/30/2015	Effective Date 12/28/2015
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
		Secondary Emp	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/4/2014	07101	Police Officer	28.3009	58865.87	Police Administration	210000

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/4/2014	07101	Police Officer	28.3009	58865.87	Police Administration	210000

**COMMENTS:**  
Please find attached, request for secondary employment with Perry Village PD.

Requested By: *James Griffiths* Date: 12/30/2015

Director of Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

Budgetary Approval: \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date \_\_\_\_\_



# PERSONNEL TRANSACTION FORM



EMPL ID 1910	Request Date 1/13/2015	Effective Date 1/9/2015
SOCIAL SS#	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

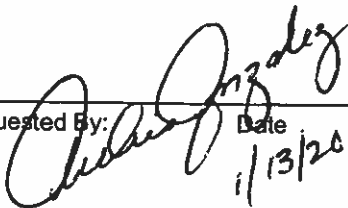
Mailing Address 1	Address 2	City	State	Zip Code

Action	Action Reason	Action Description	Cost Number	Cost Number Description
		Secondary Employment	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		

To:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		

**COMMENTS:**  
Please find attached, request for Secondary Employment with Perry Village Police Dept. eff. 1/9/15.

Requested By:  Date: 1/13/2015

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Budgetary Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_



# PERSONNEL TRANSACTION FORM

EMPL ID 1910	Request Date 12/14/2012	Effective Date 11/24/2012
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	ATB	Across the Board	100446001000000125000	POLICE STAFF ONLY 1/11TH

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/8/2011	07101	Police Officer	26.4097	54932.18	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
11/24/2012	07101	Police Officer	27.2020	56580.16	Police Administration	210000

**COMMENTS:**  
Salary Increase Effective 1/1/2012

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Human Resources: *P. Dennis* Date: 12/19/12

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budgetary Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Executive Officer: *[Signature]* Date: \_\_\_\_\_



CUYAHOGA METROPOLITAN HOUSING AUTHORITY

PERSONNEL TRANSACTION FORM

EMPL ID	Request Date 12/7/2010	Effective Date 1/8/2011
SOCIAL S (mask - last 4 digits)	Employee Status	FLSA Status Non-exempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
GRIFFITHS	JAMES			10/19/1971	M		WHITE	

Mailing Address 1	Address 2	City	State	Zip Code

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	MER	MERIT		

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
POLICE OFFICER			25.6405	53,332.24	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
POLICE OFFICER			26.4097	54,932.17	Police Administration	210000

COMMENTS:  
Contractual Increase

Requested By: *James Griffiths* Date 12/10/10  
Department Director \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resource Date \_\_\_\_\_

Budgetary Approval \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

EMPL ID	Request Date 12/3/2009	Effective Date 1/9/2010
SOCIAL S (mask- last 4 digits)	Employee Status ACTIVE	FLSA Status Non-exempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
GRIFFITHS	JAMES			10/19/1971	M		WHITE	

Mailing Address 1	Address 2	City	State	Zip Code

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	MER	MERIT		

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
POLICE OFFICER			24.8937	51,778.90	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
POLICE OFFICER			25.6405	53,332.24	Police Administration	210000

COMMENTS:  
Contractual Increase

*Julie Jozaleg* 12/3/09  
Requested By: \_\_\_\_\_ Date

\_\_\_\_\_  
Director of Human Resource Date

*Julie Jozaleg* 12/3/09  
Department Director \_\_\_\_\_ Date

\_\_\_\_\_  
Budgetary Approval Date

\_\_\_\_\_  
Executive Director Date



# PERSONNEL TRANSACTION FORM

CUYAHOGA METROPOLITAN HOUSING AUTHORITY

EMPL ID 1910	Request Date 07/30/2009	Effective Date 07/30/2009
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
LOA	FMLA	Leave w/ benefits	110446001000000910000	FAR WEST POLICE SAL AMP 910

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
4/3/2009	07101	Police Officer	24.8937	51778.90	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
07/30/2009						

**COMMENTS:**  
The FMLA is approved 7/30/2009 - 8/6/2009 and intermittent FMLA is approved 8/6/2009 - 9/2/2009.

*James Griffiths* 8/4/09  
Requested By: \_\_\_\_\_ Date

*MA Hunt* 8/4/09  
Director of Human Resources: \_\_\_\_\_ Date

*James Griffiths* 8/4/09  
Department Director: \_\_\_\_\_ Date

*B. Dutton* 8/11/09  
Budgetary Approval: \_\_\_\_\_ Date

*[Signature]* 8-13-09  
Chief Executive Officer: \_\_\_\_\_ Date



# PERSONNEL TRANSACTION FORM

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

EMPL ID 1910	Request Date 04/02/2009	Effective Date 4/3/2009
SOCIAL SS# [REDACTED]	Emp Status Active	FLSA Status Nonexempt

Last Name	First Name	M.I.	Suffix	Birth Date	Sex	Marital Status	Race	CMHA Resident
Griffiths	James	M		10/19/1971	M	Single	White	

Mailing Address 1	Address 2	City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Action	Action Reason	Action Description	Cost Number	Cost Number Description
PAY	ATB	Pay Rate Change	110446001000000910000	FAR WEST POLICE SAL AMP 910

FROM:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
1/12/2008	07101	Police Officer	24.1686	50270.69	Police Administration	210000

TO:	Job Code	Job Code Description	Rate of Pay		Department	Dept ID #
			Hrly	Salary		
4/3/2009	07101	Police Officer	24.8937	51778.90	Police Administration	210000

**COMMENTS:**

Salary increase effective 1/10/2009.

Requested By: \_\_\_\_\_ Date

*M. Hunter* 4/6/09  
Director of Human Resources: \_\_\_\_\_ Date

Department Director: \_\_\_\_\_ Date

Budgetary Approval: \_\_\_\_\_ Date

*[Signature]* 4-7-09  
Chief Executive Officer: \_\_\_\_\_ Date



**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

**Personnel Transaction Form**

NAME Last First Middle			SOCIAL SECURITY NO.		DATE OF BIRTH	SEX
GRIFFITHS, JAMES M			[REDACTED]		10/19/71	M
ADDRESS: Street City State Zip				RACE CODE		
[REDACTED]				B-Caucasian		
PHONE NO.	COST CENTER		CMHA RESIDENT?	REQUEST DATE	EFFECTIVE DATE	
[REDACTED]	210 POLICE & SECURITY		N	01/10/07	01/13/07	

APPOINTMENT: -----	CHANGE: -----  SI - SALARY INCREASE	SEPARATION: -----
POSITION: -----		LEAVE: -----

FROM: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		22.6710	47,156	POLICE & SECURITY	210
TO: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		23.4078	48,688	POLICE & SECURITY	210

REMARKS:  
\*\* SALARY INCREASE \*\*

REQUESTED BY	DATE	<i>[Signature]</i> DIRECTOR OF HUMAN RESOURCES	<i>[Signature]</i> DATE
DEPARTMENT DIRECTOR	DATE	BUDGET MANAGER	DATE
	<i>[Signature]</i> EXECUTIVE DIRECTOR	<i>[Signature]</i> DATE	



# Cuyahoga Metropolitan Housing Authority

## Personnel Transaction Form



NAME: Last First Middle GRIFFITHS, JAMES M			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH 10/19/71	SEX M
ADDRESS: Street City State Zip [REDACTED]					RACE CODE B-CAUCASIAN	
PHONE NO. [REDACTED]	COST CENTER 210 POLICE & SECURITY		CMHA RESIDENT? N	REQUEST DATE 04/23/03	EFFECTIVE DATE 01/01/03	

APPOINTMENT: -----	CHANGE: ----- SI - SALARY INCREASE	SEPARATION: -----
POSITION: -----		LEAVE: -----

FROM: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		19.3476	40,243	POLICE & SECURITY	210
TO: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		20.7472	43,154	POLICE & SECURITY	210

REMARKS:  
SALARY INC

00000

REQUESTED BY _____	DATE _____	DIRECTOR OF HUMAN RESOURCES _____	DATE _____
DEPARTMENT DIRECTOR _____	DATE _____	BUDGET MANAGER <i>B. J. TA</i>	DATE <i>6/27/03</i>
EXECUTIVE DIRECTOR <i>[Signature]</i>		DATE <i>7-17-03</i>	





# Cuyahoga Metropolitan Housing Authority

## Personnel Transaction Form



NAME: Last First Middle			SOCIAL SECURITY NO.		DATE OF BIRTH	SEX
GRIFFITHS, JAMES M			[REDACTED]		10/19/71	M
ADDRESS: Street City State Zip					RACE CODE	
[REDACTED]					B-CAUCASTAN	
PHONE NO.	COST CENTER	CMHA RESIDENT?	REQUEST DATE		EFFECTIVE DATE	
[REDACTED]	210 POLICE & SECURITY	N	07/07/06		03/14/06	

APPOINTMENT: -----	CHANGE: -----  SALARY INCREASE	SEPARATION: -----
POSITION: -----		LEAVE: -----

FROM: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		22.0107	45,782	POLICE & SECURITY	210
TO: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		22.6710	47,156	POLICE & SECURITY	210

REMARKS:  
2006 CONTRACT SALARY INCREASE

AA

REQUESTED BY	DATE	<i>W. Bolde</i>	DATE
<i>James C. Mackey</i>	24 JUL 06	<i>M. Stausar</i>	8/2/06
DEPARTMENT DIRECTOR	DATE	BUDGET MANAGER	DATE
<i>[Signature]</i>	8-7-06		DATE
		EXECUTIVE DIRECTOR	

ENTERED  
8-14-06

Griffith



# Cuyahoga Metropolitan Housing Authority

## Personnel Transaction Form



NAME: Last First Middle			SOCIAL SECURITY NO.		DATE OF BIRTH	SEX
ADDRESS: Street City State Zip				RACE CODE		
PHONE NO.	COST CENTER	CMHA RESIDENT?	REQUEST DATE 7/7/06		EFFECTIVE DATE 1/14/06	

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<b>FROM:</b> Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
<b>TO:</b> Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project

AUG 30 2006  
 COMDOC

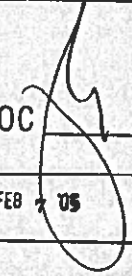
REQUESTED BY _____	DATE _____	DIRECTOR OF HUMAN RESOURCES _____	DATE _____
DEPARTMENT DIRECTOR _____	DATE _____	BUDGET MANAGER _____	DATE _____
EXECUTIVE DIRECTOR _____		DATE _____	



# Cuyahoga Metropolitan Housing Authority

## Personnel Transaction Form



NAME: Last First Middle			SOCIAL SECURITY NO.		DATE OF BIRTH	SEX	
ADDRESS: Street City State Zip				RACE CODE			
PHONE NO.	COST CENTER	CMHA RESIDENT?	REQUEST DATE		EFFECTIVE DATE		
FROM: Title/Classification		Pay Range	Hourly Rate	Annual Salary	Project Description		Project
TO: Title/Classification		Pay Range	Hourly Rate	Annual Salary	Project Description		Project
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> COMDOC    FEB 7 '05 </div>							
REQUESTED BY _____			DATE _____		DIRECTOR OF HUMAN RESOURCES _____		DATE _____
DEPARTMENT DIRECTOR _____			DATE _____		BUDGET MANAGER _____		DATE _____
EXECUTIVE DIRECTOR _____						DATE _____	



# Cuyahoga Metropolitan Housing Authority

## Personnel Transaction Form



NAME: Last First Middle GRIFFITHS, JAMES M			SOCIAL SECURITY NO. [REDACTED]	DATE OF BIRTH 10/19/71	SEX M
ADDRESS: Street City State Zip [REDACTED]				RACE CODE B-CAUCASIAN	
PHONE NO. [REDACTED]	COST CENTER 210 POLICE & SECURITY	CMHA RESIDENT? N	REQUEST DATE 12/29/04	EFFECTIVE DATE 01/01/05	

APPOINTMENT: -----	CHANGE: ----- ST - SALARY INCREASE	SEPARATION: -----
POSITION: -----		LEAVE: -----

FROM: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		21.3696	44,440	POLICE & SECURITY	210
TO: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		22.0107	45,782	POLICE & SECURITY	210

REMARKS:  
2005 CONTRACTUAL SALARY INCREASE

AA

<u>W. Bolde</u> REQUESTED BY	<u>1/3/05</u> DATE	<u>[Signature]</u> DIRECTOR OF HUMAN RESOURCES	<u>1/3/05</u> DATE
<u>[Signature]</u> DEPARTMENT DIRECTOR	<u>1-4-05</u> DATE	<u>[Signature]</u> BUDGET MANAGER	<u>1/3/05</u> DATE
<u>[Signature]</u> EXECUTIVE DIRECTOR	<u>1-18-05</u> DATE		





# Cuyahoga Metropolitan Housing Authority



## Personnel Transaction Form

NAME: Last First Middle GRIFFITHS, JAMES M			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH 10/10/71	SEX M
ADDRESS: Street City State Zip [REDACTED]					RACE CODE N - CAUCASIAN	
PHONE NO. [REDACTED]	COST CENTER 210 POLICE & SECURITY		CMHA RESIDENT? N	REQUEST DATE 12/01/04	EFFECTIVE DATE 01/01/04	

APPOINTMENT: .....	CHANGE: .....  S1 - SALARY INCREASE	SEPARATION: .....
POSITION: .....		LEAVE: .....

FROM: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		20.7477	43,154	POLICE & SECURITY	210
TO: Title/Classification	Pay Range	Hourly Rate	Annual Salary	Project Description	Project
POLICE OFFICER		21.3596	44,409	POLICE & SECURITY	210

REMARKS:  
2004 CONTRACTUAL INC

COMDOC

JAN 13 '04

	12/8/04		
REQUESTED BY	DATE	DIRECTOR OF HUMAN RESOURCES	DATE
			12/16/04
DEPARTMENT DIRECTOR	DATE	BUDGET MANAGER	DATE
EXECUTIVE DIRECTOR	DATE		



**REQUEST FOR PERSONAL TRANSACTION**

<b>NAME:</b> Last <u>Griffiths</u> First <u>James</u> Middle <u>M</u>	<b>SOCIAL SECURITY NO.</b> [REDACTED]	<b>DATE OF BIRTH</b> Month <u>10</u> Day <u>19</u> Year <u>71</u>	<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	<b>SEX</b> M/F <u>M</u>
<b>ADDRESS:</b> Street [REDACTED] City [REDACTED] State [REDACTED]			<b>PHONE NO.</b> [REDACTED]	
<b>DEPARTMENT / DIVISION / ESTATE</b> <u>Police</u>		<b>COST CENTER</b> <u>210</u>	<b>REQUEST DATE</b> Month <u>5</u> Day <u>26</u> Year <u>00</u>	
		<b>EFFECTIVE DATE</b> Month <u>4</u> Day <u>24</u> Year <u>00</u>		<b>RESIDENT</b> Y/N

<b>APPOINTMENT:</b> <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____	<b>CHANGE:</b> <input type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input type="checkbox"/> 6. Change in Status <input type="checkbox"/> 7. Salary Increase <input type="checkbox"/> 8. Work out of Classification <input checked="" type="checkbox"/> 9. Other (Specify) <b>Secondary Employment</b>  Date of Last Evaluation _____ Date of Last Wage Increase _____	<b>SEPARATION:</b> <input type="checkbox"/> 1. Resignation, Reason _____  <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____  Evaluation Score _____ Percent of Last Increase _____
<b>POSITION:</b> <input type="checkbox"/> 1. New (attach position description) <input type="checkbox"/> 2. Reclassification <input type="checkbox"/> 3. Replacement (Last Held By) _____  DATE _____		

FROM: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police officer</b>		<b>17.20</b>	<b>35,776</b>	<b>Police &amp; Security</b>		<b>210</b>
TO: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police officer</b>		<b>17.20</b>	<b>35,776</b>	<b>Police &amp; Security</b>		<b>210</b>

**NOTES:** (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

REMARKS: \_\_\_\_\_

*John E. Howard* 5-31-00 *Robert* 6/26/00

REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_ BUDGET MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: (DEPT/DIV/ESTATE) \_\_\_\_\_ DATE \_\_\_\_\_ PERSONNEL OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_



# Cuyahoga Metropolitan Housing Authority

## REQUEST FOR PERSONNEL TRANSACTION

NAME: Last <b>Griffiths</b> First <b>James</b> Middle <b>H</b>			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH Month <b>10</b> Day <b>19</b> Year <b>71</b>			<input type="checkbox"/> Black <input checked="" type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	SEX <b>M</b>
ADDRESS: Street [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]					PHONE NO. [REDACTED]			RESIDENT Y/N <b>Y</b>	

DEPARTMENT / DIVISION / ESTATE <b>Police</b>		COST CENTER <b>210</b>		REQUEST DATE Month <b>10</b> Day <b>19</b> Year <b>99</b>			EFFECTIVE DATE Month <b>10</b> Day <b>24</b> Year <b>99</b>		
---	--	---------------------------	--	--	--	--	--	--	--

<b>APPOINTMENT:</b> <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input checked="" type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____	<b>CHANGE:</b> <input type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input type="checkbox"/> 6. Change in Status <input type="checkbox"/> 7. Salary Increase <input type="checkbox"/> 8. Work out of Classification <input checked="" type="checkbox"/> 9. Other (Specify) <b>Contractual Increase</b>	<b>SEPARATION:</b> <input type="checkbox"/> 1. Resignation, Reason _____ <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____
<b>POSITION:</b> <input type="checkbox"/> 1. New (attach position description) <input type="checkbox"/> 2. Reclassification <input type="checkbox"/> 3. Replacement (Last Held By) _____ DATE _____	Date of Last Evaluation _____ Date of Last Wage Increase _____	Evaluation Score _____ Percent of Last Increase _____

FROM: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>16.70</b>	<b>34,736</b>	<b>Police</b>		<b>210</b>
TO: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>17.20</b>	<b>35,776</b>	<b>Police</b>		<b>210</b>

**NOTES:** (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*James Griffiths* → **10/19/99** *Walt*

REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_ BUDGET MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: (DEPT/DIV/ESTATE) \_\_\_\_\_ DATE \_\_\_\_\_ PERSONNEL OFFICER \_\_\_\_\_ DATE **11/27/99**

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_



**REQUEST FOR PERSONAL TRANSACTION**

1111

NAME: Last <b>Griffiths</b> First <b>James</b> Middle			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH Month <b>10</b> Day <b>19</b> Year <b>71</b>			<input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	SEX <b>M</b>
ADDRESS: Street [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]					PHONE NO. [REDACTED]			RESIDENT <b>Y</b>	

DEPARTMENT/DIVISION/ESTATE <b>Police/Security</b>	COST CENTER <b>210</b>	Month <b>10</b>	Day <b>6</b>	Year <b>98</b>	Month <b>10</b>	Day <b>24</b>	Year <b>98</b>
--	---------------------------	-----------------	--------------	----------------	-----------------	---------------	----------------

<b>APPOINTMENT:</b> <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____		<b>CHANGE:</b> <input type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input checked="" type="checkbox"/> 7. Salary Increase <input type="checkbox"/> 8. Work out of Classification <input type="checkbox"/> 9. Other (Specify) _____		<b>SEPARATION:</b> <input type="checkbox"/> 1. Resignation, Reason _____ <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____	
<b>POSITION:</b> <input type="checkbox"/> 1. New (attach position description) <input type="checkbox"/> 2. Reclassification <input type="checkbox"/> 3. Replacement (Last Held By) _____ DATE _____		Date of Last Evaluation _____ Date of Last Wage Increase _____		Evaluation Score _____ Percent of Last Increase _____	

FROM: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>16.2298</b>	<b>33,758</b>	<b>Police/Security</b>		<b>210</b>
TO: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>16.70</b>	<b>34,736</b>	<b>Police/Security</b>		<b>210</b>

**NOTES:** (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

**REMARKS:** 11/11/98

REQUESTED BY: \_\_\_\_\_ DATE: 11/12/98 BUDGET MANAGER: [Signature] DATE: 10/22/98

APPROVED: (DEPT/DIV/ESTATE) \_\_\_\_\_ DATE: 10/12/98 PERSONNEL OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

REQUEST FOR PERSONNEL TRANSACTION

NAME: Last First Middle GRIFFITHS, JAMES			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH Month Day Year 10 19 71			<input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	SEX M/F M
ADDRESS: Street City State Zip [REDACTED]				PHONE NO. [REDACTED]				RESIDENT Y/N N	

DEPARTMENT / DIVISION / ESTATE Police Div.		COST CENTER 853-210		REQUEST DATE Month Day Year 10 01 96			EFFECTIVE DATE Month Day Year 10 24 96		
---	--	------------------------	--	--	--	--	--	--	--

<b>APPOINTMENT:</b> <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____			<b>CHANGE:</b> <input type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input type="checkbox"/> 6. Change in Status <input checked="" type="checkbox"/> 7. Salary Increase (Annual 1) <input type="checkbox"/> 8. Work out of Classification <input type="checkbox"/> 9. Other (Specify) _____			<b>SEPARATION:</b> <input type="checkbox"/> 1. Resignation. Reason _____ _____ <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____		
<b>POSITION:</b> <input type="checkbox"/> 1. New (attach position description) <input type="checkbox"/> 2. Reclassification <input type="checkbox"/> 3. Replacement (Last Held By) _____ _____ <b>DATE</b> _____			Date of Last Evaluation _____ Date of Last Wage Increase _____			Evaluation Score _____ Percent of Last Increase _____		

FROM: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
PATROLMAN 2		\$12.72	\$26,457.60	Police Div.	3700	210
TO: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
PATROLMAN 2		\$13.43	\$27,934.00	Police Div.	3700	210

NOTES: (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

REMARKS: FUNDING SOURCE: COMP-MOD GRANT 853-140800-107000-210-000

REQUESTED BY: *[Signature]* DATE: *10/1/96* BUDGET MANAGER: *[Signature]* DATE: \_\_\_\_\_  
 APPROVED: (DEPT/DIV/ESTATE) *[Signature]* DATE: \_\_\_\_\_ PERSONNEL OFFICER: *[Signature]* DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_







# Cuyahoga Metropolitan Housing Authority

## REQUEST FOR PERSONNEL TRANSACTION

NAME: Last First Middle <b>Griffiths, James</b>			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH Month Day Year <b>10 19 71</b>			- Black - White - Hispanic - Asian - Other	SEX <b>M/F</b>
ADDRESS: Street City State Zip [REDACTED]					PHONE NO. [REDACTED]			RESIDENT Y/N	
DEPARTMENT/DIVISION/ESTATE <b>Police Div.</b>		COST CENTER <b>848-210</b>		REQUEST DATE Month Day Year <b>9 27 93</b>			EFFECTIVE DATE Month Day Year <b>10 24 93</b>		
APPOINTMENT: <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____			CHANGE: <input checked="" type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input type="checkbox"/> 6. Change in Status <input checked="" type="checkbox"/> 7. Salary Increase <input type="checkbox"/> 8. Work out of Classification <input type="checkbox"/> 9. Other (Specify) _____			SEPARATION: <input type="checkbox"/> 1. Resignation. Reason _____ <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____			
POSITION: <input type="checkbox"/> 1. New (attach position description) <input type="checkbox"/> 2. Reclassification <input type="checkbox"/> 3. Replacement (Last Held By) _____ _____ DATE _____			Date of Last Evaluation _____ Date of Last Wage Increase _____			Evaluation Score _____ Percent of Last Increase _____			
FROM: Title/Classification <b>Patrolman Entry</b>		Step	Hourly Rate <b>\$10.19</b>	Annual Salary <b>\$21,195.20</b>		Department/Division/Estate <b>Police Div.</b>		Ext. <b>3700</b>	COST CENTER <b>210</b>
TO: Title/Classification <b>Patrolman 3</b>		Step	Hourly Rate <b>\$11.10</b>	Annual Salary <b>\$23,088.00</b>		Department/Division/Estate <b>Police Div.</b>		Ext. <b>3700</b>	COST CENTER <b>210</b>

NOTES: (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 Funding Source: Comp-Med Grant  
848-14 0800 - 107000 - 210 - 000

REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_ BUDGET MANAGER [Signature] DATE 9/27/93

APPROVED: (DEPT/DIV/ESTATE) [Signature] DATE 9/22/93 PERSONNEL OFFICER [Signature] DATE 9/22/93

EXECUTIVE DIRECTOR

DATE





**Cuyahoga Metropolitan Housing Authority**  
**REQUEST FOR PERSONNEL TRANSACT**

NAME: Last First Middle <b>Griffiths James H.</b>			SOCIAL SECURITY NO. [REDACTED]		DATE OF BIRTH Month Day Year <b>10 20 71</b>			<input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	SEX M/F <b>M</b>
ADDRESS: Street City State Zip [REDACTED]					PHONE NO. [REDACTED]				RESIDENT Y/N <b>Y</b>

DEPARTMENT / DIVISION / ESTATE <b>Police Dept.</b>	COST CENTER <b>210</b>	REQUEST DATE Month Day Year <b>10 10 02</b>	EFFECTIVE DATE Month Day Year <b>10 24 02</b>
---	---------------------------	---	---

<b>APPOINTMENT:</b> <input type="checkbox"/> 1. Full Time <input type="checkbox"/> 2. Part Time <input type="checkbox"/> 3. Temporary, Ends _____ <input type="checkbox"/> 4. Trainee _____ to _____ <input type="checkbox"/> 5. Former Employee Last Year Worked _____ Bargaining Unit _____ Union Name _____ Local No. _____ Date Cleared _____ Employment Screening _____	<b>CHANGE:</b> <input type="checkbox"/> 1. Promotion <input type="checkbox"/> 2. Demotion <input type="checkbox"/> 3. Detail <input type="checkbox"/> 4. Transfer within Agency <input type="checkbox"/> 5. Reinstatement From _____ <input type="checkbox"/> 6. Change in Status <input checked="" type="checkbox"/> 7. Salary Increase <b>Contractual</b> <input type="checkbox"/> 8. Work out of Classification <input type="checkbox"/> 9. Other (Specify) _____	<b>SEPARATION:</b> <input type="checkbox"/> 1. Resignation. Reason _____ <input type="checkbox"/> 2. Retirement <input type="checkbox"/> 3. Deceased <input type="checkbox"/> 4. Dismissal <input type="checkbox"/> 5. Probationary <input type="checkbox"/> 6. Reduction in Force <input type="checkbox"/> 7. Job Abolishment <input type="checkbox"/> 8. Disability <input type="checkbox"/> 9. Military Leave <input type="checkbox"/> 10. Leave of Absence <input type="checkbox"/> 11. Suspension <input type="checkbox"/> 12. Other (Specify) _____

<b>FROM:</b> Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>18.6035</b>	<b>38,695.28</b>	<b>Police/Sec.</b>		<b>210</b>
<b>TO:</b> Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>Police Officer</b>		<b>19.3476</b>	<b>40,243.09</b>	<b>Police/Sec.</b>		<b>210</b>

NOTES: (1) Attach Copy of Termination or Resignation (2) Justify (if requesting positions in excess of approved budget)

REMARKS: **\*\*Contractual Increase.**

REQUESTED BY: \_\_\_\_\_ DATE: 10/15/02 BUDGET MANAGER: \_\_\_\_\_ DATE: 10/15/02

APPROVED: (DEPT/DIV/ESTATE) \_\_\_\_\_ DATE: \_\_\_\_\_ PERSONNEL OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

## Cuyahoga Metropolitan Housing Authority PERSONNEL TRANSACTION

NAME: Last First Middle <b>GRIFFITHS, JAMES M.</b>	SOCIAL SECURITY NO. [REDACTED]	DATE OF BIRTH Month: <b>10</b> Day: <b>19</b> Year: <b>71</b>	SEX <input type="checkbox"/> Black <input checked="" type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other <b>(M)</b> <b>(F)</b>
ADDRESS: Street City State Zip [REDACTED]			Resident <b>(Y)</b> <b>(N)</b>

DEPARTMENT/DIVISION/ESTATE <b>Police Division</b>	COST CENTER <b>844-210</b>	REQUEST DATE Month: <b>10</b> Day: <b>13</b> Year: <b>92</b>	EFFECTIVE DATE Month: Day: Year:
--	-------------------------------	---	-------------------------------------

<b>APPOINTMENT:</b> <input checked="" type="checkbox"/> 1 Full Time <input type="checkbox"/> 2 Part Time <input type="checkbox"/> 3 Temporary, Ends _____ <input type="checkbox"/> 4 Trainee _____ to _____ <input type="checkbox"/> 5 Former Employee Last Year Worked _____ BARGAINING UNIT <u><b>YES</b></u> UNION NAME <u><b>NUPBA</b></u> LOCAL NO. _____ DATE CLEARED BY POLICE <u><b>10-13-92</b></u>	<b>CHANGE:</b> <input type="checkbox"/> 1 Promotion <input type="checkbox"/> 2 Demotion <input type="checkbox"/> 3 Lateral Change <input type="checkbox"/> 4 Transfer within Agency From _____ <input type="checkbox"/> 5 Reinstatement From _____ <input type="checkbox"/> 6 Change in Status From _____ <input type="checkbox"/> 7 Name Change from _____ _____	<b>SEPARATION:</b> <input type="checkbox"/> 1 Resignation, Reason _____ _____ <input type="checkbox"/> 2 Retirement <input type="checkbox"/> 3 Deceased <input type="checkbox"/> 4 Dismissal <input type="checkbox"/> 5 Probationary <input type="checkbox"/> 6 Lay Off <input type="checkbox"/> 7 Job Abolishment <input type="checkbox"/> 8 Disability <input type="checkbox"/> 9 Military Leave to _____ <input type="checkbox"/> 10 Leave of Absence <input type="checkbox"/> 11 Suspension <input type="checkbox"/> 12 Other (Specify) _____
<b>POSITION:</b> <input checked="" type="checkbox"/> 1 New <input type="checkbox"/> 2 Reclassification <input type="checkbox"/> 3 Replacement (Last Held By) _____ _____ DATE _____	<input type="checkbox"/> 8 Work out of Classification, and date _____ <input type="checkbox"/> 9 Other (Specify) _____ _____ Date of Last Evaluation _____ Date of Last Wage Increase _____	Evaluation Score _____ Percent of Last Increase _____

FROM: Title/Classification	Step	Hourly Rate	Annual Salary	Department/Division/Estate	Ext.	COST CENTER
<b>PATROLMAN BASIC</b>		<b>9.08</b>	<b>18,886</b>	<b>POLICE DIV.</b>	<b>361-3700</b>	<b>210</b>

NOTES: (1) Attach Copy of Termination or Resignation (2) Justify Position

REMARKS: **FUNDING SOURCE: COMP-MOD GRANT FOR ADDITIONAL ESTATE PATROL.**

RECOMMENDED: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Chief of Personnel Date

RECOMMENDED: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Budget Manager Date

RECOMMENDED: YES  NO \_\_\_\_\_

**James J. [Signature]** **10/13/92**  
Department/Division/Estate Date

RECOMMENDED: YES  NO \_\_\_\_\_

**[Signature]** **10-13-92**  
Department/Division/Estate Date

APPROVED: \_\_\_\_\_  
EXECUTIVE DIRECTOR Date



**PERSONNEL**

**FILE**

CLEVELAND POLICE DEPARTMENT  
GENERAL RECORDS DIV. JN

RECORD OF JAMES M. GRUBBS

ALIAS \_\_\_\_\_

ADDRESS \_\_\_\_\_

FORMER ADDRESSES \_\_\_\_\_

DATE OF BIRTH 10-19-71

AGE 20

COL \_\_\_\_\_

SEX M

SOC/SEC NO. \_\_\_\_\_

AGENCY REQUESTING RECORD CMHA

SIGNATURE OF AGENT [Signature]

This is a copy of the POLICE ARREST RECORD of the above named subject, on file in the RECORD FILE SECTION of the CLEVELAND POLICE DEPARTMENT. It is only the record of offenses in the CITY OF CLEVELAND proper and does not cover the other municipalities and towns in Cuyahoga County, in which CLEVELAND is located. This record DOES NOT include the judicial disposition (s)

POLICE RECORD

NO LOCAL RECORD  
(BASED ON INFORMATION PROVIDED)

CLEVELAND POLICE DEPARTMENT  
RECORD FILE SECTION

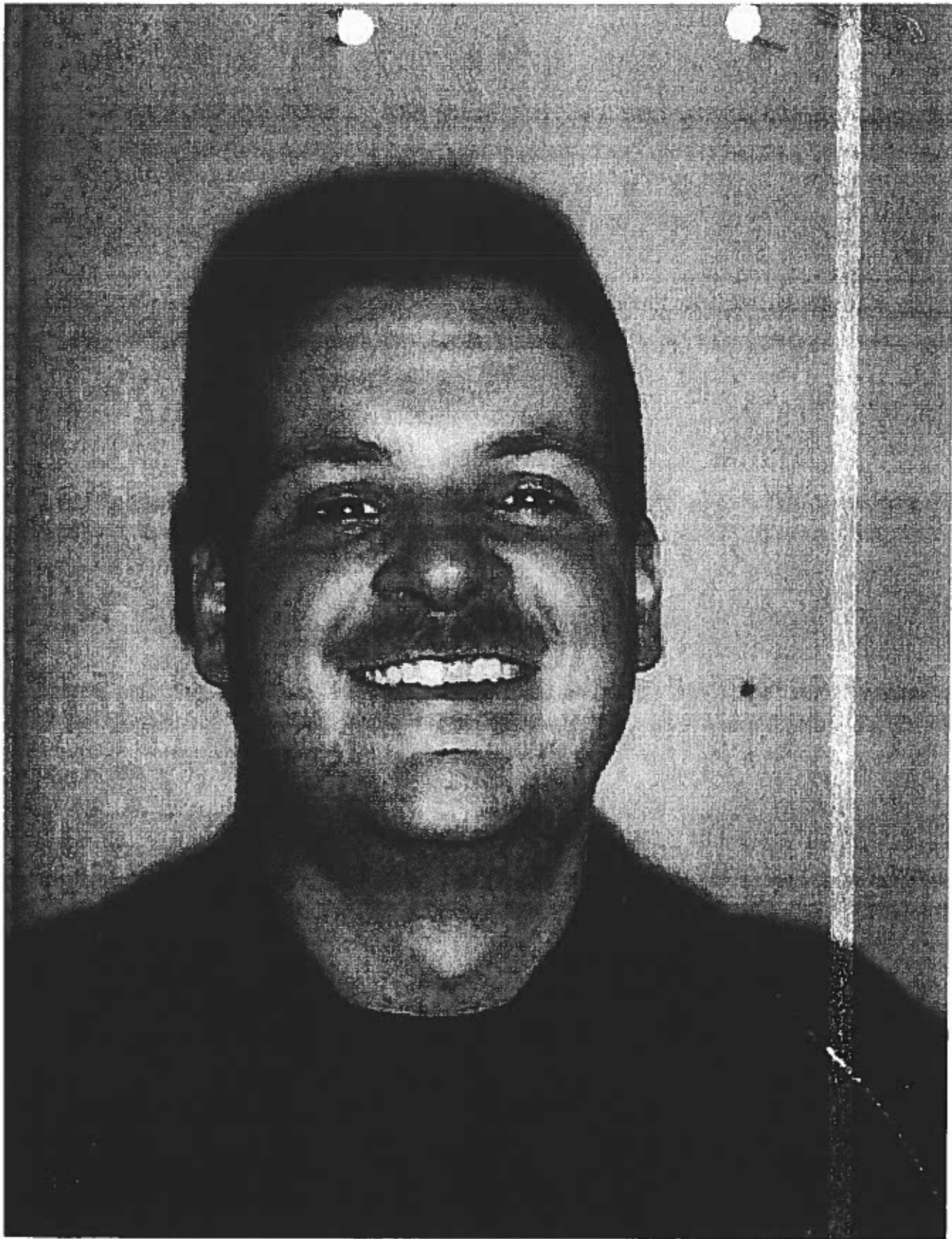
ARREST RECORD ONLY -- [unclear]

SEARCH MADE BY [unclear]  
NO CLEVELAND RECORD FILE

DATE \_\_\_\_\_ CHECKED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

COFC 71-2089



Griffiths,  
D.



# EMPLOYEE CHANGE OF NAME OR ADDRESS FORM

Name: JAMES BRITTON #89

Social Security Number (Last 4 digits): 2168

Department: Police

New Name: Same  
(Please attach appropriate documentation)

New Address: [Redacted]  
Street

[Redacted]  
City/State/Zip Code

Telephone Number: [Redacted]

Effective Date: 10-28-16

[Signature]  
Employee Signature

10-28-16  
Date Completed

The completed form with the appropriate documentation attached may be faxed or mailed to:

CMHA  
Attention: Human Resources Department  
8120 Kinsman Road  
Cleveland, Ohio 44104  
Fax: (216) 348-8236

**CMHA Police Department  
Personnel File**

Name: JAMES GRIFFITHS SSN# [REDACTED] EOD: 10/24/92

<i>Section 1</i>	<i>Section 2</i>
Personnel Transaction Form (PTF)	Employment Application/Resume Employee Personal Data Profile Employee Reference Checks Address Change Forms
<i>Section 3</i>	<i>Section 4</i>
Oath of Office Certifications	Performance Evaluations Career Counseling Forms
<i>Section 5</i>	<i>Section 6</i>
Letter of Commendation/Awards Secondary Employment Disciplinary related memos (if appl.)	Pay Option Forms Miscellaneous Memos Equipment Issued

**SEPARATE FILES:**

*Medical:*

Psychological Evaluations  
Injury to Person Reports  
Pre-Employment Physical Questionnaire  
Drug Screens – MVA's/Injuries

*Training:*

Police Department Orientation  
In-service Training Documents  
Training Certifications

*Confidential:*

Background Investigation Composite-  
Criminal History & Driving Record  
Home Visit  
Neighbor Interviews  
Credential Verification  
Prior Work History  
Application Form Information Verification  
Personal References  
Voice Stress Analysis Results  
BCI Fingerprint Card

*Discipline:*

All disciplinary actions placed in one (1) main alphabetic file that is purged periodically to remove documentation that is over two (2) years old

" SUMMARY FILE "

NAME: GR. EDWARDS JAMES M PATROLMAN 89  
LAST, FIRST M.I. RANK BADGE #

DATE OF BIRTH: 10-19-71 RACE: W. SEX: M BLOOD TYPE: O-

S.S. NUMBER: [REDACTED] START DATE: 10-25-92 <sup>25</sup> 10-24-92

ADDRESS: [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
STREET APT.# CITY ZIP CODE

TELEPHONE NUMBERS: [REDACTED]  
HOME PAGER OTHER

IN CASES OF EMERGENCY NOTIFY: TAMM MILLER MOTHER  
NAME RELATIONSHIP

AT: [REDACTED]  
ADDRESS TELEPHONE NUMBER TELEPHONE NUMBER #2

SPECIFICS:

WEAPON: DCS 089 US  
SWIPE CARD: 02915  
BULLET PROOF VEST   
SECONDARY EMPLOYMENT: NO  
SECONDARY WEAPON NO  
PEPPER SPRAY:   
ASP:

ASSIGNED DATE:  
DATE OF ISSUE:  
DATE OF ISSUE:  
APPROVAL DATE:  
APPROVAL DATE:  
APPROVAL DATE:  
APPROVAL DATE:

.....  
DATE INCIDENT RELATED NUMBERS DETERMINATION

*Rec'd*  
MAR 13 2006

MAR 13 2006  
COMDOC  
*[Signature]*

APPLICANT STATUS SHEET

NAME: JAMES M. GRIFFITHS

ITEM	DATE COMPLETED
1. APPLICATION PACKET	JUL/613 8-28-92
2. INTERVIEW	8-28-92
3. PSYCHOLOGICAL TESTING after background	9/4 passed 67
4. PHYSICAL EXAMINATION	
5. PHYSICAL AGILITY TEST	9/5 passed 64M
6. BACKGROUND INVESTIGATION	
7. COMMITTEE RECOMMENDATION	
FORWARDED FOR HIRE	
REJECTED/LETTER SENT	

COMMITTEE CHAIRMAN SIGNATURE \_\_\_\_\_

SEB:cg

103090cg

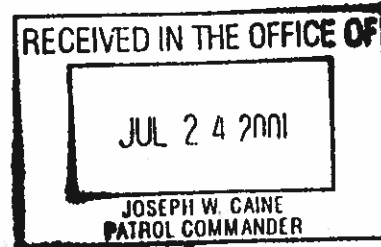
# CMHA

## Cuyahoga Metropolitan Housing Authority Police Department

2685 East 79th Street • Cleveland, Ohio 44104  
Phone: 216/361-3700 • Fax: 216/361-3728

# FILE

### CHANGE OF ADDRESS FORM

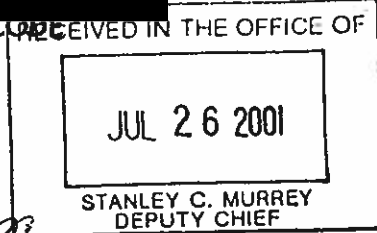


EMPLOYEE NAME: JAMES M. GRIFFITHS # 89

SOCIAL SECURITY #: [REDACTED]

NEW ADDRESS: [REDACTED]

TELEPHONE NUMBER: [REDACTED]



James M. Griffiths # 89  
EMPLOYEE SIGNATURE

7-27-01  
DATE

Sie:  
Update records and  
HR, Joe Caine, 604  
24 July 2001

#### Board of Commissioners

Bracy Lewis, Chairman • Dwayne Browder, Vice-Chairman  
Louise Harris • Mae E. Stewart • Robert C. Townsend II  
Terri D. Hamilton, Executive Director  
Anthony H. Jackson, Chief of Police





# CMHA

## Cuyahoga Metropolitan Housing Authority Police Department

2685 East 79th Street • Cleveland, Ohio 44104  
Phone: 216/361-3700 • Fax: 216/361-3728

### CHANGE OF ADDRESS FORM

EMPLOYEE NAME: JAMES M. GRIFFITHS

SOCIAL SECURITY #: [REDACTED]

NEW ADDRESS: [REDACTED]  
STREET CITY/STATE/ZIP CODE

TELEPHONE NUMBER: [REDACTED]

[Handwritten Signature]  
EMPLOYEE SIGNATURE

1-2-01  
DATE

#### Board of Commissioners

Bracy Lewis, Chairman • Dwayne Browder, Vice-Chairman  
Louise Harris • Mae E. Stewart • Robert C. Townsend II  
Terri D. Hamilton, Executive Director  
Anthony H. Jackson, Chief of Police



# CMHA

## Cuyahoga Metropolitan Housing Authority Police Department

2685 East 79th Street • Cleveland, Ohio 44104  
Phone: 216/361-3700 • Fax: 216/361-3728

### CHANGE OF ADDRESS FORM

EMPLOYEE NAME: JAMES M. GRITTS

SOCIAL SECURITY #: [REDACTED]

NEW ADDRESS: [REDACTED] CITY/STATE/ZIP CODE

TELEPHONE NUMBER: [REDACTED]

[Signature]  
EMPLOYEE SIGNATURE

1-2-01  
DATE



**Board of Commissioners**  
Bracy Lewis, Chairman • Dwayne Browder, Vice-Chairman  
Louise Harris • Mae E. Stewart • Robert C. Townsend II  
Terri D. Hamilton, Executive Director  
Anthony H. Jackson, Chief of Police



\*\*\* SEND SUCCESSFUL \*\*\*

Job number	: 189
Status	: OK
Pages sent	: 01
End time	: Jan-03 08:07
Start time	: Jan-03 08:06
Document pages	: 01
To	: 93488236
Date	: Jan-03 08:06
Job number	: 189

Time : Jan-03-01 08:07  
Tel line : +2163613728  
Name : CMHA POLICE DEPT

Confirmation Report - Memory Send

DATE 8-28-92

BACKGROUND AND RECORDS RELEASE STATEMENT

connection with an investigation for employment and/or crime, JAMES M. GRIFFITHS, hereby authorize and request any and all agencies having information and/or records pertaining to the undersigned to furnish full and complete information to any duly authorized representative of the Cuyahoga Metropolitan Housing Authority who presents this authorization. This authorization specifically includes authority to release for examination and reproduction pertinent records and reports, and specifically includes the request that any law enforcement agency, doctors, hospitals with knowledge of my background freely furnish their records, evaluations and/or opinions. This authorization is valid for the period in which the aforementioned is under the employ of the Cuyahoga Metropolitan Housing Authority.

JAMES M. GRIFFITHS  
NAME (TYPED/PRINT)

James M. Griffiths  
SIGNATURE

NICKNAME: -

MAIDEN NAME: -

[REDACTED] 12  
CURRENT ADDRESS HOW LONG

-  
FORMER ADDRESS HOW LONG

DOB: 10-19-71 SSN# [REDACTED] COL: - SEX: M

HGT: 6<sup>3</sup> WGHT: 165 EYES: BRO HAIR: BRO

Sworn to and subscribed before me, a Notary Public, this 28<sup>th</sup> day of Aug, 1992.

David L. Blay  
NOTARY PUBLIC SIGNATURE

DAVID L. BLAY  
Notary Public, State of Ohio  
Recorded in Cuyahoga City

SEAL MUST BE AFFIXED

ATE 8-28-92

BACKGROUND AND RECORDS RELEASE STATEMENT

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JAMES M. GRIFFITHS  
NAME (TYPED/PRINT)

James M. Griffiths  
SIGNATURE

NICKNAME: -

MAIDEN NAME: -

[REDACTED] 12  
CURRENT ADDRESS HOW LONG

-  
FORMER ADDRESS HOW LONG

DOB: 10-19-71 SSN# [REDACTED] COL: - SEX: M

HGT: 6<sup>3</sup> WGHT: 165 EYES: BRO HAIR: BRO

Sworn to and subscribed before me, a Notary Public, this 28<sup>th</sup> day of Aug, 1992.

David L. Bly  
NOTARY PUBLIC SIGNATURE

DAVID L. BLY  
Notary Public, State of Ohio  
Recorded in Cuyahoga Cty.  
My Comm. Expires 01-01-94

SEAL MUST BE AFFIXED

CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE AND SECURITY

SELECTION PROCESS

1. APPLICATION:

An application shall be required to complete an application packet of forms provided by C.M.H.A. Such application packet shall be retained by C.M.H.A. in the applicant's personnel file should he/she become an employee of C.M.H.A. If an applicant has not been hired by C.M.H.A. within six (6) months of the submission date of his/her written application, the application shall be deemed null and void and shall be discarded. Such applicants may reapply at anytime.

At no time shall application packets be issued until after advertisement in the local major newspaper of Cuyahoga County, and only for one (1) week subsequent to the date of the advertisement.

2. SCREENING:

- A. Upon receipt of the application packets, they shall be screened by a committee, appointed by the Deputy Chief, for completeness and possession of the minimum qualifications.
- B. Those applicants passing Section A shall then be scheduled for an interview and applicants shall be informed to bring verification of Educational and Training possessed. Any unverified item will be omitted and may result in a candidate failing to meet the minimum requirements.
- C. Next shall be the Physical Agility Test consisting of the following events:
  1. Weigh In (Weight must be in proportion to height, overweight shall result in disqualification).
  2. Sign a Release in order to participate in exercise portion. (Failure to sign shall result in disqualification).
  3. Report to the Test Site, upon notification, and pass the following Agility Tests:
    - a. 1 Mile Run - 13 minute maximum
    - b. Stair Climb, up and down, three (3) flights of stairs.

REQUEST FOR INFORMATION

TO: C.M.H.A. RE: OFFICER

You are hereby authorized to release and give to the Cuyahoga Metropolitan Housing Authority any and all information in your possession.

I hereby waive any privilege I may have to said information and to said Cuyahoga Metropolitan Housing Authority.

8-25-92 1992

James M. Galt

HAVE YOU EVER SERVED IN THE MILITARY? YES \_\_\_\_\_ NO 9

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO X

CIRCUMSTANCES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified  
6/1/01

# Henry High School

James M. Peter

having completed the course of study prescribed by the Board of Education,  
is hereby declared a Graduate of Henry High School a High School  
of the State of Ohio, according to this

Given at Henry, in the State of Ohio,

June 11, 1901.

*James M. Peter*  
County Superintendent

*E. C. Howard*  
Local Superintendent



*W. H. [Signature]*  
President, Board of Education

*Pauline Snyder*  
Clerk, Board of Education

STOP

Do not fill out this application until you have completely read these instructions.

READ AND SIGN BELOW

This application packet is to be completed at this time.

This application and all parts thereof must be printed or typed in black ink, except the signatures that also must be in black ink.

All sections must be completed.

All documents that are to be notarized must be notarized.

Addresses for all PAST EMPLOYERS and PERSONAL REFERENCES must include CITY and ZIP CODE.

Prior to your application being processed, you must submit photocopies of:

- a. High School Diploma or Equivalent
- b. Basic Police Training Certificate
- c. Valid Ohio Drivers License

Finally, I attest that all the facts set forth-in this application for employment are true and complete.

Further, I understand that any missing items, false statement or deliberate misleading information may cause this application to be rejected or not processed at all. I also understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Lawrence M. Smith      8-28-92  
Signature of Applicant      Date



# FOR USE by CMHA ONLY!

## APPLICANT PROCESSING (OFFICE USE ONLY)

A. NAME JAMES M. GRIFFITHS

ALL FORMS COMPLETED Yes \_\_\_\_\_ No \_\_\_\_\_

Written Examination Score: \_\_\_\_\_

Psychological Examination Score: \_\_\_\_\_

Physical Agility: Passed \_\_\_\_\_ Failed \_\_\_\_\_

B. Instruction Cover (STOP)

- |  |           |          |
|--|-----------|----------|
| 1. Selection Process Signed:           | Yes _____ | No _____ |
| 2. Application for Employment Signed:  | Yes _____ | No _____ |
| 3. Binding Contract Signed:            | Yes _____ | No _____ |
| 4. Military Information Signed:        | Yes _____ | No _____ |
| 5. Biographical Information Signed:    | Yes _____ | No _____ |
| 6. Pre-Employment Physical Signed:     | Yes _____ | No _____ |
| 7. Polygraph Waiver Signed:            | Yes _____ | No _____ |
| 8. City of Cleve. P.D. Release Signed: | Yes _____ | No _____ |
| 9. Background/Records Release Signed:  | Yes _____ | No _____ |
| 10. Physical Agility Release Signed:   | Yes _____ | No _____ |
| 11. Copy of Position Descrip. Signed:  | Yes _____ | No _____ |
| 12. History of C.M.H.A. Signed:        | Yes _____ | No _____ |
| 13. Pay & Fringe Information Signed:   | Yes _____ | No _____ |

CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

QUALIFIED: \_\_\_\_\_ UNQUALIFIED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

USE SEPARATE SHEET FOR CONTINUATION

CHIEF OF PERSONNEL: \_\_\_\_\_ DATE: \_\_\_\_\_

CUYAHOGA METROPOLITAN HOUSING AUTHORITY

DEPARTMENT OF SAFETY and SECURITY

HAVE YOU EVER SERVED IN THE MILITARY? . . . YES: \_\_\_\_\_ NO:   X  

DATE: FROM \_\_\_\_\_ TO \_\_\_\_\_

HONORABLE DISCHARGE: \_\_\_\_\_

STILL ACTIVE: \_\_\_\_\_

OTHER: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? YES: \_\_\_\_\_ NO:   X  

CIRCUMSTANCES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED? \_\_\_\_\_ YES: \_\_\_\_\_ NO:   X  

CIRCUMSTANCES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

James E. Griffiths      8-28-92  
SIGNATURE                      DATE

CMHAPD:11 February 1980  
Revised

DSO:JER:jh

POLYGRAPH (LIE DETECTOR) EXAMINATION RELEASE

In consideration of my being considered for employment by the Cuyahoga Metropolitan Housing Authority, I hereby agree to take any pre-employment polygraph and/or lie detector examination required by the Authority and to take such additional polygraph and/or lie detector examination as may be required by the Authority at any time.

I further agree that my refusal to take any such examination when requested by the Authority will constitute grounds for my dismissal.

DATE:

8-28-92

James M. Griffiths  
Signature

G. J. M. -  
Witness

BIOGRAPHICAL INFORMATION

NAME: JAMES M. GRIFFITHS

PRESENT ADDRESS: [REDACTED]

FORMER ADDRESS: -

MARITAL STATUS: SINGLE

SPOUSE'S NAME: -

SPOUSE'S SS#: - / - / - DATE OF BIRTH: - / - / -

SPOUSE'S EMPLOYMENT: -

NUMBER OF DEPENDENTS: 0

DEPENDENT'S NAME/DATE OF BIRTH:  
-  
-  
-

LIST YOUR MOST SIGNIFICANT ACCOMPLISHMENTS DURING THE PAST FIVE (5) YEARS:

COMPLETING BASIC POLICE TRAINING

DRIVER'S LICENSE NUMBER: QD 656390

HAVE YOU RESIDED IN THE STATE OF OHIO FOR AT LEAST 12 MONTHS?  
YES  NO

IF NO, WHERE? -

I certify to the best of my knowledge the above statements concerning my biographical background are true.

James M. Griffiths  
Applicant's Signature

**DRIVER OHIO LICENSE**  
 GEORGE F. JOHNSON, GOVERNOR  
 Charles D. Smith, Director of Highway Safety

**MC NOVICE TO 05/26/93**  
**JAMES M GRIFFITHS**

364

LICENSE CLASS RESTRICTIONS ENGINE

SIGNATURE: *James M Griffiths* CLASS: D

EXPIRES ON: 10 19 92 DATE OF BIRTH: 06 02 92 SEX: R

HT: 6 FT 03 IN WT: 170 HAIR: BRO EYES: BRO

MITCHELL J. BROWN  
 REGISTRAR BUREAU OF MOTOR VEHICLES

DI 2 ADG 633

5 SEPTEMBER 92

TO: PROSPECTIVE EMPLOYEE

FROM: James E. Tufts, Lieutenant  
Police Division

SUBJECT: PHYSICAL AGILITY TEST

I understand that I must report to Cuyahoga Metropolitan Housing Authority Police Headquarters on the date specified if I wish to be considered for Employment by the Police Division of the Cuyahoga Metropolitan Housing Authority.

I have been informed that the date that I must take the Physical Agility Test is Saturday, 5 SEPTEMBER 92 at 1200 hours (noon).

Wear the appropriate clothing as the test will be held outside regardless of the weather and consists of (but is not limited to) :

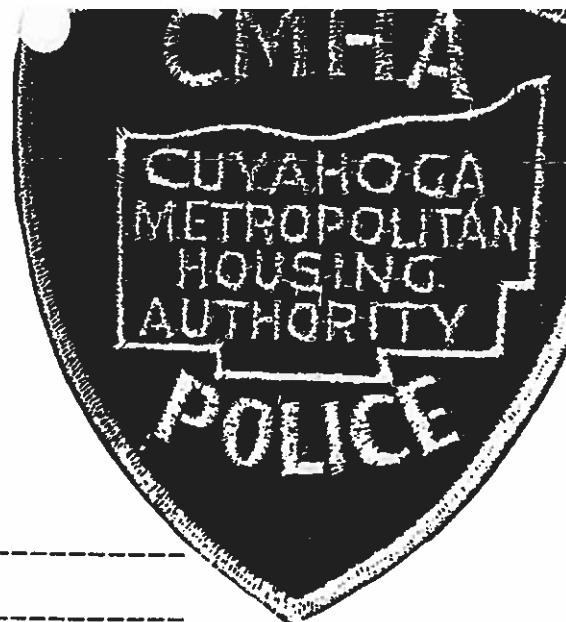
1. A timed One (1) Mile Run (13 Minutes Maximum).
2. A timed Stair Climb (45 Seconds, 3 Flights of Stairs, Up/Down).
3. A Vehicle Push.
4. A Dummy Extraction and Carry.

About 1½ hours of time is expected to be required for the testing.

James E. Tufts 9-5-92 12:19  
Signature Date/Time  
P. B. Remond #55  
Witnessed by

JET:jh

PHYSICAL AGILITY  
TEST  
SCORESHEET



DATED: 9-5-92

TIME: 12:19

NAME OF APPLICANT: JAMES GRIFITHS

SIGNATURE OF APPLICANT: James Griffiths

SSN: [REDACTED] DOB: 10-19-71

- |                            |        |      |                    |
|----------------------------|--------|------|--------------------|
| 1. TIMED ON - MILE RUN     | (PASS) | FAIL |                    |
| 2. THREE FLIGHT STAIRCLIMB | (PASS) | FAIL | TIME: <u>:34.2</u> |
| 3. SEDAN PUSH              | (PASS) | FAIL |                    |
| 4. DUMMY EXTRACTION, CARRY | (PASS) | FAIL |                    |

MILE RUN, LAP TIMES

- |    |             |
|----|-------------|
| 1. | <u>1:37</u> |
| 2. | <u>4:41</u> |
| 3. | <u>7:00</u> |
| 4. | <u>9:06</u> |

TESTING OFFICER NAME AND BADGE #.

Pt. B. Lebow #23 9/5/92

WITNESSED BY: P. Brennan #55

CC: PERSONNEL DEPT.  
DIVISION FILES

State of Ohio )  
County of Cuyahoga ) §

PHYSICAL AGILITY EXAMINATION  
RELEASE FORM

I certify that I have no medical problems which would be aggravated by my participation in the C.M.H.A. Physical Agility Examination.

I further certify that I am presently in good health.

I hereby release C.M.H.A. from any claims of personal injury resulting from my participation in the Agility Examination.

James M. Griffiths 8-28-92  
Signature Date

Sworn to and subscribed before me, a Notary Public, this 28  
day of Aug, 1992.

Darlice S. Ogletree  
Notary Public  
My Commission Expires \_\_\_\_\_

DARLICE S. OGLETREE  
Notary Public for the State of Ohio  
My Commission Expires April 2, 1995

(SEAL MUST BE AFFIXED)



- c. Vehicle Push, 100' distance.
  - d. Extract a 100 lb. Dummy from front passenger seat of a vehicle, carry dummy 100 ft., without dropping same.
- D. Applicants passing Section C shall then be scheduled for a written examination, consisting of a General Aptitude Appraisal, conducted by an outside contractor.
- 1. Individuals passing the written examination shall be placed on an eligibility list consisting of a ranking by test score.
  - 2. Such list shall be held valid for a period of twelve (12) months.
  - 3. For every position to be filled, the top five (5) names shall be drawn from the list, and notified as to continued interest. For every declination, one (1) additional name shall be drawn from the list.
  - 4. A complete investigation into the background and family life of each individual drawn from the list shall be instituted; i.e., Arrest, School, Health and Financial Records.
- E. Applicants from the eligibility list shall again be scheduled for the Physical Agility Examination as outlined in Section C, if more than sixty (60) days has elapsed since initial testing.
- F. All applicants must pass a Physical Examination by a C.M.H.A. Physician prior to appointment.
- G. Applicants passing all phases of the screening process shall then receive a probationary appointment.

  
Applicant Signature

8-28-92  
Date

## Cuyahoga Metropolitan Housing Authority

1441 West 25th Street • Cleveland, Ohio 44113

Phone: 216/348-5000 • Fax 216/696-0636

POLICE DIVISION

2685 E. 79th Street, Cleveland, OH 44104

Dear Sirs:

JAMES M. GRIFFITHS has applied for the position of OFFICER  
 within this Department and has given your name as a  
 former employer. We would appreciate your cooperation in completing the  
 questionnaire on the backside of this letter.  
 Your reply will assist us in determining the applicant's suitability for  
 employment and will impose no responsibility on you.  
 All responses will remain strictly confidential and will not be shared with  
 the applicant.

Sincerely,

Darlice S. Ogletree  
Chief of Police

*Miles T. Cobbs*  
 Miles T. Cobbs  
 Deputy Chief of Police

### AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I hereby authorize the recipient of this letter to release and provide any and all pertinent information regarding my employment history to the Cuyahoga Metropolitan Housing Authority Police Department.

Date: 8-28-92 Signature of Applicant: *James Griffiths*  
 Date: 8-28-92 Witness to signature: *[Signature]*

#### Board of Commissioners

Louise Harris, Chairwoman • Karen Coats, Vice-Chairwoman  
 Dwayne Browder • Dr. Consuela Sousa • Robert Townsend, II  
 Claire E. Freeman, Executive Director



Cuyahoga Metropolitan Housing Authority

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Sincerely,

Darlice S. Ogletree  
Chief of Police

*Miles T. Cobbs*  
Miles T. Cobbs  
Deputy Chief of Police

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Date: 8-28-92 Signature of Applicant: *James M. Griffiths*

Date: 8-28-92 Witness to signature: *[Signature]*

Board of Commissioners

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Sincerely,

Darlice S. Ogletree  
 Chief of Police  
*Miles T. Cobbs*  
 Miles T. Cobbs  
 Deputy Chief of Police

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Date: 8-28-92 Signature of Applicant: *James Griffiths*  
 Date: 8-28-92 Witness to signature: *[Signature]*

#### Board of Commissioners

Louise Harris, Chairwoman • Karen Coats, Vice-Chairwoman  
 Dwayne Browder • Dr. Consuela Sousa • Robert Townsend, II  
 Claire E. Freeman, Executive Director



CUYAHOGA METROPOLITAN HOUSING AUTHORITY

DIVISION OF POLICE

BID/EMPLOYMENT INTERVIEW RATING SUMMARY

APPLICANT'S NAME: JAMES M. G. A. H. S. POSITION SOUGHT Police Officer  
 DATE: 8-28-92 INTERVIEWER: C. S. M. J.

	EXCELLENT	GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY
PERSONAL APPEARANCE		✓			
ASSERTIVENESS				✓	
INITIATIVE/ DEPENDABILITY			✓		
ORAL COMMUNICATIONS SKILLS			✓		
KNOWLEDGE OF JOB EXPECTATIONS			✓		
JOB EXPERIENCE				✓	
KNOWLEDGE OF PUBLIC HOUSING				✓	

DOES BIDDER/APPLICANT CURRENTLY POSSESS VALID CERTIFICATES AND/OR LICENSES REQUIRED FOR THE POSITION SOUGHT? YES NO

To graduate 9-4-92

QUESTIONS:	SATISFACTORY	UNSATISFACTORY
1. WHAT SKILLS OR QUALITIES WOULD YOU BRING TO THE POSITION?	✓	
2. WHAT DO YOU VIEW AS YOUR STRENGTHS IN THE WORKPLACE?	✓	
3. WHAT DO YOU VIEW AS YOUR WEAKNESSES IN THE WORKPLACE?	✓	
4. WHY DO YOU BELIEVE YOU ARE THE BEST CANDIDATE FOR THE JOB?	✓	

SEE REVERSE SIDE

5. WHAT DO YOU LIKE MOST ABOUT THE POSITION YOU ARE CURRENTLY IN?	✓	
6. WHAT DO YOU DISLIKE MOST ABOUT THE POSITION YOU ARE CURRENTLY IN?	✓	
7. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD PREVENT YOU FROM DOING A C.M.H.A. POLICE OFFICERS JOB?	✓	
8. ARE YOU AVAILABLE TO WORK ANY SHIFT AND HOLIDAYS?	✓	
9. HAVE YOU EVER RESIGNED FROM A JOB, AND IF YES, WHY? <i>fired two prior jobs</i>		✓
10. ARE YOU CURRENTLY ON ANY OTHER CIVIL SERVICE ELIGIBILITY LISTS?	✓	
11. WOULD YOU OBJECT TO WORKING IN A HIGH CRIME AREA WITHOUT A PARTNER?	✓	
12. WHAT ARE YOUR CAREER EXPECTATIONS?	✓	
13. DO YOU HAVE ANY PENDING OR CURRENT WORKMAN'S COMPENSATION CLAIMS?	✓	

REV.101890cg

*Candidate seems too immature for position  
6/11/14*

OCT- 6-92 TUE 13:30

CMHA DIV. OF POLICE

FAX NO. 3483788

P. 04

YEAR 1989 APPROX 4 MONTHS

DATES EMPLOYED: \_\_\_\_\_ DATE SEPARATED: \_\_\_\_\_

JOB TITLE: Attendant Service Station REASON FOR LEAVING: Mutual Termination

WOULD YOU REHIRE? YES \_\_\_\_\_ NO I believe he has

IF NO, PLEASE STATE REASONS: STARTED NOW yes

PERFORMANCE APPRAISAL

	EXCELLENT	GOOD	FAIR	POOR
QUALITY OF WORK			✓	
QUANTITY OF WORK			✓	
LEARNING ABILITY		✓	<u>Worse</u>	
COOPERATION WITH SUPERVISORS			✓	
COOPERATION WITH FELLOW EMPLOYEES			✓	
INITIATIVE			✓	
ATTENDANCE		✓		
PUNCTUALITY		✓		
ABILITY TO WORK WITHOUT CLOSE SUPERVISION		✓		

ADDITIONAL COMMENTS: \_\_\_\_\_

DATE: 10/6/92

SIGNATURE: Raymond Sines

TITLE: President

ALL INFORMATION PROVIDED IS STRICTLY

\*\*\*\*\*CONFIDENTIAL\*\*\*\*\*

COIA A METROPOLITAN HOUSING AUTHORITY  
APPLICATION FOR EMPLOYMENT

E Griffiths James TELEPHONE: HOME [REDACTED] BUS.             
(Last) (First)

RESS [REDACTED] CITY & ZIP [REDACTED]

YOU BETWEEN THE AGES OF 18 AND 70? YES X NO           

IAL SECURITY NO. [REDACTED]

E OF MINIMUM DATE AVAILABLE  
ITION DESIRED Officer SALARY \$9.08 FOR EMPLOYMENT 10/19/71

YOU HAVE A CHAUFFEUR'S LICENSE? No OTHER LICENSES? Motorcycle

UCATION: (Circle number of years completed)

Name of Grade School & City	Name of High School & City	Name of College & City
Years 1 2 3 4 5 6 7 8	Perry High, Perry Years 1 2 3 4	Degree _____ Major _____ Years 1 2 3 4

ER SPECIAL TRAINING Lakeland College Police Academy

UNION MEMBER, GIVE NAME No

ORK HISTORY (Complete for 5 years. Show periods of unemployment, if any)

Name and Address of Employer	Dates	Job Title Supervisor	Salary	Reason for Leaving
Present or Last Position	From		Started	
Longo's Pizza <u>428-5191</u>	1/91	Driver, P.Fredricks	4.25	missed mandatory meeting
Rt.528 & Rt.20	To 4/92	<u>Wanda</u>	Left	<u>-fired</u>
Second Last <u>352-0441</u>	From		Started	
<u>Mike</u> Cicconetti & Farrell	3/91	Runner, M.Cicconetti	5.00	School
1959 Mentor Ave.	To 11/91		Left	
Third Last	From		Started	
Sines Marathon	7/89	Clerk, R.Sines	4.00	<u>-fired</u>
Rt.20 <u>354-3076</u>	To 11/89		Left	<u>Legal due to Juvenile Record</u>
Fourth Last	From		Started	
	To		Left	

PENSO  
OCT 19 1971



Phone: 946-8552

Phone: 354-3076

# SINES AND SONS, INC.

2481  
NORTH RIDGE RD PAINESVILLE, OHIO 44077

FAX TRANSMITTAL

TO: OHIO POLICE  
DET. M. S. HAWKINS

FROM: SINES AND SONS

PHONE: 361-3728  
FAX: 361-4912

DATE: 11/11/92  
NUMBER OF PAGES: 2

NAME Griffiths James (Last) (First) TELEPHONE: HOME [REDACTED] BUS. -

ADDRESS [REDACTED] CITY & ZIP [REDACTED]

ARE YOU BETWEEN THE AGES OF 18 AND 70? YES X NO     

SOCIAL SECURITY NO. [REDACTED]

POSITION DESIRED Officer MINIMUM SALARY \$9.08 DATE AVAILABLE FOR EMPLOYMENT 10/19/71

DO YOU HAVE A CHAUFFEUR'S LICENSE? No      OTHER LICENSES? Motorcycle

EDUCATION: (Circle number of years completed)

Name of Grade School & City	Name of High School & City	Name of College & City
Years 1 2 3 4 5 6 7 8	Perry High, Perry	Degree Major
	Years 1 2 3 4	Years 1 2 3 4

OTHER SPECIAL TRAINING Lakeland College Police Academy

UNION MEMBER, GIVE NAME No     

WORK HISTORY (Complete for 5 years. Show periods of unemployment, if any)

Name and Address of Employer	Dates	Job Title	Supervisor	Salary	Reason for Leaving
Present or Last Position	From			Started	missed mandatory meeting
Longo's Pizza 428-5191	1/91	Driver, P.Fredricks		4.25	
Rt.528 & Rt.20	To 4/92	Wanda		Left	fired
Second Last 352-0441	From			Started	
Mike Cicconetti & Farrell	3/91	Runner, M.Cicconetti		5.00	School
1959 Mentor Ave.	To 11/91			Left	fired
Third Last	From			Started	
Sines Marathon	7/89	Clerk, R.Sines		4.00	Legal due to [unclear] be [unclear]
Rt.20 354-3076	To 11/89			Left	
Fourth Last	From			Started	
	To			Left	

FURTHER DETAILS REGARDING YOUR WORK EXPERIENCE     

OTHER EXPERIENCE THAT QUALIFIES YOU FOR THE POSITION Basic Police Training

CAN ABOVE EMPLOYERS BE CONTACTED FOR REFERENCES? YES X NO      WHY NOT?     

HAVE YOU OR ANY MEMBER OF YOUR FAMILY WORKED FOR C.M.H.A.? YES      NO X

WHO      WHERE     

ARE YOU PRESENTLY OR HAVE YOU EVER BEEN A RESIDENT OF PUBLIC HOUSING? YES      NO X

WHERE      HOW LONG     

THE FOREGOING ANSWERS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

DATE 8/26/92 APPLICANT'S SIGNATURE James M. Griffiths

Cuyahoga Metropolitan Housing Authority is an equal employment opportunity employer. An appointment is conditioned upon satisfactory results from the pre-employment physical examination and background investigation.

APPLICATION FOR EMPLOYMENT

NAME Griffiths James TELEPHONE: HOME [REDACTED] BUS. -  
 (Last) (First)

ADDRESS [REDACTED] CITY & ZIP [REDACTED]

ARE YOU BETWEEN THE AGES OF 18 AND 70? YES X NO       

SOCIAL SECURITY NO. [REDACTED]

OCCUPATION DESIRED Officer MINIMUM SALARY \$9.08 DATE AVAILABLE FOR EMPLOYMENT 10/19/71

DO YOU HAVE A CHAUFFEUR'S LICENSE? No OTHER LICENSES? Motorcycle

EDUCATION: (Circle number of years completed)

Name of Grade School & City	Name of High School & City	Name of College & City
Years 1 2 3 4 5 6 7 8	Perry High, Perry Years 1 2 3 4	Degree _____ Major _____ Years 1 2 3 4

OTHER SPECIAL TRAINING Lakeland College Police Academy

UNION MEMBER, GIVE NAME No

WORK HISTORY (Complete for 5 years. Show periods of unemployment, if any)

Name and Address of Employer	Dates	Job Title	Supervisor	Salary	Reason for Leaving
Present or Last Position	From			Started	
Longo's Pizza <u>428-5191</u>	1/91	Driver, P.Fredricks		4.25	missed mandatory meeting
Rt.528 & Rt.20	To 4/92	<u>Wanda</u>		Left	<u>-fired</u>
Second Last <u>MIR</u> Cicconetti & Farrell <u>352-0441</u>	From 3/91	Runner, M.Cicconetti		5.00	School
1959 Mentor Ave.	To 11/91			Left	
Third Last	From			Started	
Sines Marathon	7/89	Clerk, R.Sines		4.00	<u>Legal</u>
Rt.20 <u>354-3076</u>	To 11/89			Left	<u>due to juvenile record</u>
Fourth Last	From			Started	
	To			Left	

PENSO  
OCT 19 1971

CUYAHOGA METROPOLITAN HOUSING AUTHORITY

DIVISION OF POLICE

BID/EMPLOYMENT INTERVIEW RATING SUMMARY

APPLICANT'S NAME: JAMES M. GRIFFITHS POSITION SOUGHT POLICE OFFICER  
 DATE: 8-28-92 INTERVIEWER: CYSM

	EXCELLENT	GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY
PERSONAL APPEARANCE		✓			
ASSERTIVENESS				✓	
INITIATIVE/ DEPENDABILITY			✓		
ORAL COMMUNICATIONS SKILLS			✓		
KNOWLEDGE OF JOB EXPECTATIONS			✓		
JOB EXPERIENCE				✓	
KNOWLEDGE OF PUBLIC HOUSING				✓	

DOES BIDDER/APPLICANT CURRENTLY POSSESS VALID CERTIFICATES AND/OR LICENSES REQUIRED FOR THE POSITION SOUGHT? YES NO

To graduate 9-4-92

QUESTIONS:	SATISFACTORY	UNSATISFACTORY
1. WHAT SKILLS OR QUALITIES WOULD YOU BRING TO THE POSITION?	✓	
2. WHAT DO YOU VIEW AS YOUR STRENGTHS IN THE WORKPLACE?	✓	
3. WHAT DO YOU VIEW AS YOUR WEAKNESSES IN THE WORKPLACE?	✓	
4. WHY DO YOU BELIEVE YOU ARE THE BEST CANDIDATE FOR THE JOB?	✓	

SEE REVERSE SIDE

5. WHAT DO YOU LIKE MOST ABOUT THE POSITION YOU ARE CURRENTLY IN?	✓	
6. WHAT DO YOU DISLIKE MOST ABOUT THE POSITION YOU ARE CURRENTLY IN?	✓	
7. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD PREVENT YOU FROM DOING A C.M.H.A. POLICE OFFICERS JOB?	✓	
8. ARE YOU AVAILABLE TO WORK ANY SHIFT AND HOLIDAYS?	✓	
9. HAVE YOU EVER RESIGNED FROM A JOB, AND IF YES, WHY? <i>fired two prior jobs</i>		✓
10. ARE YOU CURRENTLY ON ANY OTHER CIVIL SERVICE ELIGIBILITY LISTS?	✓	
11. WOULD YOU OBJECT TO WORKING IN A HIGH CRIME AREA WITHOUT A PARTNER?	✓	
12. WHAT ARE YOUR CAREER EXPECTATIONS?	✓	
13. DO YOU HAVE ANY PENDING OR CURRENT WORKMAN'S COMPENSATION CLAIMS?	✓	

REV.101890cg

*Candidate seems too immature for position*

OCT- 6-92 TUE 13:30

OMHA DIV. OF POLICE

FAX NO. 3453786

P. 04

YEAR 1989 APPROX 4 MONTHS

DATES EMPLOYED: \_\_\_\_\_ DATE SEPARATED: \_\_\_\_\_

JOB TITLE: Attendant Service Station REASON FOR LEAVING: Mutual Termination

WOULD YOU REHIRE? YES  NO  I believe he has ATTITUDE HOW YES

IF NO, PLEASE STATE REASONS: \_\_\_\_\_

PERFORMANCE APPRAISAL

EXCELLENT 0250

QUALITY OF WORK	EXCELLENT	0250	RE
QUALITY OF WORK			
DEPENDABILITY		✓	✓
WORKS WELL WITH SUPERVISORS			
WORKS WELL WITH OTHER EMPLOYEES			
INITIATIVE			
COURTESY		✓	
ACCURACY		✓	
ABILITY TO WORK WITHOUT CLOSE SUPERVISION		✓	

PERSONAL COMMENTS: \_\_\_\_\_

DATE 10/6/92

SIGNATURE Raymond [Signature]

TITLE President

ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL

\*\*\*\*\* K I D E N T I F I C A T I O N \*\*\*\*\*



**C.M.H.A.**  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE



**OC Aerosol Projector End User Test – Page 1 of 2**

Name James Griffiths Badge # 89 Date 9-5-06 Score 94/100

- 1) What is the first step in decontaminating a suspect?  
A. See if he is wearing contact lenses.   
B. Reassure him that he is all right.   
C. Flush with large amounts of water and expose to fresh air.   
D. Have him change his clothes.
- 2) What is the minimum distance between you and the suspect, when you are going to deploy OC?  
A. 6 Feet  B. 1 foot  C. 3 Feet  D. 4 feet, 6 inches
- 3) What is the propellant for Bodyguard OC spray?  
A. Nitrogen  B. CO2  C. Alcohol  D. Water
- 4) If you are justified in using a baton, are you justified in using OC?  
A. YES  B. NO
- 5) What does a micron measure?  
A. 1/60<sup>th</sup> of an inch.  B. 1/5000<sup>th</sup> of an inch.   
C. 1/25000<sup>th</sup> of an inch.  D. None of the above.
- 6) What type of agent is OC spray?  
A. Irritant Agent  B. Inflammatory Agent   
C. Nerve Agent  D. All of the above
- 7) You should use first aid cream to stop the inflammation on the face.  
A. TRUE  B. FALSE
- 8) What is the target area for OC spray?  
FACE



**CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT**



**TO:** All Personnel  
**FROM:** Stanley C. Murrey, Acting Chief of Police  
**DATE:** August 9, 2006

<b>Page 1 of 3</b>	<b>Mandatory Expandable Baton and Pepper Foam Refresher Training</b>	<b>DN #06-110</b>
--------------------	--	-------------------

All officers are scheduled for 8-hours of in-service baton/mace training, during the months of August and September. This will include the annual review of the Use of Force Policy. The training will be held at Police Headquarters in the Community Policing Room, and will be in lieu of the officers scheduled shift for that day. Training will be held from 0800-1600 hours.

All Attendance Control Policies will be strictly enforced. Any officer who fails to report at their scheduled time will be considered "AWOL" and will not be allowed to work that day to make-up the shift.

All officers will report to Headquarters in attire suitable for the training, including a complete duty belt and flashlight. Suitable attire is sweatpants, t-shirt, and tennis shoes. Midriff or cut-off shirts are not acceptable.

The schedule is as follows:

**Tuesday- August 29, 2006**  
Lt. Imes #628  
Sgt. McGroder #668  
Sgt. Rucker #632  
PO Alcantara #09

**Friday- September 1, 2006**  
Lt. Vazquez #650  
Sgt. Toles #648  
PO Harris #17  
PO Hinkle #42



**Mandatory Expandable Baton and Pepper  
Foam Refresher Training**

DN #06-110

**Tuesday- August 29, 2006**

PO Cattren #18  
PO Crawford #29  
Det. Dancy #32  
Det. Grimes #56  
Det. Harris #03  
Det. Kennedy #28  
Protection Officer Buy #241  
Protection Officer Clark #235  
Protection Officer Hammond #200  
Protection Officer Lawson #201

**Tuesday- September 5, 2006**

Lt. Correy #615  
Sgt. Cooper #644  
Sgt. Morgan #658  
PO Griffiths #89  
PO Kleinhenz #08  
PO Kolb #70  
PO Salomone #23  
PO Wiltshire #18  
Protection Officer Bachelor #224  
Protection Officer Flowers #258  
Protection Officer Hines #215  
Protection Officer Kirby #229  
Protection Officer Pollard #216  
Protection Officer Shabazz #249

**Tuesday- September 12, 2006**

Lt. Tufts #613  
PO Azzano #61  
PO Hamilton #36  
PO Hinkle #42  
PO Jones #26  
PO Lastuka #52

**Friday- September 1, 2006**

PO Hizak #24  
PO Neal #35  
PO Woodland #101  
Protection Officer Bowen #225  
Protection Officer Daniels #257  
Protection Officer Eppinger #255  
Protection Officer W. Johnson #260  
Protection Officer Rice #202  
Protection Officer Stafford #218  
Protection Officer Taylor #247

**Friday- September 8, 2006**

Sgt. Schilling #652  
Sgt. Troyer #664  
PO Assaf #62  
PO Holdeman #10  
PO Leon #58  
PO Smiddy #11  
Det. Justus #46  
Det. Whitney #48  
Protection Officer Gray #240  
Protection Officer J. Johnson #256  
Protection Officer Roberts #237  
Protection Officer Sailey #212  
Protection Officer Tidwell #227  
Protection Officer K. Williams #211

**Friday- September 15, 2006**

Lt. Justus #638  
Sgt. Burdyshaw #640  
PO Clayton #38  
PO Ortiz #95  
PO Ovalle #30  
PO Rives #86

**Tuesday- September 12, 2006**

PO Mollohan #73  
PO Reynolds #75  
Protection Officer Conway #209  
Protection Officer Dunham #238  
Protection Officer Paul #250  
Protection Officer Solomon #236  
Protection Officer Strickland #242

**Friday- September 15, 2006**

PO Spigner #67  
Det. Kuska 322  
Protection Officer Branch #274  
Protection Officer Gowdy #219  
Protection Officer Harper #222  
Protection Officer Montague #208  
Protection Officer Puree #226  
Protection Officer L. Williams #204

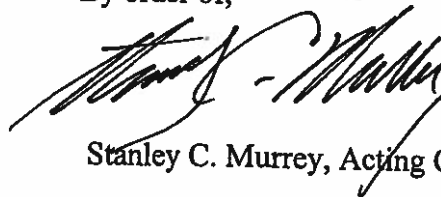
**Tuesday- September 19, 2006**

Sgt. Guinn #624  
Sgt. Homerick #624  
Sgt. Svec #662  
PO Beese #06  
PO Blakemore #11  
PO DeJesus #20  
PO Drew #04  
PO Hopkins #88  
PO Swanson #16  
PO Vales #44  
PO E. Williams #50  
PO T. Williams #65  
Protection Officer Wallace #220

**Friday- September 22, 2006**

Lt. Morenz #626  
Sgt. Likes #660  
PO Ali #31  
PO Copeland #41  
PO Drayton-Reynolds #109  
PO Higginbotham #102  
PO Tallman #01  
Det. Schultz #37  
Protection Officer Coleman #214  
Protection Officer Gordon #207  
Protection Officer Matza #221

By order of,



Stanley C. Murrey, Acting Chief of Police



C U Y A H O G A  
M E T R O P O L I T A N H O U S I N G  
A U T H O R I T Y  
P O L I C E D E P A R T M E N T



This is to certify that

*James Sufflits*

Has Completed an Intensified Course of Training in

*Defensive Tactics*

*Consisting of 8-Hours of Instruction  
On this 2nd Day of August in the Year 2006*

STANLEY C. MURREY  
ACTING CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*George A. Phillips*  
INSTRUCTOR



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



Self-Defense Final Exam

Student Name: PTL JAMES M. GRANTHS #89

Date: 8-2-08

Instructors: Quinn #624 / Styles #656

## Self-Defense Final Exam

Did the student...

	YES	NO
SPO #1. On command of the instructor, demonstrate a <b>DEFENSIVE POSTURE</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #2. On command of the instructor, demonstrate an <b>ESCORT POSITION</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #3. On command of the instructor, demonstrate a <b>BALANCE DISPLACEMENT TECHNIQUE</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #4. On command of the instructor, demonstrate a <b>BREAK FALL TO THE FRONT</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #5. On command of the instructor, demonstrate a <b>BREAK FALL TO THE SIDE</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #6. On command of the instructor, demonstrate a <b>BREAK FALL TO THE REAR</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #7. On command of the instructor, demonstrate a <b>PAT-DOWN FRISK</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #8. On command of the instructor, demonstrate a <b>BREAK FALL TO THE REAR</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #9. On command of the instructor, demonstrate a <b>KNEELING HANDCUFFING PROCEDURE</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #10. On command of the instructor, demonstrate a <b>PRONE HANDCUFFING PROCEDURE</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #11. On command of the instructor, demonstrate a <b>METHOD OF DE-CUFFING AN INDIVIDUAL</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #12. On command of the instructor, demonstrate a <b>JOINT MANIPULATION</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #13. On command of the instructor, demonstrate a <b>STRIKE TO THE BRACHIAL PLEXUS ORIGIN, USING THE BACK OF THE STUDENT'S OPEN HAND</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #14. On command of the instructor, demonstrate a <b>KICKING TECHNIQUE TO THE COMMON PERONEAL OF THE ATTACKER'S LEG</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Self-Defense Final Exam

SPO #15. On command of the instructor, demonstrate a <b>KICKING TECHNIQUE TO THE FEMORAL NERVE OF THE ATTACKER'S LEG</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #16. On command of the instructor, demonstrate a <b>PALM HEEL STRIKING TECHNIQUE DESIGNED TO STOP FORWARD MOMENTUM</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #17. On command of the instructor, demonstrate a <b>FORE-ARM STRIKE DESIGNED TO STOP FORWARD MOMENTUM</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #18. On command of the instructor, demonstrate a <b>FRONT KICK TO THE SHIN AREA OF THE ATTACKER</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #19. On command of the instructor, demonstrate a <b>KNEE STRIKE TO THE CENTER MASS BODY AREA, DESIGNED TO DIRECT THE ATTACKER TO THE GROUND</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #20 On command of the instructor, demonstrate a <b>HOLSTERED WEAPON RETENTION TECHNIQUE FROM A FRONT GRAB ATTACK</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #21 On command of the instructor, demonstrate a <b>HOLSTERED WEAPON RETENTION TECHNIQUE FROM A SIDE GRAB ATTACK</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #22 On command of the instructor, demonstrate a <b>HOLSTERED WEAPON RETENTION TECHNIQUE FROM A REAR GRAB ATTACK</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #23 On command of the instructor, demonstrate a <b>TECHNIQUE DESIGNED TO PROTECT THE WEAPON DURING THE DRAW, AFTER THE SNAP IS RELEASED BUT BEFORE THE OFFICER CAN CLEAR THE WEAPON FROM THE HOLSTER</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #24 On command of the instructor, demonstrate a <b>TECHNIQUE DESIGNED TO COUNTER A GUN STRIPPING ATTEMPT WHERE THE ATTACKER IS TURNING THE WEAPON IN TOWARD THE CENTER OF THE OFFICER'S BODY</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #25 On command of the instructor, demonstrate a <b>TECHNIQUE DESIGNED TO COUNTER A GUN STRIPPING ATTEMPT WHERE THE ATTACKER IS TURNING THE WEAPON TO THE OUTSIDE OF THE OFFICER'S BODY TO BREAK THE TRIGGER FINGER</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Self-Defense Final Exam

SPO #26 On command of the instructor, demonstrate a <b>TECHNIQUE DESIGNED TO COUNTER A "WALK-OVER" GUN STRIPPING ATTEMPT</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #27 On command of the instructor, demonstrate a <b>TECHNIQUE DESIGNED TO STRIP A FIREARM OUT OF AN ATTACKER'S HAND WHEN THE OFFICER IS CONFRONTED WITH SOMEONE AT CLOSE RANGE, WHO PRODUCES A WEAPON BY SURPRISE AND ATTEMPTS TO SHOOT THE OFFICER</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPO #28 On command of the instructor, demonstrate a <b>SURVIVAL MANUEVER, DESIGNED TO MOVE AN OFFICER FROM THE KILL ZONE, WHEN A PERSON AT A DISTANCE PRODUCES A FIREARM IN A SURPRISE MANNER AND ATTEMPTS TO SHOOT THE OFFICER</b> as described in the lesson plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33



**TRAINING DOCUMENTATION  
SUPPLEMENTAL TRAINING**

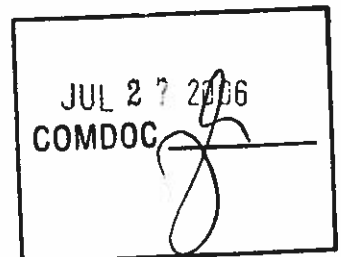
This is to certify that I have received a copy of and training on the following topic:

Securing 3400 Hamilton

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
PO James Griffiths #89	<i>James Griffiths #89</i>	6-30-07

Supervisor Reviewing with Employee:

*[Handwritten Signature]*





<b>PAGE</b> 1 of 1	<b>SUBJECT</b> Supplemental Training- Securing 3400 Hamilton	<b>DATE</b> 29JUN06
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The Police Department has been tasked with the assignment to secure 3400 Hamilton on a daily basis. This includes insuring that the perimeter doors are locked and secured, in addition to setting the alarm. It is unacceptable to merely "view the building" from a zone car. The main gate may be locked when officers arrive. This is due to the fact that they didn't want to leave the building unsecured between the time they left and the officers arrived to secure the building.

Attached is a step-by-step- instruction guide illustrating the proper procedures to be followed when securing the building. When an officer advises a supervisor that the building is secure, this means the officer completed all of the steps outlined in the attached Building Closing Procedures.

The Department is confident that this training will help its Officers to better understand the reasons for Departmental Rules, Regulations, Policies and Procedures, and General Police Orders, and prevent further incidents from occurring in the future.

We lock on Saturday

Police

Codes:

Unlock & Lock on Sunday

37146

37147

## BUILDING CLOSING PROCEDURES

1. Enter 3400 Bldg. Lobby and go to Honeywell panel. Check for faults/alarms.
2. Enter door by alarm panel and proceed into office area. Turn left and proceed down hallway to double glass doors. Check doors and then go into bathroom at the end of building and check to see if window is secure.
3. Proceed to West stairwell and go to 2<sup>nd</sup> floor. Turn right and go into bathroom and check window.
4. Proceed to stairwell and go to 3<sup>rd</sup> floor. Check roof door to see if it is secure.
5. Take stairwell back to 2<sup>nd</sup> floor and turn left. Proceed to end of hallway to East stairwell. Take stairwell to 1<sup>st</sup> floor and turn left entering through door.
6. Proceed into office area and walk to the east end of the building and check window by alleyway. Check Detex door in stairwell to the right.
7. Go through the door directly behind Detex and enter into office area. Proceed down hallway to Cafeteria. Exit cafeteria turning right. Unlock Detex door on the left and enter the alleyway and check gate to see if it is secure. Re-enter building and secure Detex door. Turn left by freight elevator and enter through double doors and proceed to the main lobby.
8. Check Honeywell panel and set alarm system.
9. Exit building securing door.
10. Call HSM at 216-361-1050 to make sure both Security systems are armed. The Main Bldg. Is Area one and the area in the Receiving Dock is Area two.
11. To arm Area two proceed past the picnic table and enter through man-door using Master key. The Honeywell panel is to the right upon entering. Arm panel and exit man-door securing same.

The procedure for arming the panels is as follows:

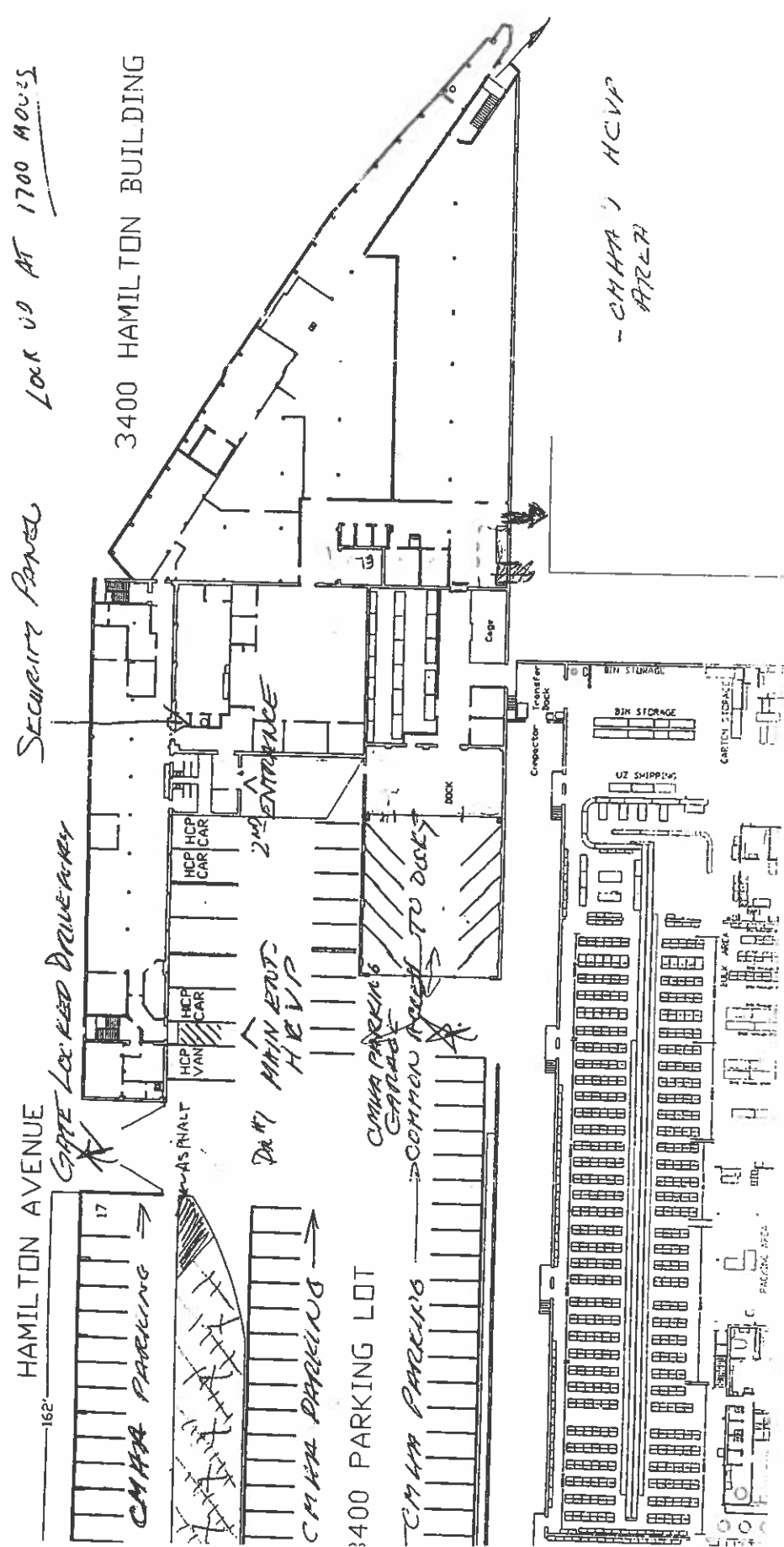
1. Check panel to see if it is clear by pressing the "next" key. The panel should read "no faults/no alarms".
2. Press "clear" key.
3. Enter Passcode. **# ON ACCESS PREP CARD**
4. Press "on/off" key.
5. Panel will read "disarm".
6. Press "enter" key and panel will initiate countdown. You will have Ninety seconds to exit and lock door.

The procedure for disarming the panels is as follows:

1. Enter passcode.
2. Press "on/off" key.
3. Press "enter" key. The system is now disarmed.

If any problems are encountered call HSM at 216-361-1050 and they will assist you.

- 1) LOCK DOOR ETC
- 2) GO TO #2 ENTRANCE DOOR  
ARM SECURITY SYSTEM (SEE DIRECTIONS) ENTER # ON CARD 37147 & PRESS ON/OFF & THEN ENTER
- 3) LOCK BOTH PARKING LOT GATES





# NORTH COAST POLYTECHNIC INSTITUTE

This is to certify that

**James Griffiths**

has completed a course of instruction in

***Firearms, Arrest & Survival Tactics***  
***"FAST"***

May 22-24, 2006  
Date

William D. Stealy  
Training Director



**CMHA**  
**CUYAHOGA METROPOLITAN**  
**HOUSING AUTHORITY**  
**POLICE DEPARTMENT**



**TO:** All members of the Division of Police  
**FROM:** Anthony H. Jackson, Chief of Police  
**DATE:** May 18, 2006

PAGE 1 of 1	SUBJECT F.A.S.T. Training Selections	DATE DN#06-065
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After reviewing all written requests received pursuant to DN #06-052, the following officers have been selected to attend F.A.S.T. Training on May 22-24, 2006:


Det. Beichler #54	Det. Kennedy #28	Det. Schultz #37	Det. Whitney #48
PO Alcantara #09	PO Assaf #62	PO Griffiths #89	PO Neal #35
PO Salomone #23	PO Tallman #01		

The training will be held at the Westlake Recreation Center located at 28955 Hilliard Road in Westlake, Ohio from 0800-1630. Officers are required to bring their duty rig, including their issued firearm and body armor. If they have eye and ear protection of their own, they are encouraged to bring it. Det. Beichler will be bringing the Departments from the range. He will also facilitate the handling of ammunition for the training.

Watch Commanders/ Unit OIC's are responsible for insuring that the officers under their command are notified of their selection and the equipment that they are required to bring.

By order of,

  
 Anthony H. Jackson, Chief of Police

MAY 22 2006  
 COMDOC 

Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33



## TRAINING DOCUMENTATION SUPPLEMENTAL TRAINING

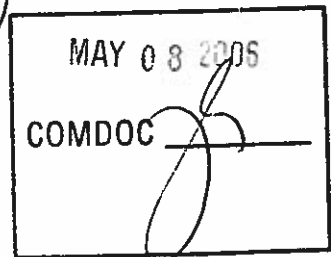
This is to certify that I have received a copy of and training on the following topic:

Generating Reports

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
PO James Griffiths #89	<i>James Griffiths #89</i>	8 MAY 06

Supervisor Reviewing with Employee:

*Sharon Wagner #650*



<b>PAGE</b> 1 of 1	<b>SUBJECT</b> Supplemental Training- Generating Reports	<b>DATE</b> 04MAR06
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CMHA Police Officers are required to complete reports in reference to crimes that occur on CMHA property. This would include gathering all of the information available at the time the officers responded to the call. For example, when a resident reports a burglary the responding officer doesn't tell them to call back when they determine what has been stolen. They gather all of the information available and generate a report. When the resident determines what was taken, any officer could generate a supplement to the original report. Not generating the report would be a violation of Departmental Rules and Regulations and/or Policies and Procedures. When an officer is unsure if a report is required or not, they should confer with a supervisor for guidance.

The Department is confident that this training will help its Officers to better understand the reasons for Departmental Rules, Regulations, Policies and Procedures, and General Police Orders, and prevent further incidents from occurring in the future.



Academy / Accreditation  
Training Manual  
Ref: Accreditation Chapter 33



## TRAINING DOCUMENTATION

This is to certify that I have received training on the following topic(s):

General Duties 2.1.6.01 - 2.1.6.30

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SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
Police Officer James Griffiths # 89	<i>James Griffiths #89</i>	16FEB06

Supervisor Issuing:

*[Signature]* #652

**PERSONNEL UNDER THE CONTROL OF THE RCC SHALL / 2.1.5 (continued)**

- .07 Notify the Radio Dispatcher and their Superior Officer when they return to Headquarters for any reason, including to report off duty.
- .08 Notify their Superior Officer and the Radio Dispatcher when they resume their normal patrol duties.
- .09 Respond to urgent and emergency assignments in their immediate vicinity without being assigned by the Radio Dispatch, notifying the Radio Communications Center of their intentions.
- .10 Respond, while en route to court or other non-emergency assignments, to any urgent or emergency incidents when no other radio cars are available.
- .11 Advise the Radio Dispatcher immediately of any incident, event, or occurrence which may indicate the beginning of a riot, disaster, catastrophe or other police incident of a serious nature or one that would require an information release form.
- .12 Function, when assigned to an actual emergency, under the control of the Field Commander in any phase of mobilization as provided for in current operational plans.
- .13 Radio equipped officers assigned to beats or posts shall observe all such rules applicable to their particular area of assignment.

**2.1.6**

**GENERAL DUTIES**

**PERSONNEL OF THE DEPARTMENT SHALL:**

- .01 Protect life and property, prevent crime, detect, arrest, and prosecute offenders, preserve the public peace, enforce laws, ordinances and the C.M.H.A. Dwelling Lease at all times.
- .02 Be prepared to act immediately upon notice that their services are required and in every instance coming to their attention where immediate police action is required.
- .03 Accept every complaint made to them, and shall take necessary action, regardless of the estate or hour in which the complaint has occurred.
- .04 Be considered to be on duty at all times, for purposes of discipline.

**GENERAL DUTIES / 2.1.6 (continued)**

- .05 Give immediate obedience to all lawful orders of a superior officer. When a conflict is apparent, it shall be the duty of the personnel knowing of such conflict to so apprise the superior issuing the latest order.
- .06 Familiarize themselves with all orders, directives and notices issued by the Chief. Those who have been absent from duty for any reason shall familiarize themselves with all orders issued during their absence.
- .07 Carry on their person a memorandum book in which they shall record information necessary for the routine performance of their duty.
- .08 Be **COURTEOUS** in their conduct and contact with others.
- .09 Conduct themselves in such a manner as to command the respect of the public.
- .10 Answer police telephones promptly and identify themselves by name, rank, and unit.
- .11 Wear their badges on outermost garment at all times when in uniform and furnish their name, rank, or badge number to any person who may request it.
- .12 Maintain a telephone at their residence and promptly notify their supervisor of any change in phone number, address or name by written report, which shall **be forwarded through official channels.**
- .13 Cooperate with one another in the performance of police duty, irrespective of assignments, in order that the best interests of the Community and the Cuyahoga Metropolitan Housing Authority may be served.
- .14 Advise their relief, at the end of their tour of duty, of all important police business transacted during their tour of duty and of all unfinished police business requiring immediate attention.
- .15 Familiarize themselves, at the commencement of their tour of duty, with all police business transacted since their last tour of duty, and all unfinished business within their jurisdiction.
- .16 Return all police property entrusted to their charge or care in the shape and condition as when issued, except for normal wear and deterioration.
- .17 Reimburse CMHA within thirty (30) days for the loss of any CMHA property issued to them. If any such property is recovered later in good condition, they shall be refunded the amount so paid.

**GENERAL DUTIES / 2.1.6 (continued)**

- .18 Report promptly in writing all of the facts pertaining to any litigation in which CMHA is or may become a party because of their official acts or conduct, along with the original copy of all legal service had on them. Reports and copies shall be forwarded through official channels.
- .19 Forward a report to the Chief of any request for a transfer, special assignment, or expression of dissatisfaction with the treatment accorded them by their Superior Officers. This report need not bear the signature of a Superior Officer and may be forwarded in a sealed envelope.
- .20 Familiarize themselves thoroughly with all the facts and details concerning a case in which they are prosecuting a person charged with a crime, on order that all of the evidence may be properly presented in court.
- .21 Take care of their cases in court promptly. If, for any reason, they are unable to do so, they shall arrange with their Superior Officer to have some other officer attend court, and have the case continued or otherwise disposed of.
- .22 Collect all witness fees due them and pay such fees into the CMHA General Fund through their officer in charge.
- .23 Treat as confidential all business, orders, and reports of the Division, and all information imparted to them as personnel of the Division and shall reveal them to no one for whom they are not intended.
- .24 Familiarize themselves with the territory to which they are assigned and shall remain therein unless required to leave for reasons of police necessity.
- .25 Give first aid to injured and sick persons and obtain proper transportation to the nearest hospital.
- .26 Direct traffic when required.
- .27 Execute warrants and serve subpoenas.
- .28 Know the location and operations of alarm stations and report any malfunction to the proper authority.
- .29 Report in writing all dangerous situations on CMHA property and promptly arrange for barricades, warning devices or danger lamps where anything of a dangerous nature may cause injury to persons or damage to vehicles.
- .30 Report in writing any violations of laws, ordinances within the estate, coming to their attention, and not requiring immediate action.

**GENERAL DUTIES / 2.1.6 (continued)**

- .31 Report in writing any knowledge of any suspicious person residing or operating within the territory to which they are assigned, or any place suspected of being used for drugs, gambling, prostitution or liquor law violations, or for any other unlawful purpose.
- .32 Forward all official communications with other departments or with other jurisdictions through the Chief or with his authorization.
- .33 Forward a written status report and request for time extension in advance of mandated due dates for work they are unable to complete on time.
- .34 Submit daily duty reports unless exempted by the chief.
- .35 Sign the duty report attesting to its accuracy.
- .36 Wear their CMHA issued identification on their outermost garment when entering the Central Office or any CMHA office in civilian attire.
- .37 Forward all fees collected for any official appearance the officer expects to be compensated for by CMHA.
- .38 Check their mailboxes at the beginning and end of their tour of duty, when reporting to Headquarters.
- .39 Tend to all correspondences as soon as possible.
- .40 Report loss or suspension of any driving license immediately to their superior officer.
- .41 Carry their badges and identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation.
- .42 Familiarize themselves with all Rules and Regulations set forth in the N.C.I.C. and L.E.A.D.S. Operating Manuals. Any violation of N.C.I.C. or L.E.A.D.S. shall be considered a violation of CMHA Rules and Regulations.
- .43 When signing for services and products insure that all pertinent information is filled in and correct prior to signing a receipt. The signature shall be legible and include badge number or rank if a superior officer.



## TRAINING DOCUMENTATION

This is to certify that I have received training on the following topic(s):

Manual Rules and Regulations: Sections 9.1 through 9.1.3 (Personnel Appearance and Grooming Standards).

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
P.O. James Griffiths #89		20JAN06

Supervisor Issuing: 

### 8.1.23

#### **CIVILIAN DRESS**

- .01 Civilian attire must be appropriate for the office setting.
- .02 All females must wear clothing, shoes and hair in a manner as to reflect a professional appearance. Adequate undergarments must be worn. Jeans of any type, see through clothing, tee shirts, midriff tops and halter-tops are not acceptable and will not be tolerated.
- .03 All males must be appropriately groomed. Proper attire in the office includes business suits or sports jackets with conservative slacks a tie, and shoes of an appropriate style. Hair, sideburns, and mustaches must be neatly trimmed. Tee shirts, jeans, sport tops and sweat suits are not acceptable.
- .04 All necessary equipment shall be carried at all times while in the field, to include duty weapon, extra ammunition, handcuffs, badge and I.D. card.
- .05 Officers, while working covert details are permitted to wear clothing appropriate for that detail, with prior authorization in writing by the Chief.

### 9.1

#### **PERSONAL APPEARANCE AND GROOMING STANDARDS**

#### 9.1.1

##### **THE FOLLOWING STANDARDS SHALL BE IN EFFECT FOR ALL PERSONNEL:**

- .01 Hair shall be kept neatly groomed and its length and bulk shall not be excessive nor present a ragged, unkempt or extreme appearance.
- .02 No hair style shall interfere with the wearing or proper positioning of the uniform cap. Hair may not cover the forehead and may never be visible on the forehead while the uniform cap is worn.
- .03 Personnel shall not wear unusual body adornments or jewelry when in uniform. Multiple rings and brightly colored watches are examples of unusual adornments. Prohibited jewelry includes neck chains, bracelets, pins, combs, earrings, and nose rings or pins, except that female personnel may wear a single pair of stud earrings, of simple design that does not extend below the ear lobes.
- .04 Any jewelry or hair clips worn while on duty in civilian dress shall be conservative.
- .05 Civilian dress, when permitted while on duty, shall be of a conservative style, designed for safety and freedom of movement. Extreme or eccentric styles are prohibited.
- .06 Fingernails shall be kept trimmed so as not to present an extreme appearance or threaten safety.

## **PERSONAL APPEARANCE AND GROOMING STANDARDS (continued)**

- .07 Exceptions to the dress code and personal appearance regulations shall be permitted only when required for police purposes and must be authorized by commanding officers and then only with the express approval of the Chief of Police.

### **9.1.2 THE FOLLOWING STANDARDS SHALL BE IN EFFECT FOR MALE PERSONNEL:**

- .01 Hair shall be evenly tapered on the on the sides and back. The hair outline shall follow the contour of the ear, and no hair shall fall over the ears or touch the collar except for the closely cut hair at the back of the neck.
- .02 The face shall be clean shaven; sideburns shall be kept neatly trimmed and their bulk shall not be excessive nor extend below the ear lobe.
- .03 Mutton-chop sideburns are prohibited, and the base of the sideburns shall be a clean shaven horizontal line.
- .04 Mustaches shall be kept neatly trimmed and shall not extend below the upper lip. Nor shall they be excessively thick or bushy, nor be styled, treated, or pointed so as to protrude away from the contour of the face.
- .05 Beards and goatees are prohibited.

### **9.1.3 THE FOLLOWING STANDARDS SHALL BE IN EFFECT FOR FEMALE PERSONNEL:**

- .01 The hair shall not extend downward below the lower edge of the shirt collar and longer hair shall be worn up when on duty in uniform.
- .02 Moderate use of facial makeup is permissible; heavy makeup is prohibited.

## **10.1 USE OF FORCE POLICY AND PROCEDURES**

### **10.1.1 POLICY**

Officers are authorized to use deadly force only to protect themselves or others from an actual or (clear and apparent) imminent threat of death or serious bodily injury and only when there is no other reasonable alternative.

It is the purpose of this procedure to provide guidelines for the use and training in firearms and non-deadly force.





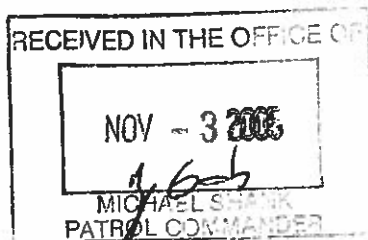
## TRAINING DOCUMENTATION

This is to certify that I have received training on the following topic(s):

Departmental Notice #97-001 Jurisdiction and Arrest Powers and GPO #05-002 Mutual Aid Agreement with the City of Cleveland.

SUPPLEMENTAL TRAINING ACKNOWLEDGEMENT		
NAME/BADGE #	SIGNATURE	DATE
P.O. James Griffiths #89	<i>James Griffiths #89</i>	10-12-05

Supervisor Issuing: SET *Michael Shank*





**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DIVISION**



**TO:** All Personnel  
**FROM:** Anthony H. Jackson, Chief of Police  
**DATE:** September 1, 2005

Page 1 of 5	Mutual Aid Agreement with the City of Cleveland	GPO#05-002
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**PURPOSE:**

To enter into an agreement with the City of Cleveland to provide for mutual assistance and interchange and use of police personnel and equipment and provide for arrest authority for CMHA police officers when they are not physically on CMHA property.

**POLICY:**

The Cuyahoga Metropolitan Housing Authority (CMHA) and the City of Cleveland maintain separate police departments pursuant to Section 3735.31 of the Ohio Revised Code and Sections 3 and 7 of Article XVIII of the Ohio Constitution, respectfully and are empowered to provide such mutual assistance by means of a Mutual Aid Agreement.

**PROCEDURES:**

**I. EXERCISE OF POLICE POWERS: CMHA POLICE DEPARTMENT**

In accordance with the terms and limitations specified in the Mutual Aid Agreement and in the Protocol between the CMHA Police Department and the Cleveland Division of Police, the police officers of CMHA shall have full authority commensurate with the authority held by the City of Cleveland police officers, while outside of the jurisdiction of CMHA, but within the jurisdiction of the City of Cleveland, in the following situations:

- A. When CMHA police officers are within property expressly owned, leased or contracted by CMHA, all streets and alleys that transverse the listed properties and all adjoining streets and areas within 300 feet of said property line, and
- B. When CMHA police officers are within the City of Cleveland's jurisdiction and are enroute to or from CMHA property, and exigent circumstances exist, which include any of the following:
1. CMHA police officers are in hot pursuit of a fleeing suspect pursuant to ORC 2935.03, (restricted to known felonies only);
  2. A police officer or member of the public is in imminent peril of bodily harm if action is not taken immediately;
  3. The escape of a known criminal or suspect has occurred, and action must be taken immediately; or
  4. When a CMHA police officer witnesses the commission of a crime while such crime is in progress, **with the exception of misdemeanor drug activity or routine traffic violations.**
  5. CMHA officers shall not respond to a request for assistance from Cleveland police officers when they are on a routine call or executing an arrest warrant off CMHA property.
- C. When CMHA police officers are participating in a cooperative enforcement effort that has been approved in advance by the Chief Executive Officer of CMHA, his designees, or the Chief of the CMHA Police Department and the Chief of Police for the CITY or their designee.
- D. CMHA police officers, while within the jurisdiction of the CITY, and when acting under the terms of the Mutual Aid Agreement, shall be acting within the scope of their employment for the CMHA. Any authority granted by this agreement to the CMHA police officers is limited to and shall only apply during periods when said officers are **on duty**. This Section is not intended to expand the investigation, transportation, booking, or reporting responsibilities of CMHA police officers.

**II. ISSUANCE OF UNIFORM TRAFFIC CITATIONS (UTTs)**

- A. While the CMHA Police Department does not have a traffic enforcement function, officers shall be permitted to issue UTTs in the following situations:
1. On routine patrol or assignment when the traffic violation is witnessed by the officer and occurs on a street that transverses (goes through) a CMHA property in the City of Cleveland.
  2. In response to a Call for Service (CFS) originating from the CMHA Radio Communications Center (RCC), regarding a traffic violation occurring within property expressly owned, leased or contracted by CMHA, including streets that transverse a CMHA property and all adjoining streets and areas within 300 feet of the CMHA property line.
- B. CMHA officers shall not issue UTTs when they are enroute to or from CMHA property, unless the exigent circumstances listed in Section I B 1-4 are present.

**III. ISSUANCE OF MINOR MISDEMEANOR CITATIONS (MMs)**

- A. When a CMHA police officer witnesses the commission of a crime in progress, that is initiated on or affects a CMHA property, that is within 300 feet of the CMHA property line, the officer may take action, including the issuance of a MM citation if applicable.
- B. CMHA officers shall not issue MMs when they are enroute to or from CMHA property, unless the exigent circumstances listed in Section I B 1-4 are present.

**IV. ISSUANCE OF PARKING INFRACTION NOTICES (PINs)**

- A. CMHA officers shall be permitted to issue PINs in the following situation:
1. On routine patrol or assignment when the parking violation is observed by the officer on CMHA property, on a street that transverses a CMHA property, or abuts the CMHA property line in the City of Cleveland.
- B. CMHA officers shall not issue PINs when they are enroute to or from CMHA property.

**V. CMHA RADIO COMMUNICATIONS CENTER (RCC)**

- A. The CMHA RCC shall not accept Calls for Service (CFS) off of CMHA property from citizens or the CPD Communications Control Center.
- B. The CMHA RCC shall not accept calls for assistance from the CPD Communications Control Center for CPD officers who have responded to a CFS off CMHA property without prior approval from the on-duty Watch Commander.

**VI. RESPONSIBILITIES OF CMHA WATCH COMMANDERS / UNIT OIC's**

- A. CMHA Watch Commanders/Unit OIC's shall be responsible for the implementation of this GPO and general oversight of their personnel regarding the Mutual Aid Agreement with the City of Cleveland.
- B. The on-duty Watch Commander shall be responsible for reviewing all information pertaining to requests for assistance from CPD officers who have responded to a CFS off CMHA property and are in imminent peril of bodily harm if action is not taken immediately, when notified of the request through the CPD Communications Control Center.
- C. The on-duty Watch Commander shall initiate a Group 3 page when a CMHA officer makes an arrest enroute to or from CMHA property, in connection with an exigent circumstance as listed in Section I B 1-4.
- D. The on-duty Watch Commander shall initiate a Group 3 page when CMHA officers respond to a CPD officer request for assistance pursuant to Section VI B.
- E. The on-duty Watch Commander shall have the appropriate reports generated and distributed on all actions taken by CMHA officers pursuant to Section VI C-D.

**VII. POLICE POWERS TO BE EXERCISED IN ACCORDANCE WITH THE PROTOCOL AGREEMENT**

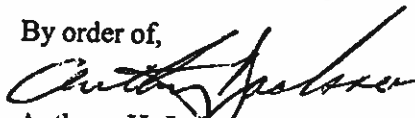
The operational procedures governing the exercise of the authority by CMHA police officers under the terms of the Mutual Aid Agreement and governing the exercise of the City of Cleveland's authority within the jurisdiction of the CMHA shall be set forth in a protocol developed by CMHA and the City of Cleveland. Any conflict that may arise between the Mutual Aid Agreement and the Protocol with regard to the exercise of police powers shall be resolved in accordance with the Protocol. The Protocol may be amended in writing by the Chief of the CMHA Police Department and the Chief of the Cleveland Division of Police, as the parties deem necessary.

The copy of the General Police Order 1.3.22 (Mutual Aid Agreement with the Cuyahoga Metropolitan Housing Authority Police Department) attached is an integral part of this order.

Attachment

**GPO #05-002 becomes effective on September 10, 2005.**

By order of,



Anthony H. Jackson  
Chief of Police



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



<b>EFFECTIVE DATE:</b> JULY 25, 2005	<b>REVISED DATE:</b> JULY 21, 2005	<b>NO. PAGES:</b> 1 of 6	<b>NUMBER:</b> 1.3.22
<b>SUBJECT:</b> MUTUAL AID AGREEMENT WITH THE CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT (CMHAPD)			
<b>ASSOCIATED MANUAL:</b>		<b>RELATED ORDERS:</b> 1.3.12	
<b>CHIEF OF POLICE:</b> <i>Mukul Misra, Chief</i>			

**PURPOSE:** To establish procedures governing the interaction and cooperation between the Cleveland Division of Police (CPD) and the Cuyahoga Metropolitan Housing Authority Police Department (CMHAPD).

**POLICY:** The Cleveland Division of Police shall retain the ultimate responsibility for the protection of life and property in the City of Cleveland, including areas within the jurisdiction of the CMHAPD. Personnel of the Division **SHALL NOT** refuse requests for service concerning incidents occurring on CMHA properties in the City of Cleveland.

**PROCEDURES:**

- I. **The Cleveland Division of Police shall:**
  - A. Assist the CMHAPD with investigations or other matters of mutual concern when called upon. CPD shall also make available to other police departments all pertinent data and investigative information concerning crimes committed in their jurisdiction.
  - B. Receive evidence needing forensic testing. Officers-in-Charge (OIC's) shall ensure this property is forwarded to the Forensic Unit. The CPD shall process crime scenes at the request of the CMHAPD.
  - C. When a CMHAPD prisoner is confined for medical treatment and requires a guard detail, the OIC shall notify the CMHAPD. The CPD shall establish a detail for the initial shift and then turnover responsibility to the CMHAPD no later than the end of the initial shift. The CMHAPD shall use their best effort to transport CMHAPD detainees for non-emergency medical care.

- D. Have exclusive investigative responsibility for the following incidents occurring on CMHA property:
1. Incidents involving explosive or incendiary devices.
  2. Hostage situations.
  3. Deaths other than "Probable Natural".
  4. Use of Deadly Force by the CMHAPD.
  5. Incidents of Ethnic Intimidation and/or Hate Crimes.
  6. Sexual Assaults.
  7. Any incident that CPD desires to preempt the investigative function.
- E. Provide the CMHAPD with access to RMS (Record Management System) report numbers through the Report Center.
- F. Receive and serve all warrants that have been generated as a result of CMHAPD enforcement efforts, which have been delivered to CPD via the Municipal Clerk of Court's Office. The CMHAPD will assume the responsibility of picking up and transporting any prisoners arrested by suburban agencies on CMHAPD warrants.
- G. Upon request, make available to the CMHAPD all reasonably pertinent available data concerning crimes committed on CMHA properties.
- H. As is appropriate, share investigative information with the CMHAPD.

## II. Cuyahoga Metropolitan Housing Authority Police Department

- A. Police officers of the CMHAPD shall have full authority commensurate with the authority held by City of Cleveland police officers, while outside of the jurisdiction of the CMHA, but within the jurisdiction of the City of Cleveland, in the following situations:
1. When CMHA police officers are within property expressly owned, leased or contracted by CMHA, all streets and alleys that transverse the listed properties and adjoining streets and areas within 300 feet of said property line, and



2. When CMHA police officers are within the City of Cleveland's jurisdiction and enroute to or from CMHA property, and exigent circumstances exist, which include any of the following:
    - a. CMHA police officers are in hot pursuit of a fleeing suspect pursuant to ORC 2935.03;
    - b. A police officer or member of the public is in imminent peril of bodily harm if action is not taken immediately;
    - c. The escape of a known criminal or suspect will occur if action is not taken immediately; or
    - d. When CMHA police officers witness the commission of a crime while such crime is in progress. (This does not include misdemeanor drug activity or routine traffic matters.)
  3. When CMHA police officers are participating in a cooperative enforcement effort that has been approved in advance by the Chief Executive Officer of the CMHA, or designee, or the Chief of the CMHA Police Department and the Chief of Police for the City of Cleveland or their designees.
- B. CMHA police officers have felony investigative responsibility for only the following crimes; felony drug investigations, Section 8 frauds involving their property, internal thefts of their property and contract fraud involving their property.
1. CMHA police officers' authority under this protocol is limited to and shall only apply during periods when CMHA police officers are on duty.
- C. The Cuyahoga Metropolitan Housing Authority Police Department shall:
1. Use best efforts to respond to any crime called to CMHAPD's attention on CMHA properties, unless notified by CPD that a response has already been preempted by CPD.
  2. Consistent with its capabilities, the CMHAPD will use best efforts to investigate any misdemeanor or felony crime on their properties.

3. Copies of reports for all incidents which have been investigated by CMHAPD shall be provided to the Report/Intake Review Unit and the Commander of the District of occurrence by means of a FAX transmission. All reports shall be submitted within 24 hours of the incident except in instances where physical arrests have occurred. Arrest reports shall be forwarded before the end of the arresting officer's tour of duty.
4. In the case of incidents of domestic violence investigated by CMHAPD, CPD GPO 3.4.16 "Enforcement of Domestic Violence Statutes" will be followed.
5. Assume responsibility for transporting prisoners arrested by CMHAPD personnel to jail facilities as directed in CPD GPO 7.1.06 "Adult Prisoner Booking and Housing" and CPD GPO 5.1.02 "Juvenile Prisoner Booking and Housing". Assume responsibility for picking up prisoners arrested by suburban police departments on warrants generated by CMHAPD personnel.
6. If a prisoner requires medical attention, CMHAPD personnel shall transport the prisoner to the nearest hospital prior to booking. If medical attention is required after booking, CMHAPD shall assume the detail by the end of the shift when the detail was established.
7. Be responsible for follow up investigations of ALL arrests made by CMHAPD personnel (not in conflict with Section I D [1 through 7] above) and charge or release of all suspects in a timely fashion, following current CPD procedures.  
  
CMHAPD shall be responsible for consulting with the City of Cleveland Municipal Prosecutor whenever required for the issuance of a warrant in connection with arrests effected by their personnel. CMHAPD shall designate a single point of contact (Administrative Commander at 216-391-2642) for resolution of conflicts regarding prisoners.
8. Properly submit drug evidence to the CPD Forensic Unit following CMHA procedures.
9. When called upon, assist CPD with investigations or other matters of mutual concern.

10. Notify the CPD Record File Section and Vehicle Impound Unit when any stolen auto is recovered by their personnel and verify such recovery by sending the appropriate information via the LEADS System.
11. Have authority to tow vehicles incident to arrest or when recovering stolen vehicles, using their own contract towing agencies. CPD shall be notified in all instances as described in Number 10.
12. Have the authority to direct traffic in and around CMHA properties when appropriate.
13. Enforce parking violations, municipal traffic laws governing moving and vehicle equipment violations on CMHA property, including leased or contracted properties.

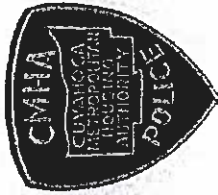
### III. CPD COMMUNICATIONS CONTROL SECTION

#### A. Call Takers

1. Upon receipt of a request for service originating within CMHA estates, call takers shall complete the appropriate dispatch information.
2. Shall contact CMHAPD and advise them of the request for service. If CMHAPD accepts the assignment, the call taker shall close the incident with "Handled by CMHAPD".

#### B. Radio Dispatchers

1. Upon receipt of a call for service within a CMHA estate area, dispatch such a request in accordance with prescribed CPD procedures.
2. If a CPD car is not immediately available to handle the assignment, the dispatcher shall contact CMHAPD and advise them of the request for service. If CMHAPD accepts the assignment, the incident shall be closed with "Handled by CMHAPD". If CMHAPD is unable to respond, or if the victim or CMHAPD make a specific request for CPD to respond, the assignment shall be handled in accordance with CPD prescribed procedures.



CUYAHOGA  
METROPOLITAN HOUSING  
AUTHORITY  
POLICE DEPARTMENT



This is to certify that

*James Griffiths*

Has Completed an Intensified Course of Training in

*OC/Pepper Foam Update*

*Consisting of 4-Hours of Instruction  
On this 8th Day of July in the Year 2004.*

ANTHONY H. JACKSON  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*George A. Phillips*  
INSTRUCTOR



CUYAHOGA  
METROPOLITAN HOUSING  
AUTHORITY  
POLICE DEPARTMENT



This is to certify that

*James Griffiths*

Has Completed an Intensified Course of Training in

*Expandable Baton Update*

*Consisting of 4-Hours of Instruction  
On this 8th Day of July in the Year 2004.*

ANTHONY H. JACKSON  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*Det. Paul Manning #205*  
INSTRUCTOR

**CUYAHOGA COMMUNITY COLLEGE  
PUBLIC SAFETY TRAINING INSTITUTE  
LAW ENFORCEMENT TRAINING DIVISION**

*Certificate of Completion*

**James M. Griffiths**

*Has Successfully Completed 8 Contact Hours in*

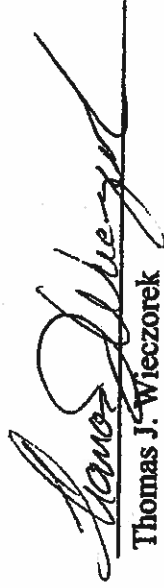
**WMD/HazMat/PPE Awareness**

March 24, 2006



Douglas E. Dombroski  
Program Manager/Commander





Thomas J. Wiczorek  
Lead Instructor



# Ohio Peace Officer Training Commission

James M. Griffiths

has participated in the advanced training course

Cuyahoga Metro Housing Authority P.D. In-Service

at the Ohio Peace Officer Training Academy.

January 24 - 27, 2005



Jim Petro  
Attorney General



Thomas G. Maurer, Chairperson  
Ohio Peace Officer Training Commission



Steven W. Schierholt, Executive Director  
Ohio Peace Officer Training Commission



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JAMES M. GRIFFITHS**

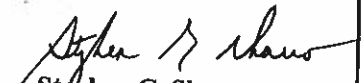
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700**

**National Incident Management System  
(NIMS) an Introduction**

*Issued this 01st Day of September, 2005*

0.3 CEU

  
**Stephen G. Sharro**  
*Director, Training Division*



**From:** INDEPENDENT STUDY <INDEPENDENT.Study@dhs.gov>  
**To:** "rmorenz@cmhapd.org" <rmorenz@cmhapd.org>  
**Date:** 9/1/2005 12:54:46 PM  
**Subject:** Independent Study Course Information

Dear James Griffiths:

Congratulations! You have successfully passed the Independent Study Course "IS-00700" entitled "National Incident Management System (NIMS) an Introduction".

Due to the thousands of people completing independent study courses, we estimate it will take approximately eight weeks to issue your completion certificate. Please retain a copy of this email as proof of your completion until your certificate is received. We appreciate your patience.

Independent Study Program Office  
Emergency Management Institute  
National Emergency Training Center  
16825 S. Seton Ave  
Emmitsburg, MD 21727

On the Web: [www.training.fema.gov/emiweb/is](http://www.training.fema.gov/emiweb/is)  
Phone: (301) 447-1200  
FAX: (301) 447-1201

**National Incident Management System (NIMS), An Introduction (IS-700)  
Posttest**

1. One of the chief benefits of NIMS is that it is:
  - a. Accompanied by Federal funding.
  - b. Applicable across jurisdictions and functions.
  - c. Based on an entirely new concept of response.
  
2. NIMS provides a \_\_\_\_\_ framework that applies to all phases of incident management regardless of cause, size, location, or complexity.
  - a. Rigid
  - b. Complicated
  - c. Straightforward
  - d. Flexible
  
3. The Incident Command System (ICS) is a proven incident management system that is based on organizational:
  - a. Best practices.
  - b. Strengths.
  - c. Structures.
  
4. Span of control may vary from \_\_\_\_\_.
  - a. Two to eight
  - b. Four to nine
  - c. Three to seven
  - d. Five to ten
  
5. The use of common terminology for ICS position titles helps to reduce confusion between a person's position on an incident and his/her:
  - a. Day-to-day position.
  - b. Level of authority.
  - c. Chain of command.
  - d. On-scene responsibilities.
  
6. Incident Action Plans (IAPs) depend on \_\_\_\_\_ to accomplish response tactics.
  - a. Integrated communications
  - b. Organizational resources
  - c. Management by objectives
  - d. Common terminology

7. A hazardous materials spill in which more than one agency has responsibility for the response is a good use for a(n):
- Emergency Operations Center (EOC).
  - Area Command.
  - Multiagency Coordination System.
  - Unified Command.
8. Public health emergencies that are not site specific are a good use for a(n):
- Emergency Operations Center (EOC).
  - Area Command.
  - Multiagency Coordination System.
  - Unified Command.
9. An Area Command organization does not include an Operations Section because:
- Operations are conducted on-scene.
  - Area Commands are not really commands.
  - Its authority is limited to obtaining resources.
  - The Planning Section handles operations in an Area Command.
10. One key responsibility of Multiagency Coordination Systems is to:
- Direct tactical operations for the incident.
  - Make resource allocation decisions based on incident priorities.
  - Control large-scale incidents from a common location.
  - Facilitate operations at incidents where there is no incident site.
11. \_\_\_\_\_ may support multiagency coordination and joint information activities.
- Incident Command structures
  - Area Commands
  - Unified Commands
  - Emergency Operations Centers
12. Public Information Officers operate within the parameters of a(n) \_\_\_\_\_, which establishes policies, procedures, and protocols for gathering and disseminating information.
- Multiagency Coordination System
  - Incident Command structure
  - Joint Information System
  - Emergency Operations Center
13. When a Joint Information Center is established as part of a Unified Command, agencies or organizations contributing to joint public information management:
- Work independently.
  - Clear all information with the Incident Commander.
  - Retain their organizational independence.
  - Report to the chief elected official.

14. When multiple JICs are established, all JICs must communicate and coordinate with each other on an ongoing basis using:

- a. Joint Information System protocols.
- b. Agency protocols.
- c. Area Command protocols.
- d. Multiagency Coordination System protocols.

15. National-level preparedness standards related to NIMS will be maintained and managed through the NIMS:

- a. Integration Center.
- b. Policy document.
- c. Homeland Security Presidential Directive.
- d. Presidential Decision Directive.

16. One responsibility of preparedness organizations at all levels is to:

- a. Specify response requirements for every type of incident.
- b. Determine the role and responsibilities of Incident Commanders.
- c. Delegate preparedness to responsible agencies.
- d. Establish guidelines and protocols for resource management.

17. A plan based on lessons learned from actual incidents is a(n):

- a. Recovery Plan.
- b. Corrective Action Plan.
- c. Procedure.
- d. Emergency Operations Plan.

18. One area of focus for the NIMS Integration Center is to:

- a. Track all resources on a regional basis.
- b. Ensure compliance with all NIMS requirements.
- c. Facilitate the definition of general training requirements and approved courses.
- d. Maintain a database of personnel meeting credentialing requirements.

19. To help ensure that equipment performs to certain standards and is interoperable with equipment used by other jurisdictions, the NIMS Integration Center will:

- a. Review and approve lists of equipment meeting national standards.
- b. Require jurisdictions to purchase equipment only if it meets established specifications.
- c. Work directly with equipment suppliers to ensure interoperability.
- d. Prescribe that all response equipment be interoperable.

20. Mutual aid agreements and Emergency Management Assistance Compacts help to:

- a. Spread the costs of emergency response.
- b. Facilitate the timely delivery of assistance during incidents.
- c. Coordinate full documentation of incidents.
- d. Establish the command structure for incidents.

21. Resource typing involves the categorizing of resources based on:

- a. Availability.
- b. Cost.
- c. Performance.
- d. Kind.

22. NIMS ensures that all personnel possess a minimum level of training, experience, fitness, capability, and currency by:

- a. Maintaining a database of personnel who have been trained for specific positions.
- b. Providing training to personnel who will be assigned to Command Staff positions.
- c. Overseeing a national training and exercise program.
- d. Establishing certification and credentialing standards for key personnel.

23. Requests for items that the Incident Commander cannot obtain locally must be submitted through the:

- a. Multiagency Coordination Entity.
- b. Area Commander.
- c. NIMS Integration Center.
- d. Department of Homeland Security.

24. Resource managers use established procedures to track resources continuously from \_\_\_\_\_ through demobilization.

- a. Mobilization
- b. Recovery
- c. Typing
- d. Purchase

25. NIMS standards for communications and information management are based on the principle that a common operating picture is required to:

- a. Avoid duplication of effort.
- b. Document the response fully.
- c. Maintain the command structure.
- d. Ensure consistency among all who respond.

**Posttest – Introduction to ICS (ICS-100)**  
**(Total of 25 questions)**

1. A basic ICS operating guideline is that the person at the top of the ICS organization is responsible until the:
  - a. Event or incident has demobilized.
  - b. Next operational period has begun.
  - c. Five management functions are activated.
  - d. Authority is delegated to another person.
  
2. Expansion of incidents may require the delegation of authority for the performance of Operations, Planning, Logistics, and Finance/Administration functions. The people who perform these four management functions are designated as the:
  - a. Deputy Staff.
  - b. Director Staff.
  - c. Command Staff.
  - d. General Staff.
  
3. At which Incident Facility are primary service and support activities, such as feeding and resupply, performed?
  - a. Base
  - b. Camp
  - c. Incident Command Post
  - d. Staging Area
  
4. Which position is the only one that is always staffed in ICS applications?
  - a. Operations Section Chief
  - b. Incident Commander
  - c. Information Officer
  - d. Branch Director
  
5. ICS has been used to manage incidents such as fires, earthquakes, hurricanes, and acts of terrorism. Which of the following situations represents another viable application for the use of ICS?
  - a. Central City is planning for their annual Labor Day celebration, including a parade and fair.
  - b. Mrs. Butler's 10<sup>th</sup> grade Biology class is preparing a lab experience involving the dissection of frogs.
  - c. Sam Brown, the office manager for a busy neurology practice, is planning to transfer the office records to a new computer database system.
  - d. The Brownsville library is planning to establish a volunteer program involving local high school students reading to children one to two afternoons a week.

6. Depending upon the size and type of incident or event, it may be necessary for the Incident Commander to designate personnel to provide information, safety, and liaison services for the entire organization. In ICS, these personnel make up the:
- a. Deputy Staff.
  - b. Director Staff.
  - c. Command Staff.
  - d. General Staff.
7. Every incident must have a verbal or written Incident Action Plan (IAP). The purpose of the IAP is to provide all incident supervisory personnel with direction for:
- a. Actions to be implemented during the operational period identified in the plan.
  - b. Maintaining documentation and tracking resources assigned to the incident.
  - c. Monitoring the number of resources that report to any one supervisor.
  - d. Obtaining and maintaining essential personnel, equipment, and supplies.
8. The ability to communicate within ICS is absolutely critical. To ensure efficient, clear communication, ICS requires the use of:
- a. Agency-specific codes.
  - b. Common terminology.
  - c. Radio codes.
  - d. Technical language.
9. There is no correlation between the ICS organization and the administrative structure of any single agency or jurisdiction. This is deliberate because:
- a. Every incident or event requires that certain management functions be performed.
  - b. On small incidents and events, one person, the Incident Commander, may accomplish all five management functions.
  - c. In ICS, the person at the top of the organization is responsible until the authority is delegated to another person.
  - d. Confusion over different position titles and organizational structures has been a significant stumbling block to effective incident management in the past.
10. Which General Staff position conducts tactical operations, develops the tactical objectives and organization, and directs all tactical resources?
- a. Finance/Administration
  - b. Logistics
  - c. Operations
  - d. Planning

11. Which Command Staff position serves as the conduit for information to internal and external stakeholders, including the media, or other organizations seeking information directly from the incident or event?

- a. Information Officer
- b. Liaison Officer
- c. Resource Officer
- d. Safety Officer

12. At each level of the ICS organization, individuals with primary responsibility positions have distinct titles. Using specific ICS position titles serves three important purposes:

- The use of distinct titles allows for filling ICS positions with the most qualified individuals rather than by rank.
- Standardized position titles are useful when requesting qualified personnel.
- 

- 
- a. Titles provide a common standard across responders.
  - b. Distinct titles help clarify the activities undertaken by specific personnel.
  - c. Position titles help to maintain the normal lines of authority within agencies and jurisdictions.
  - d. Titles establish the rank, grade, and seniority used to select the Incident Commander.

13. Which General Staff position develops the Incident Action Plan, collects and evaluates information, maintains resource status, and maintains documentation for incident records?

- a. Finance/Administration
- b. Logistics
- c. Operations
- d. Planning

14. Another basic operating guideline concerns the supervisory structure of the organization and pertains to the number of individuals or resources one supervisor can manage effectively on emergency response incidents. This operating guideline is referred to as:

- a. Delegation of authority.
- b. Span of control.
- c. Form follows function.
- d. Unity of command.



15. Which General Staff position provides support, resources, and all other services needed to meet the operational objectives?
- a. Finance/Administration
  - b. Logistics
  - c. Operations
  - d. Planning
16. Which Command Staff position monitors safety conditions and develops measures for assuring the safety of all assigned personnel?
- a. Information Officer
  - b. Liaison Officer
  - c. Resource Officer
  - d. Safety Officer
17. Incident Action Plans include the measurable tactical operations to be achieved and are prepared around a timeframe called a(n):
- a. Incident Phase.
  - b. Event Stage.
  - c. Operational Period.
  - d. Tactical Interval.
18. Which Incident Facility is a temporary location at an incident where personnel and equipment are kept while waiting for tactical assignments?
- a. Base
  - b. Camp
  - c. Incident Command Post
  - d. Staging Area
19. Which General Staff position monitors costs related to the incident, and provides accounting, procurement, time recording, and cost analyses?
- a. Finance/Administration
  - b. Logistics
  - c. Operations
  - d. Planning
20. Which Incident Facility is positioned outside of the present and potential hazard zone, but close enough to the incident to maintain command?
- a. Base
  - b. Camp
  - c. Incident Command Post
  - d. Staging Area

21. Check-in officially logs you in at the incident. The check-in process and information helps to:
- Ensure personnel accountability.
  - Track resources.
  - Prepare personnel for assignments and reassignments.
  - Organize the demobilization process.
  -
- 
- a. Determine communications procedures for contacting your headquarters or home office.
- b. Identify purchasing authority and procedures.
- c. Determine how food and lodging will be provided.
- d. Locate personnel in case of an emergency.
22. Which Command Staff position serves as the primary contact for supporting agencies assigned to an incident?
- a. Information Officer
- b. Liaison Officer
- c. Resource Officer
- d. Safety Officer
23. After check-in, you should:
- a. Locate your incident supervisor and obtain your initial briefing.
- b. Determine your return mode of transportation.
- c. Arrange personal items needed for your estimated length of stay.
- d. Establish a clear understanding of your decisionmaking authority.
24. Designers of the Incident Command System recognized early that ICS must be interdisciplinary and organizationally flexible to:
- Meet the needs of incidents of any kind or size.
  - Allow personnel from a variety of agencies to meld rapidly into a common management structure.
  - Be cost effective by avoiding duplication of efforts.
  -
- 
- a. Allow for a preset organizational structure to be put in place for personnel who perform administrative and logistics functions in an emergency.
- b. Alleviate the management challenges faced by overloaded Incident Commanders.
- c. Be usable for routine events such as conferences, as well as large and complex emergency incidents.
- d. Compensate for incident response failures likely to result from a lack of resources.

25. At which Incident Facility are resources kept to support incident operations if a Base is not accessible to all resources?

- a. Base
- b. Camp
- c. Helibase
- d. Staging Area

NAME: JAMES M. GRIFFITHS BADGE # 89

100<sup>90</sup>

1) Officers are authorized to use Deadly force only to protect themselves or another person from an actual or (clear and apparent) imminent threat of death or serious physical harm, and only when there is no reasonable alternative.

2)  True or  False - "Force" is defined as "any violence, compulsion, or constraint physically exerted by any means against or upon a person or thing"  
[circle one]

3) An officer shall USE and CARRY only those weapons and ammunition as furnished or authorized by the Chief of Police.

4) "Deadly Force" is defined as "any force which carries a substantial risk that it will proximately result in the death of any person". Which of the following are examples of deadly force?

[circle all that apply]

- 1. Shooting to wound a person so they surrender.
- 2. Striking a suspect in the leg with your baton.
- 3. Using OC (pepper spray) against a disorderly female.
- 4. Striking a suspect in the head with your baton.
- 5. Using an arm lock to restrain a suspect.

5) True or  False - An Officer would be justified in shooting a fleeing suspect if the suspect had stolen property with a value in excess of \$500.00, and the officer was otherwise unable to apprehend the suspect.  
[circle one]

6) True or  False - An Officer may draw, display, or point their weapon only if the suspect has a weapon.  
[circle one]

7) Justification for the use of deadly force is limited to the facts actually known or reasonably perceived by the Officer at that Moment.

8) True or  False - An Officer would be justified in shooting a fleeing suspect solely upon the basis of reports from witnesses that the suspect had a gun.  
[circle one]

9) True or  False - It is an acceptable procedure to shoot out the tires of a vehicle that is refusing to stop if the officer thinks the driver has a warrant.  
[circle one]

10) Deadly force is never justified solely to protect Property.

11) True or  False - Officers should not fire warning shots except as a last chance effort to stop a suspect who otherwise will get away.  
[circle one]

12)  True or  False - Officers are required to report all use of force incidents as soon as possible.  
[circle one]

13)  True or  False - Officers are required to ensure that assistance and medical care are rendered to suspects injured as a result of any use of force.  
[circle one]

JAMES M. BRITTS #89  
7-8-04

### Monadnock MEB Certification Practical Exercise Performance Checklist

TECHNIQUE	PASS	FAIL
Nomenclature <ul style="list-style-type: none"><li>• Long End</li><li>• Grip End</li><li>• Long Portion</li><li>• Grip Portion</li></ul>	✓	
Stance & Patterns of Movement	✓	
Baton Grips <ul style="list-style-type: none"><li>• One Handed Grip</li><li>• Two Handed Grip</li></ul>	✓	
Methods of Carry <ul style="list-style-type: none"><li>• One-hand vertical</li><li>• One-hand outside</li><li>• Two-hand long grip</li></ul>	✓	
Baton Draws <ul style="list-style-type: none"><li>• Cross Draw</li><li>• Strong-side</li></ul>	✓	
Two-Hand Long Grip Blocks <ul style="list-style-type: none"><li>• High</li><li>• Strong-side</li><li>• Middle</li><li>• Weak-side</li><li>• Low</li></ul>	✓	
Baton Strikes (One-handed) <ul style="list-style-type: none"><li>• Forward</li><li>• Reverse</li></ul>	✓	
Baton Strikes (Two-handed) <ul style="list-style-type: none"><li>• Front jab</li><li>• Rear Jab</li><li>• Strong-side Horizontal</li><li>• Weak-side Horizontal</li><li>• Middle</li></ul>	✓	
Baton Retention <ul style="list-style-type: none"><li>• One-hand Carry</li><li>• Two-hand Carry</li></ul>	✓	

Student: JAMES M. BRITTS # 89 Date: 7 1 8 104

MEB Instructor Detective P. H. Harvey # 25

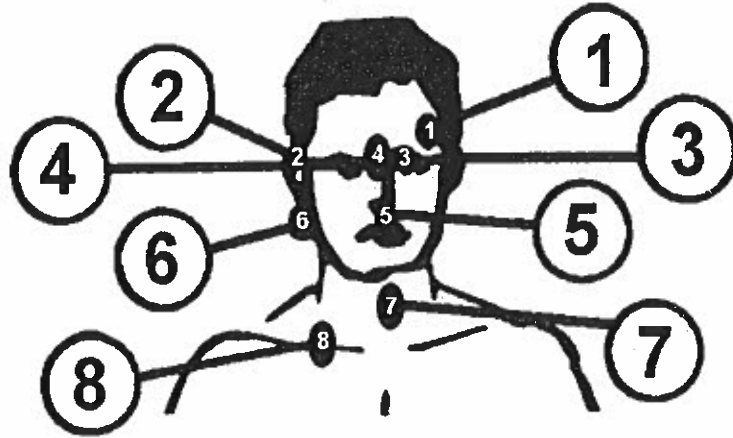
- 2  
0/5

### WRITTEN TEST

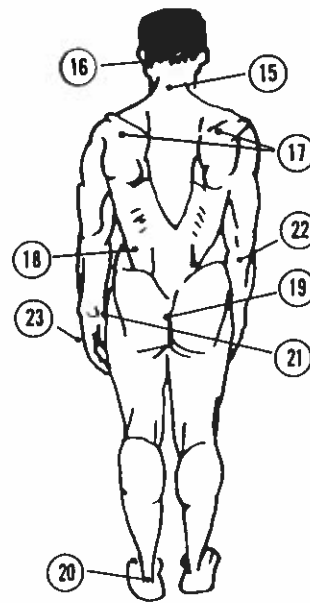
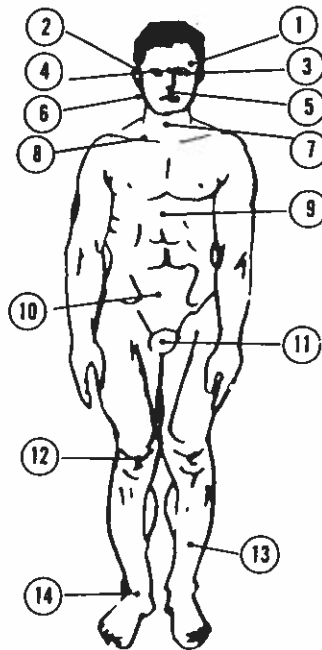
Student's Name JAMES M. GRIFFITHS #89 Date 7-8-04

Matching: Use the most correct number from the following illustrations of the human body.

Match the following areas or points on the human body to its corresponding number noted on the diagrams below.



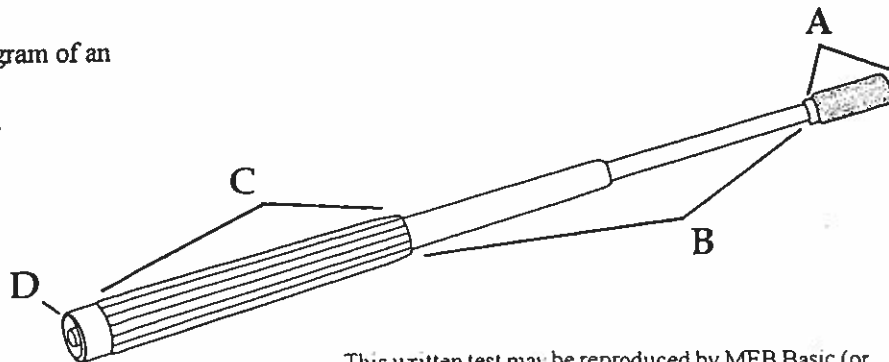
- | Number                     |                 |
|----------------------------|-----------------|
| 1. <u>17</u>               | Collarbone      |
| 2. <u>18</u>               | Kidney          |
| 3. <u>14</u>               | Instep          |
| 4. <u>7</u>                | Throat          |
| 5. <del>10</del> <u>22</u> | Elbow Joint     |
| 6. <u>12</u>               | Knee Joint      |
| 7. <u>10</u>               | Solar Plexus    |
| 8. <u>11</u>               | Groin           |
| 9. <u>3</u>                | Eyes            |
| 10. <u>17</u>              | Shoulder Blades |
| 11. <u>13</u>              | Shin            |



Complete the following:

Using the letters noted on the diagram of an expandable straight baton, match these letters to the corresponding nomenclature below.

- |                  |          |
|------------------|----------|
| 12. Grip End     | <u>D</u> |
| 13. Long End     | <u>A</u> |
| 14. Grip Portion | <u>C</u> |
| 15. Long Portion | <u>B</u> |



This written test may be reproduced by MEB Basic (or higher level) Instructors who have been certified by the Monadnock Police Training Council, Inc.

# BENELLI SHOTGUN FAMILIARIZATION TRAINING PRACTICE EXERCISES

OFFICER: Patrol Officer James Griffiths #89

DATE: 06/17/2004

RANGE OFFICER: Lt. Shank # 652

## SPO #1 FAMILIARIZATION AND OPERATION

DID THE OFFICER ...	YES	NO
DEMONSTRATE THEIR KNOWLEDGE OF THE LOCATION OF THE SAFETY?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEMONSTRATE THEIR KNOWLEDGE OF THE LOCATION OF THE SLIDE RELEASE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEMONSTRATE THEIR KNOWLEDGE OF THE LOCATION OF THE TRIGGER GUARD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEMONSTRATE THEIR KNOWLEDGE OF THE LOCATION OF THE TRIGGER?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## SPO #2 LOADING THE MAGAZINE TUBE OF A SHOTGUN

DID THE OFFICER ...	YES	NO
POINT THE MUZZLE IN A SAFE DIRECTION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ROTATE THE WEAPON SO THAT THE LOADING THROAT IS FACING THE STUDENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASSURE THAT THE ACTION IS CLOSED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXAMINE SHELLS FOR POSSIBLE DAMAGE AND CORRECT GAUGE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
POSITION THE BRASS BASE OF THE SHELL TOWARD THE TRIGGER GUARD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INSERT SHELLS, ONE AT A TIME, FOR A TOTAL OF 4 ROUNDS, THROUGH THE LOADING MAGAZINE TUBE UNTIL THE CLICK OF THE SHELL STOP IS HEARD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## SPO#3 CHARGING THE CHAMBER OF THE SHOTGUN

DID THE OFFICER ...	YES	NO
POINT THE MUZZLE IN A SAFE DIRECTION, WITH THE SAFETY IN THE "OFF" POSITION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PULL THE SLIDE-ACTION HANDLE/CHARGING HANDLE TO THE REAR-MOST POSITION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WITH A SHARP MOTION, PUSH THE SLIDE-ACTION HANDLE TO THE FOREMOST POSITION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SPO#4  
UNLOADING PROCEDURES FOR THE SHOTGUN

DID THE OFFICER ...	YES	NO
POINT THE MUZZLE IN A SAFE DIRECTION WITH THE SAFETY IN THE "ON" POSITION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REMOVE THE ROUND FROM THE CHAMBER?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WITH THE RIGHT INDEX FINGER DEPRESS THE ACTION RELEASE LEVER (PUMP ACTION) AND WITH THE LEFT HAND PULL THE ACTION SLOWLY TO THE REAR APPROXIMATELY TWO INCHES OR UNTIL THE NOSE OF THE ROUND IS CLEAR OF THE CHAMBER?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PUSH UP THE CARRIER?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COVER THE EJECTION PORT WITH THE RIGHT HAND?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WITH THE FINGERS CURLED UNDER THE LOADING THROAT AND FORMING A POCKET AT THE EJECTION PORT, PULL THE ACTION TO THE REAR WITH A SHARP MOTION?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ROTATE THE WEAPON SO THE LOADING PORT IS FACING THE STUDENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEPRESS THE SHELL STOPS LOCATED INSIDE THE LOADING PORT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GUIDE THE SHELL FROM THE MAGAZINE TUBE, OUT OF THE LOADING THROAT AND INTO THE HAND?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REPEAT THE ABOVE STEPS UNTIL THE MAGAZINE IS EMPTY?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INSPECT THE INSIDE OF THE CHAMBER ON THE CARRIER AND IN THE MAGAZINE TUBE FOR SHELLS REMAINING IN THE SHOTGUN?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLOSE THE ACTION BY PUSHING THE ACTION HANDLE FORWARD (PUMP ACTION)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WITH THE MUZZLE POINTED IN A SAFE DIRECTION, PUSH THE SAFETY "OFF"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PULL THE TRIGGER IN ORDER TO RELEASE THE HAMMER SPRING?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I certify that I have received the above training and I feel that I am proficient in the operation of the Benelli shotgun.

  
SIGNATURE AND BADGE #

I certify that I have given the above listed officer the above training on the Benelli shotgun. They have demonstrated that they are proficient in its operation.

  
SIGNATURE OF RANGE OFFICER AND BADGE #





CUYAHOGA  
METROPOLITAN HOUSING  
AUTHORITY  
POLICE DEPARTMENT



This is to certify that

*James Griffiths*

Has Completed an Intensified Course of Training in

*Emergency Vehicle Operations*

*Consisting of 16-Hours of Instruction  
On this 19th Day of October in the Year 2004.*

ANTHONY H. JACKSON  
CHIEF OF POLICE

GEORGE A. PHILLIPS  
SAFETY DIRECTOR

*George A. Phillips*  
INSTRUCTOR



CMHA  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



## EMERGENCY VEHICLE OPERATIONS

### Student Test

NAME: JAMES M GRIFITHS #89 SCORE: 100%

DATE: 10-18-04

Directions: Choose the best answer to each question and circle the letter.

1. A "preventable crash" is defined as?
  - a. An accident a driver shouldn't have gotten into.
  - b. An accident caused by the forces of nature.
  - c. An accident in which a driver failed to do everything that could reasonably be done.
  - d. A and C above.
  - e. A, B, and C above.
  
2. "Defensive driving" is defined as?
  - a. Driving quickly through traffic
  - b. Driving to prevent crashes from occurring in spite of the actions of others or the presence of adverse driving conditions.
  - c. Driving to prevent crashes by traveling 5 mph under the posted speed limit.
  - d. A and B above.
  - e. A, B, and C above.

7. 4 factors to consider when initiating a pursuit are?
- a. Nature and seriousness of the offense; location of the offense; roadway and traffic conditions; amount of time before your lunch break.
  - b. Nature and seriousness of the offense; weather conditions; time of day and geographic location; availability of assistance.
  - c. Time left on your shift; type and condition of the police and suspect vehicle; rate of speed and evasive tactics of the vehicle's driver.
  - d. Location of the offense; gender of the driver; weather conditions; time of day.
  - e. None of the above.
8. Choose 2 of the 4 factors that must be considered when deciding to terminate a pursuit.
- a. The officer is a better driver than the suspect; weather/road conditions.
  - b. A supervisor terminates it; hazards are exposing the officer and the public to unwarranted risks.
  - c. The officer is closing ground on the suspect; time of day.
  - d. The officer really wants to apprehend the suspect; weather/road conditions.
  - e. None of the above.
9. The difference between the ORC requirements and Departmental Rules and Regulations regarding traveling through an intersection is?
- a. According to the ORC you are not required to slow down.
  - b. Neither the ORC or Departmental Rules and Regulations require the use of overhead lights and siren.
  - c. Departmental Rules and Regulations require you to come to a complete stop prior to entering an intersection against a red light.
  - d. According to the ORC any police vehicle can be involved in a pursuit.
  - e. None of the above.
10. The primary Officer involved in a pursuit must complete how many LERS Case Reports?
- a. 1
  - b. 2
  - c. 3
  - d. 4
  - e. None of the above.



# CMHA PD DRIVING EVALUATION



STUDENT: James Griffiths #89

DATE: October 19, 2004

INSTRUCTOR: Lt. Morenz #626

EVENT	CONES HIT	CONES DOWN	DIRECTION CHANGE	TOTAL PENALTY	REMARKS/ACTUAL TIME	SCORE
STAR (60 Seconds)	0	0	0	0	00:35	100
PARALLEL PARK (LEFT) (30 Seconds)	0	0	0	0	00:15	100
PARALLEL PARK (RIGHT) (30 Seconds)	0	0	0	0	00:13	100
INTERCHANGE OF LANES (60 Seconds)	0	0	0	0	NOT USED FOR THIS CLASS	
LONG INTCHNG ON A CURVE (60 Seconds)	0	0	0	0	00:32	100
SERPENTINE ON A CURVE (70 Seconds)	0	0	0	3	01:13	97
PURSUIT TURNS (45 Seconds)	0	0	0	0	Unable to Complete	-
	0	0	0	0	00:31	100
REVERSE CURVE (30 Seconds)	0	0	0	0	00:08	100

Additional Comments: \_\_\_\_\_

**In-Service/ Accreditation  
 Training Manual  
 Ref: Accreditation Chapter 33**



**TRAINING DOCUMENTATION  
 4th Amendment Issues**

Training Received	Date	Test Score
Search & Seizure - Part 12	4/13/04	100%
<i>JAMES M. GRIFFITHS #89 James M. Griffiths #89</i>	<i>5-8-07</i>	

I certify that I have received and understand the above training:

*James Griffiths #89*

James Griffiths #89 , Patrol Officer

FILE



**CMHA**  
CUYAHOGA METROPOLITAN  
HOUSING AUTHORITY  
POLICE DEPARTMENT



**To: Police Officer James Griffiths #89**

**From: Melvin I. Guinn, Sergeant 2<sup>nd</sup> Platoon**

**Date: November 25, 2001**

**Subject: Training (Professionalism / Courteous)**

As a reminder to Officers in the proper procedure to be used when giving instruction by a Superior officer, remaining professional at all times when dealing with employees and or citizens, In addition you are to be properly inform as to the fact that Superior officers don't need to give their location to subordinate officers.

It is important to assure that officer while in the capacity of their duties be courteous and professional in dealing with fellow employees, citizens and superiors. The above mention information is to be adhere to in order for professionalism and courteous to exist.

Sign both this memo / attached In Service Training form to affirm you have read and understand it's contents.

*Melvin I. Guinn #624*  
Sgt. Melvin I. Guinn #624

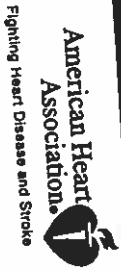
I have read this training memo issued to me and understand it's content.

Signature: *[Handwritten Signature]*

Date / Time: 11-29-01 1645 HRS

Issuing / Witnessing Supervisor: *[Handwritten Signature]* #624

CC: Officer  
Files  
Patrol Commander



# Heartsaver CPR

James M. Griffiths

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the AHA for the Heartsaver CPR Program. Adult CPR / Pediatric CPR / [REDACTED]

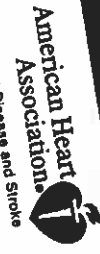
03/12/2003

03/2005

Issue Date

Recommended Renewal Date

ENTERED



Fighting Heart Disease and Stroke

# Heartsaver CPR

**Charles Griffin Jr.**

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the AHA for the Heartsaver CPR Program. Adult CPR / Pediatric CPR / [REDACTED]

**03/2005**

Recommended Renewal Date

**03/12/2003**

Issue Date

**ENTERED**







**CMHA**  
**CUYAHOGA METROPOLITAN HOUSING AUTHORITY**  
**POLICE DIVISION**

**TYPE:** Departmental Notice #97-001  
**TO:** ALL PERSONNEL  
**FROM:** Anthony H. Jackson, Chief of Police  
**DATE:** August 13, 1997  
**SUBJECT:** Jurisdiction and Arrest Powers

Recently, there have been several incidents that have occurred outside of the boundaries of Public Housing Complexes. Some of these incidents results in arrest. The Ohio Revised Code, Chapter 2935.03, is very clear as to the arrest and detention authority of Peace Officers.

A Peace Officer has the authority to arrest and or detain, until a warrant can be obtained, persons found violating within the limits of the political subdivision, Metropolitan Housing Authority Project, Regional Transit Authority Facilities, or those areas of a Municipal Corporation that have been agreed to by a Regional Transit Authority and a Municipal Corporation located within its territorial jurisdiction, College, University, or Ohio Veterans Home in which the Peace Officer is appointed, employed, or elected, a law of this state, an ordinance of a Municipal Corporation, or a resolution of a township.

A Peace Officer may, outside the limits of that territory, pursue, arrest, and detain the person until a warrant can be obtained if all of the following apply:

1. The pursuit takes place without unreasonable delay after the offense is committed.
2. The pursuit is initiated within the limits of political subdivision, Metropolitan Housing Authority Project, Regional Transit Authority Facilities or areas agreed to by the Municipal Corporation, College, University in which the Peace Officer is appointed, employed or elected.

3. The offense is a felony, a misdemeanor of the first degree or a substantially equivalent municipal ordinance, a misdemeanor or the second degree, or a substantially equivalent municipal ordinance, or any offense for which points are chargeable pursuant to Division (G) of Section 4507.021 of the Ohio Revised Code.


As a CMHA Police Officer, you have the same authority as any other police officer within the boundaries of your jurisdiction.

A Cleveland Police Officer has no jurisdiction in East Cleveland or Parma. You have no jurisdiction off CMHA Property unless in those cases stated above.

When a felony has been committed, or there is reasonable ground to believe that a felony has been committed, any person without a warrant may arrest another whom he has reasonable cause to believe is guilty of the offense, and detain him until a warrant can be obtained.

Henceforth, any CMHA Officer that chooses to enforce laws outside of the boundaries of the Metropolitan Housing Authority Properties, in violation of the Ohio Revised Code will be subject to departmental charges and will not have the backing of this department, and the liability will be on you.

Any situation, off property that is not a felony must be referred immediately to the Police Department having jurisdiction.

  
Anthony H. Jackson, Chief

AHJ:jh

cc: Deputy Chief's  
Commander  
Lt's  
Sgt's



CERTIFICATE OF PARTICIPATION

JAMES GRIFFITHS

is hereby commended for participation in

CULTURAL AWARENESS SEMINAR

THE CUYAHOGA METROPOLITAN HOUSING AUTHORITY

THE BRENTLEY RESPIRATORY INSTITUTE, INC.

Presented this 18th day of January 1994

T. Brent Foreman  
Director/Instructor



Cleveland Police Patrolmen's Association

FILE

This certifies that

PO James Griffiths #89

has satisfactorily completed

# STREET '99 SURVIVAL® '99

*The Tactical Edge® Seminar*

Conducted by Calibre Press, Inc.

Cleveland, Ohio March 8 & 9, 1999

16 hours of instruction

*Charles Remsberg*  
Charles Remsberg  
Seminar Author

*Dennis Anderson*  
Dennis Anderson  
Visual Director

*David M. Grossi*  
David M. Grossi  
Instructor

*Robert Willis*  
Robert Willis  
Instructor

RECEIVED IN THE OFFICE OF  
MAR 25 1999  
STANLEY C. MURREY  
COMMANDER

Police Patrolmen's Association

This certifies that

Po James Griffiths #89

has satisfactorily completed

# **STREET '99** **SURVIVAL<sup>®</sup> '99**

*The Win Seminar*

Conducted by Calibre Press, Inc.

Cleveland, Ohio March 10, 1999

8 hours of Instruction

*Charles E. Remsberg*  
Charles Remsberg  
Seminar Author

*Dennis Anderson*  
Dennis Anderson  
Visual Director

*David M. Grossi*  
David M. Grossi  
Instructor

*Robert Willis*  
Robert Willis  
Instructor

RECEIVED IN THE OFFICE OF  
MAR 25 1999  
STANLEY C. MURPHY  
COMMANDER



**HEALTHCARE  
PROVIDER**

American Heart  
Association  
*Fighting Heart Disease  
and Stroke*



**James Griffiths**

has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers Program.

**10/14/99**

Issue Date

**10/14/01**

Recommended Renewal Date

**HEALTHCARE  
PROVIDER**



**James Griffiths**

has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers Program.

**10/14/99**

**10/14/01**

Issue Date

Recommended Renewal Date



## Monadnock Expandable Baton Training Program Written Test

Student Name: JAMES M. GRILLIUS Badge #: 89 Date: 9/9/00

1. Which of the following is not a component of Body Mechanics?
 

a. Center	d. Position
b. Power Generation	e. Decentralization
<input checked="" type="radio"/> c. Strength	
  
2. A defensive tactic may be evaluated by balancing
 

<input checked="" type="radio"/> a. Control vs. Injury	<input checked="" type="radio"/> d. Action vs. Reaction
b. Age vs. Size	e. Attitude vs. Action
c. Threat vs. Control	
  
3. The primary striking surface when using the baton in the open mode is the:
 

a. Butt Cap	d. mid section of blade
b. Center of Blade	<input checked="" type="radio"/> e. last two inches of blade
c. Handle	
  
4. Which of the following is not a part of the Pyramid Concept?
 

a. Low Center	d. Deep Base
<input checked="" type="radio"/> b. Threat Level	e. Wide Base
c. Head Over Center	
  
5. When documenting a use of force incident, the report should include:
 

a. Time of day	d. Officer injuries
b. Number of persons	<input checked="" type="radio"/> e. All of the above
c. Type of call	
  
6. Officer-Subject Factors include all of the following except:
 

a. Age	d. Size
b. Sex	e. Skill Level
<input checked="" type="radio"/> c. Closeness of weapon	
  
7. The hand use to draw and fire the service firearm is referred to as the:
 

a. Weak Hand	d. Reaction Hand
<input checked="" type="radio"/> b. Weapon Hand	e. Combat Hand
c. Back Hand	
  
8. When carried in a pocket, scabbard or belt, the baton is positioned with
 

<input checked="" type="radio"/> a. Tip down	d. Blade open
b. Handle horizontal	e. Tip up
c. Handle concealed	

9. The Reaction Strike is primarily executed as a:

- a. Clearance strike
- b. Combat strike
- c. Closing strike
- d. Closed Strike
- e. b. or c.

10. When opening the baton, the technique to use is:

- a. To the subject
- b. To the side
- c. to the sky
- d. to the ground
- e. c. or d.

11. Special Circumstances include all of the following except

- a. Special knowledge
- b. Imminent Danger
- c. Size
- d. Disability
- e. Ground position

12. The two baton positions from which strikes are executed:

- a. Open and Closed
- b. Ready and Loaded
- c. Weapon and Reaction
- d. Interview and Ready
- e. Combat and Collapsed

13. Baton targets include:

- a. Elbows
- c. Abdomen
- e. a and b only
- b. Knees
- d. a, b and c.

14. Parts of the Manadnock Expandable Baton include all but:

- a. Butt cap
- b. Tip
- c. Blade
- d. Release Rod
- e. Pommel

15. The officer's use of force \_\_\_\_\_ in response to the subject's increased use of violence.

- a. decreases
- b. increases
- c. e. b. or c.
- b. escalates
- d. matches

16. The acronym for remembering Baton Retention is:

- a. G.U.N.
- b. S.T.U.N.
- c. G.U.T.
- d. G.R.A.B.
- e. H.O.L.D.

17. The threat level presented by the subject determines:

- a. Position
- b. Mode
- c. Stance
- d. Both a and b.
- e. Both b. and c.

18. Baton Strikes are executed at a \_\_\_\_\_ degree angle.

- a. 45
- b. 90
- c. 180
- d. 0
- e. b. or c.

19. The first defense in the use of the Baton is the

- a. Weapon Strike
- b. Reaction Strike
- c. Reaction Hand Defense
- d. Straight Strike
- e. Ready Position

20. The first Force Option is:

- a. Dialogue
- b. Baton
- c. Pain Compliance
- d. Escort
- e. Firearm

## Monadnock Expandable Baton Techniques Test

Student Name: JAMES M. GRIFFITHS Badge #: 89

TECHNIQUE	PASS	FAIL
Interview Stance	X	
Reaction Hand Defense	X	
Proper Draw	X	
Correct Opening	X	
Ready Position	X	
Loaded Position	X	
Closed Weapon Strike	X	
Closed Reaction Strike	X	
Closed Straight Strike	X	
Open Weapon Strike	X	
Open Reaction Strike	X	
Open Straight Strike	X	
Correct Closing	X	
Weapon Defense	X	
Baton Retention	X	

The above named student has  has not  successfully demonstrated proficiency using the techniques listed above with the Monadnock expandable baton.

Instructor Name: [Signature] Badge #: 642

Name: Sgt. Purdy Badge #: 654



# TRAINING DOCUMENTATION

RECEIVED IN THE OFFICE OF

AUG 11 1998

This is to certify that I have received and been trained on the below listed **STANLEY C. MURREY** COMMANDER

## CHAPTER 10 "USE OF FORCE"

NAME / BADGE #	SIGNATURE	DATE/TIME	SUPERVISOR
646 SGT. JAKUB	Sgt. C. Jakub #646	8-6-98 1945	
60 COOPER	P.O. J. Cooper #60	8-7-98 1900	
34 CRONIN	Pt. J. Cronin #34	8-7-98-1900	
02 FLIPPEN	P.O. J. Flippen	8-7-98 1900	
89 GRIFFITHS	P.O. Griffiths #89	8-7-98 1900	
102 HIGGINBOTHAM	P.O. Higginbotham	8/7/98 1900	
70 KOLB	P.O. Alan Kolb #70	8/7/98 1900	
73 MOLLOHAN	P.O. Mollohan #73	8-7-98 1900	
95 ORTIZ	P.O. Ortiz #95	8-7-98 1900	
108 SCIBELLI	P.O. Scibelli #108	08/07/98 1900	
94 SWIDERSKY	P.O. Swidersky #94	8/10/98 1900	

# OHIO LEADS

## OHIO

# LEADS

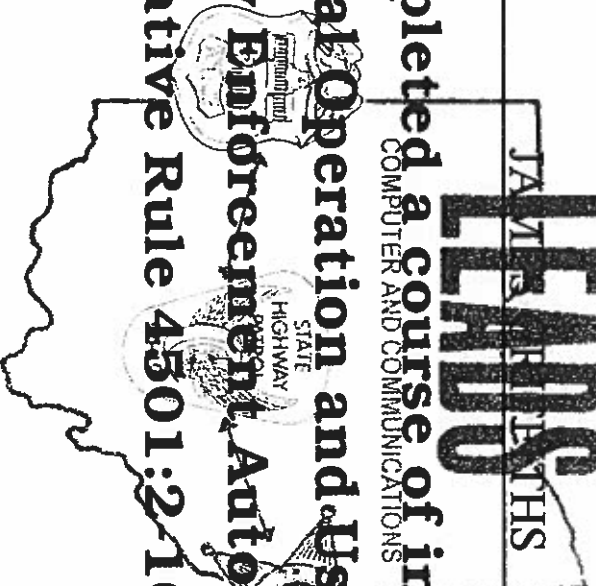
Certifies that \_\_\_\_\_

has completed a course of instruction in \_\_\_\_\_

Leads Terminal Operation and Usage as prescribed

by the Ohio Law Enforcement Automated Data System

Administrative Rule 4501:2-10-03 (G) (H) (I).



NOVEMBER \_\_\_\_\_ 1720 \_\_\_\_\_ 02

DATE

*[Signature]*

OHIO CONTROL TERMINAL OFFICER

# ENTERED



**National Safety Council®**

Founded in 1913, the National Safety Council is a non-governmental, not-for-profit, international public service organization devoted to protecting life and promoting health.

**Our mission:** to educate and influence society to adopt safety, health and environmental policies, practices and procedures that prevent and mitigate human suffering and economic losses arising from preventable causes.

- Remember to use your Safety Belt
- Keep children buckled, in the back seat

200M600 Printed in the USA 33493-0000



Control No.

**James Griffiths**

has completed the National Safety Council  
**4-hour Defensive Driving Course.**

Drivers License Number: **RP661461** Course Completion Date  
**September 25, 2001**

*Gerard F. Scannell*  
Gerard F. Scannell, President

**Cuyahoga Metropolitan Housing Authority**  
TRAINING AGENCY

**Rhonda Taylor-Heard** 0653760

Instructor Name Instructor Number

Security Control No. **858179**

Keep this card for your records. Void if reproduced.

**ENTERED**



C.M.H.A.  
CUYAHOGA METROPOLITAN HOUSING AUTHORITY  
DIVISION OF POLICE



**OC Aerosol Projector End User Test – Page 1 of 2**

Name JAMES GRIFFITHS Badge # 89 Date 11-13-08 Score 100%

- 1) What is the first step in decontaminating a suspect?  
A. See if he is wearing contact lenses.                       B. Reassure him that he is all right.  
C. Flush with large amounts of water and expose to fresh air.                      D. Have him change his clothes.
  
- 2) What is the minimum distance between you and the suspect when you are going to deploy OC?  
A. 6 Feet                      B. 1 foot                       C. 3 Feet                      D. 4 feet, 6 inches
  
- 3) What is the propellant for Bodyguard OC spray?  
 A. Nitrogen                      B. CO2                      C. Alcohol                      D. Water
  
- 4) If you are justified in using a baton, are you justified in using OC?  
 A. YES                      B. NO
  
- 5) What does a micron measure?  
A. 1/60<sup>th</sup> of an inch.                      B. 1/5000<sup>th</sup> of an inch.  
 C. 1/25000<sup>th</sup> of an inch.                      D. None of the above.
  
- 6) What is BODYGUARD OC spray?  
A. Irritant Agent                       B. Inflammatory Agent  
C. Nerve Agent                      D. All of the above
  
- 7) You should use first aid cream to stop the inflammation on the face.  
A. TRUE                       B. FALSE
  
- 8) What is the target area for BODYGUARD?  
HEAD





# Ohio Peace Officer Training Commission

JAMES M. GRIFFITHS

has participated in the advanced training course

CUYAHOGA METRO HOUSING AUTHORITY  
P.D. IN-SERVICE

at the Ohio Peace Officer Training Academy.

August 22 -24, 2000



Betty D. Montgomery  
Attorney General



Jeanne A. Miller, Chairman  
Ohio Peace Officer Training Commission



Vernon C. Chenevey, Executive Director  
Ohio Peace Officer Training Commission

ENTERED

Lakeland Community College  
Certificate of Training

This certifies that  
*James M. Griffiths*  
has successfully completed the following training:

\_\_\_\_\_ Lakeland Community College Basic Police Academy \_\_\_\_\_

on the \_\_\_\_\_ 3rd \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 19 \_\_\_\_\_ 92.

\_\_\_\_\_  
Dean of Community Education

*James T. McBride*  
Academy Commander



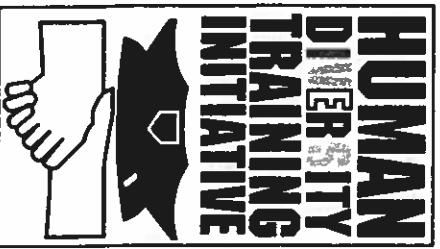
# Human Diversity Training Initiative

The Ohio Association of Chiefs of Police

certifies that James Griffiths

participated in 8 hours of human diversity

training this 24th day of November, 1992



Sponsored by: the U.S. Department of Justice, Bureau of Justice Assistance through the Ohio Governor's Office of Criminal Justice Services and the Ohio Association of Chiefs of Police

# City of Cleveland

## Police



## Academy

*To all who shall see these presents, greeting:*

*This is to certify that*

PTL. JAMES GRIFFITHS

HAS COMPLETED A COURSE OF INSTRUCTION IN

HUMAN RELATIONS TRAINING PROGRAM

February 23 - 25, 1993

DATE

*Edward R. Bost*  
COMMANDING OFFICER

*P.O. Tony J. Kittle*  
COURSE COORDINATOR



# C.M.H.A.P.D. PERFORMANCE RATING CHECKLIST

JAMES GRIFFITHS / 89

EMPLOYEE'S NAME / BADGE

APRIL 98 / APRIL 99 / SGT. C. JAKUB #646

RATING PERIOD / SUPERVISOR

A numerical value shall be placed in the space next to the item being evaluated as follows; 1-being the lowest, 10-being the highest, 6-being average with 5-just below and 7-just above.

### QUALITY OF WORK

Accuracy	<u>6</u>	Accepts Responsibility	<u>6</u>
Judgement	<u>6</u>	Cooperative	<u>6</u>
Knowledge of Duties	<u>7</u>	Attitude Toward Department	
Thoroughness	<u>6</u>	Goals & Objectives	<u>6</u>
Ability to Learn	<u>6</u>	Accepts/Acts on	
Interest in Work	<u>5</u>	Constructive Criticism	<u>6</u>
Ability to Make Reports	<u>6</u>	<b>PERSONAL RELATIONSHIPS</b>	
Proper Care of Equipment	<u>7</u>	Tactful	<u>7</u>
Compliance/Policy-Directives	<u>6</u>	Courteous	<u>7</u>
Court Cases/Preparation		Proper Appearance	<u>8</u>
& Presentation	<u>6</u>	Proper Uniform / Dress	<u>8</u>

### QUANTITY OF WORK

Production	<u>6</u>	<b>FOR RATING OF SUPERVISORS ONLY</b>	
Organization of Time	<u>6</u>	Obtains Desired Work Results	
Industriousness	<u>6</u>	From Subordinates	
Notice to Violator & Misd.		Explains Well the Work to be	
Citations Issued	<u>6</u>	Done	
Arrest Record	<u>6</u>	Systematically Checks the	
<b>DEPENDABILITY</b>		Work of Subordinates	
Reports for Work on Time	<u>8</u>	Knowledge & Conformity to	
Requires Little Supervision	<u>7</u>	Departmental Directives	
Follows Instructions	<u>7</u>	Readily Accepts & Assumes	
		Responsibility Including	
		Disciplinary Action	

### SUMMARY COMMENTS

PO GRIFFITHS IS A GOOD OFFICER WHO IS CONSCIENTIOUS OF HIS WORK.

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James M. [Signature] / 489  
OFFICER SIGNATURE

Sgt. C. Jakub / 646  
SUPERVISOR SIGNATURE

3-26-99  
DATE

\_\_\_\_\_  
LIEUTENANT/SUPERVISOR REVIEW AND SIGNATURE

\_\_\_\_\_  
DATE