



OHIO PEACE OFFICER TRAINING COMMISSION

THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

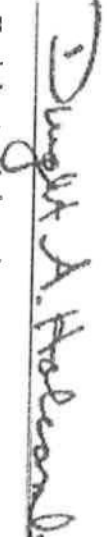
Nicole Cordero


has successfully met the prescribed program requirements for

Effective Communication
and Safe Interaction with

Persons in Crisis
Date: July 06, 2022


Dave Yosi
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION

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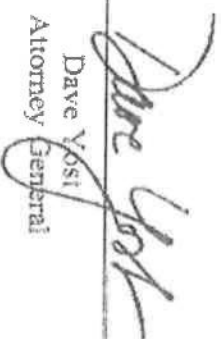
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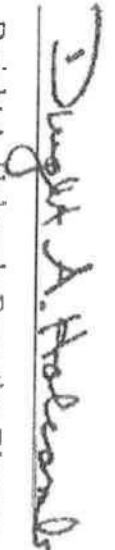
Nicole Cordero


has successfully met the prescribed program requirements for

Qualified Immunity

Date: July 05, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



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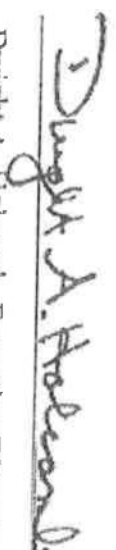
Nicole Cordero


has successfully met the prescribed program requirements for

Mental Health Response

Date: July 06, 2022


Dave Yosi
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



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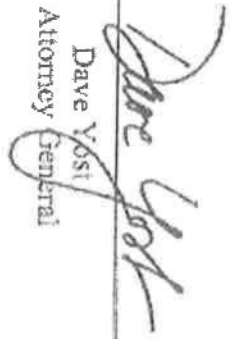
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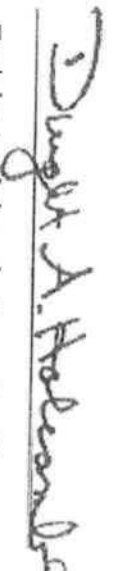
Nicole Cordero

has successfully met the prescribed program requirements for

Objective Reasonableness

Date: July 01, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION
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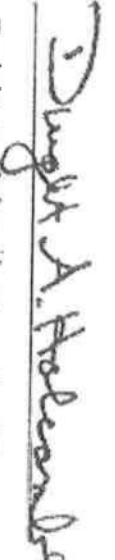
Nicole Cordero


has successfully met the prescribed program requirements for

Biological Evidence
Collection for Sexual

Date: July 01, 2022


Dave Yosi
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION
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THE OFFICE OF THE ATTORNEY GENERAL

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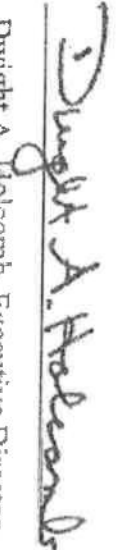
Nicole Cordero


has successfully met the prescribed program requirements for

Communication Disabilities

Date: July 01, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

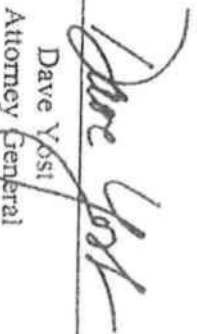


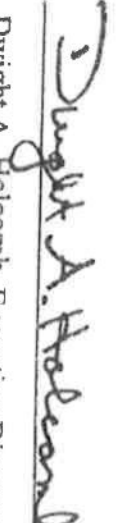
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that
Nicole Cordero

has successfully met the prescribed program requirements for
Community Diversity and
Procedural Justice

Date: April 08, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION

THE OFFICE OF THE ATTORNEY GENERAL

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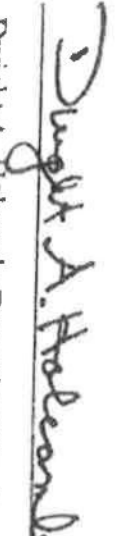
Nicole Cordero

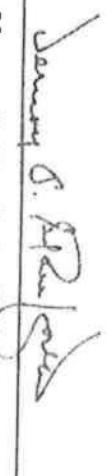
has successfully met the prescribed program requirements for

Responding to Sexual
Assault

Date: April 08, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION
&
THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that
Nicole Cordero

has successfully met the prescribed program requirements for
Crisis Intervention

Date: May 18, 2022

Dave Yosi
Dave Yosi
Attorney General

Dwight A. Holcomb
Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth
Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission




OHIO PEACE OFFICER TRAINING COMMISSION
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THE OFFICE OF THE ATTORNEY GENERAL

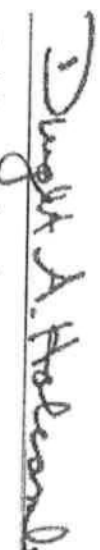
This is to certify that
Nicole Cordero

has successfully met the prescribed program requirements for
Use of Deadly Force and
Legal Guidelines

Date: May 17, 2022


Dave Vosi
Attorney General


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission


Dwight A. Halcomb, Executive Director
Ohio Peace Officer Training Commission




OHIO PEACE OFFICER TRAINING COMMISSION
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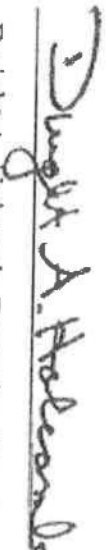
This is to certify that
Nicole Cordero

has successfully met the prescribed program requirements for
BCI Lethal Use of Force and
OIS Investigations

Date: May 17, 2022


Dave Yost
Attorney General


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

CLEARCREEK TOWNSHIP

In official action by the Board of Clearcreek Township Trustees at a public meeting conducted herein:

Oath of Office

I, **Nicole Cordero**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, the Resolutions adopted by the Clearcreek Township Board of Trustees, and that I will faithfully discharge the duties required as a **Police Sergeant** for Clearcreek Township Police Department, Warren County, Ohio to which I have been appointed, according to law and the best of my ability, during continuance of my lawful employment.

In testimony whereof, and witness signatures herunto set by hand.

Clearcreek Township Board of Trustees

Nicole Cordero
Signature of Appointee

Chief of Police

February 14, 2022

Date

[Signature]
[Signature]
[Signature]



Clearcreek Township Police Department



MEMORANDUM

TO: Matthew Clark, Township Administrator

FROM: Chief John D. Terrill

DATE: 2/14/2022

SUBJECT: Promotions

CC:

The Police Department requests the Board of Trustees authorize the following promotions and administer the Oath of Office. The effective date for the promotions is 2/14/2022

Lt. Wallace E. Stacy	Probationary pay	\$45.25 per hour
Sgt. Jason Bates	Probationary pay	\$40.98 per hour
Sgt. Kevin Barton	Probationary pay	\$40.98 per hour
Sgt. Charles Sweet	Probationary pay	\$40.98 per hour
Sgt. Nicole Cordero	Probationary pay	\$40.98 per hour

MEETING AGENDA
CLEARCREEK TOWNSHIP TRUSTEES
Government Center – 7593 Bunnell Hill Road
February 14, 2022 – 5:30 P.M.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. SPECIAL ACTIVITY

- A. Recommendation to authorize the promotion of the following employees to the listed rank and probationary pay, effective February 14, 2022, and administer the Oath of Office:
1. Lieutenant – Wallace E. Stacy - \$45.25/hr.
 2. Sergeant – Nicole Cordero - \$40.98/hr.
 3. Sergeant – Kevin Barton - \$40.98/hr.
 4. Sergeant – Jason Bates - \$40.98/hr.
 5. Sergeant – Charles Sweet - \$40.98/hr.

IV. PUBLIC COMMENT

V. ITEMS TO BE REMOVED FROM THE CONSENT AGENDA*

VI. EXECUTIVE SESSION

- A. Motion to enter Executive Session Pursuant to R.C. 121.22(G)(2) to consider the purchase of property for public purposes and R.C. 121.22(G)(8) negotiations with other political subdivisions respecting a request for economic development assistance

VII. FISCAL BUSINESS

- A. Fiscal Officer's Report

VIII. NEW BUSINESS

A. FIRE DISTRICT

1. Recommendation to purchase 15 traffic signaling preemption kits for installation in emergency vehicles from Path Master, Inc. for \$40,500, and the installation of them by Parr Safety Equipment for \$5,750, at a total sum not to exceed \$46,250

B. ROAD & PARK

1. **RESOLUTION 5350** – A Resolution authorizing the Township Administrator to execute a contract with the Warren County Engineer's Office for the Warren County 2022 Road Resurfacing Project, dispensing with the second reading, and declaring an emergency
2. **RESOLUTION 5351** – A Resolution declaring personal property as surplus and approving an internet auction, direct sale, donation, disposal, trade-in, or destruction of said personal property, dispensing with the second reading, and declaring an emergency
3. Purchase (w/ trade-in) of a new JD 950R ZTrak mower at a net cost of \$8,532.82

C. POLICE DEPARTMENT

1. Recommendation to select the bid of Sonitrol to purchase and install the access control system in the new Police Department building at an estimated cost of \$48,918



OHIO PEACE OFFICER TRAINING COMMISSION
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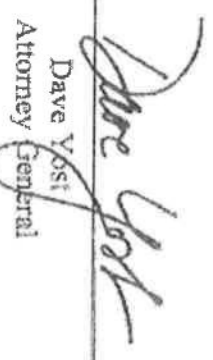
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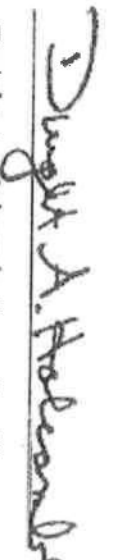
Nicole Cordero


has successfully met the prescribed program requirements for

Domestic Violence Legal
Updates

Date: March 09, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

CLEARCREEK TOWNSHIP


In official action by the Board of Clearcreek Township Trustees at a public meeting conducted herein:

Oath of Office

I, **Nicole A. Cordero** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, the Resolutions adopted by the Clearcreek Township Board of Trustees, and that I will faithfully discharge the duties required as a Police Officer and Police Constable for Clearcreek Township Police Department in Warren County, Ohio during continuance of my lawful employment.

In testimony whereof, and witness signatures herunto set by hand.

Clearcreek Township Board of Trustees





Signature of Appointee

Chief of Police
December 9, 2019

Date







CLEARCREEK TOWNSHIP

APPOINTMENT OF POLICE OFFICER Commission

TO ALL WHOM THESE PRESENCE SHALL COME, Greetings; Know You, that by virtue of authority vested in me by the Laws of the State of Ohio, and reposing special trust and confidence in **Nicole A. Cordero**, I do hereby appoint and commission you to be a Police Officer / Police Constable for Clearcreek Township, hereby authorizing and empowering you to execute and discharge all and singular the duties appertaining to said office.

WITNESS my signatures this 9th day of December 2019.

Clearcreek Township Board of Trustees

Nicole Cordero
Signature of Appointee
Ronald E. Cordero Jr.
Township Clerk / Treasurer
[Signature]
Chief of Police



[Signature]
[Signature]
[Signature]



Clearcreek Township Police Department



MEMORANDUM

TO: Matthew Clark, Township Administrator

FROM: Chief John D. Terrill

DATE: 12/9/2019

SUBJECT: Off. Nicole Cordero

CC:

The Police Department wishes to reclassify Off. Nicole Cordero from Part time police officer to Fulltime Police Officer status.

We request to have this action take place effective 1-1-2020.

Her pay would adjust to \$36.10 per hour

MEETING AGENDA
CLEARCREEK TOWNSHIP TRUSTEES
Government Center – 7593 Bunnell Hill Road
December 9, 2019 – **5:30 P.M.**

I. PLEDGE OF ALLEGIANCE

II. ITEMS TO BE REMOVED FROM THE CONSENT AGENDA – All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion and vote. Any Trustee may remove any item/s from the Consent Agenda by request. No second is required for the removal of any item/s. Items removed for separate discussion will be considered during the appropriate departmental section under New Business

III. SPECIAL ACTIVITY

A. Recommendation to reclassify Nicole Cordero from part-time police officer to full-time police officer, effective January 1, 2020, at a rate of pay of \$36.10/hr, pursuant to her years of service

1. Oath of Office – Nicole Cordero, full-time Police Officer

IV. EXECUTIVE SESSION – Pursuant to O.R.C. 121.22(G)(1) to consider the compensation of public employees and officials

V. FISCAL BUSINESS

A. Fiscal Officer's Report

VI. PUBLIC COMMENT

VII. NEW BUSINESS

A. ADMINISTRATION

1. RESOLUTION #5198 – A Resolution Establishing 2020 Pay Rates for All Non-bargaining Employees and Elected Officials, as established by statute, effective January 1, 2020, and waiving the second reading

2. RESOLUTION #5199 – A First Reading of the Resolution approving/modifying/denying the revisions to the Clearcreek Township Employee Handbook

B. FIRE DISTRICT

1. Recommendation to enter into a maintenance agreement with Stryker to service our power load systems, power cots, and stair chairs for three years at an annual cost of \$14,426.10

C. POLICE DEPARTMENT

1. Recommendation to pay our fair share of the purchase of a tactical robot to be utilized by the County's Tactical Response Unit (TRU Team) at a cost not to exceed \$5,933.01

D. ROAD/PARK DEPARTMENT – Consent Agenda

E. PLANNING & ZONING DEPARTMENT – Consent Agenda

CLEARCREEK TOWNSHIP GOVERNMENT CENTER

7593 Bunnell Hill Road, Springboro, Ohio 45066
(937) 748-1267 FAX (937) 748-3252

 COPY
file

Board of Trustees

Ed Wade
Jason Gabbard
Steve Muterspaw



Fiscal Officer
Russell Carolus

MEMO

To: Nicole Cordero
From: Mindy Tischler, HR Coordinator
CC: Fiscal Office, Sgt. Wallace Stacy
Re: *Transfer from Part-time status to Full-time*
Date: 12/17/2019

Your transfer from part-time status (last day 12/31/2019) to full-time status (first day 1/1/2019) was approved at the Trustee meeting on 12/9/2019.

You are now benefits eligible. Please complete the following:

- Review Benefits Packet, including rates, summary of benefits, compliance notices.
 - Elect or waive coverage on ADP

You will receive your sick time balance of 201 hours from your previous full-time status and will start accumulating 4.6 hours of paid sick leave per pay period. With the revisions in the proposed new handbook and pending MOU for the bargaining units, as of 1/1/2020 you will be granted your applicable leave time of 127.5 hours and 2 personal days.

If you wish to update your tax withholdings or make any other payroll changes, please log into ADP to complete this.


As always, if you have any questions, please let me know.

Mindy Tischler

ADP

Future Dated Change Alerts

Cordero, Nicole	Job Title POLICEPT - POLICE OFFICER PT	Position ID T8A007320	Status Active
------------------------	---	--------------------------	------------------

 Future-dated records exist for the field(s) you just updated.

Your change(s) may have been applied to future field values. Changes (if any) are shown in **bold text**.

INFORMATION YOU ENTERED - EFFECTIVE 12/28/2019

FUTURE RECORD

FIELD NAME	PREVIOUS VALUE	NEW VALUE	EFFECTIVE DATE	PREVIOUS VALUE	NEW VALUE
Pay Class	PT POLICE HOURLY	POLICE HOURLY	01/01/2020	PT POLICE HOURLY	POLICE HOURLY

Print CLOSE

Compliance Notification Checklist

	Received Form
Women's Health and Cancer Rights Act Notice	<input type="checkbox"/>
Special Enrollment Rights Notice	<input type="checkbox"/>
Michelle's Law Notice	<input type="checkbox"/>
General Notice of COBRA Rights	<input type="checkbox"/>
CHIPRA Notice	<input type="checkbox"/>
Medicare Part D Creditable Notice	<input type="checkbox"/>
Summaries of Benefits and Coverage (SBCs)	<input type="checkbox"/>
Exchange Notice	<input type="checkbox"/>

I acknowledge receipt of these notices, regardless of my enrollment in the benefit plan.

You understand that the above amounts are deducted from your pay pre-taxed. This means that you are unable to change the election made during open enrollment until next open enrollment without a qualifying event as outlined by Section 125 legislation. If you would like to opt out of your pre-tax elections, please submit a written request to Mindy Tischler.

Nicole Cordero
Employee Signature

12/16/19
Date

Nicole Cordero
Employee Name (Printed)

*****Please return this form to Mindy Tischler, even if not enrolling in any benefits.**

Clearcreek Township Police Department

Performance Evaluation Report

DEC 06 2021

MT

Employee Name Nicole A. Cordero Position Corporal

Review Period 6-27-20 to 6-28-21

Annual () Probationary () Promotion () Other _____

RATING DEFINITIONS

EXCEEDS EXPECTATIONS
RATING VALUE – 2

Above acceptable standards, employee's performance generally exceeds job requirements.

MEETS EXPECTATIONS
RATING VALUE – 1

Employee's job performance is consistent and reliable.

DOES NOT MEET EXPECTATIONS
RATING VALUE - 0

Improvement is needed to meet expectations; job performance is inconsistent; fails to meet Department standards or requirements.

Each rating category offers the rater an opportunity to cite examples from the employee's work history to better substantiate the rating given.

A

JOB KNOWLEDGE

RATING 1.5

Evaluate the employee's use of their training, abilities, and/or related experience in the performance of job duties; consider the development and utilization of new, specialized or technical skills as well as existing skills; consider the use of proper investigative techniques and procedures; the appropriate application of laws and Township resolutions as well as Department policies and procedures to accomplish their job assignments; ability to apply Job Knowledge and Job Performance.

Examples of 'Exceeds Expectations': Uses skills with high degree of proficiency; consistently strives to obtain the relevant knowledge to perfect and improve job performance; learns tasks quickly and thoroughly; knows the jobs of others and could take over for other if needed.

Examples of 'Does Not Meet Expectation's': Possesses inadequate or minimal knowledge of job duties, responsibilities, and procedures; unable / unwilling to assimilate job knowledge into activity; must be given repeated instructions on same procedure; unable / unwilling to appropriately apply laws and Township resolutions as well as Department policies and procedures to accomplish their job assignment.

EXPLANATION Corporal Cordero continues to handle calls for service competently and confidently, requiring little supervisory guidance. She took on the role of Corporal during this rating period and is progressing well.

B

JUDGMENT

RATING 2

Consider decision-making skills, problem resolution skills, and discretion; consider whether judgment is consistent with appropriate application of laws as well as Department policies and procedures to accomplish Department goals, objectives, and mission; ability to make sound work decisions independently; awareness of and ability to resolve problems through the utilization of available resources.

Examples of 'Exceeds Expectations': Handles difficult situations successfully without supervisory assistance except in rare or isolated instances; self-reliant; sound use of discretion.

Examples of 'Does Not Meet Expectations': Often requires supervisory assistance to handle situations successfully; often demonstrates poor judgment in the resolution of problems; inappropriate application of law, procedures, use of discretion.

EXPLANATION Corporal Cordero continues to make appropriate decisions and, as previously written, relies upon supervisory guidance rarely. Corporal Cordero continues to utilize discretion appropriately.

C

ACCURACY OF WORK

RATING 2

Evaluate the work product and work results of the employee; consider thoroughness, effectiveness (logical sequence of reported information), timeliness and quality of work results; accurate entry of data into computer; the completeness and accuracy of reports and narratives; completion of supplements when necessary, spelling and neatness.

Examples of 'Exceeds Expectations': Work always meets and frequently exceeds quality requirements; mistakes rarely occur; work product does not require in-depth review by a supervisor.

Examples of 'Does Not Meet Expectations': Work results are often inaccurate or carelessly completed; work product often needs to be redone; requires a supervisor to review the employee's work product in-depth due to constant or careless mistakes; fails to prepare and or use required forms.

EXPLANATION Corporal Cordero continues to complete quality reports that do not require extensive review. Few typographical errors were noted during this rating period. Corporal Cordero continues to submit neat and well organized reports and it remains easy for one to pick up where she left off.

D

INITIATIVE

RATING 1.5

Consider the employee's promotion of new ideas and techniques; response to challenges; ability to work with minimum supervision, and self-initiated activity.

Examples of 'Exceeds Expectations': Employee is assertive and regularly suggests new ideas, concepts and methods for the resolution of problems; employee is willing to stand accountable for their work product; willing to take the extra steps to ensure quality job completion; self-confident, enthusiastic performance of a task; volunteers for tasks, proactive toward Department mission.

Examples of 'Does Not Meet Expectations': Employee does only what is required and no more; not willing to put in the extra effort to achieve high levels of accomplishment; rarely makes suggestions; unwilling to take positive risk; avoids self-initiated activity.

EXPLANATION Corporal Cordero continues to complete VHC, BC, and EP calls appropriately. I noted exceptional effort in this year's preparation for Safety Town and National Night Out. It is greatly appreciated.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

Consider the employee's ability to interact with the public in a manner that promotes a positive relationship with the community.

Examples of 'Exceeds Expectations': Employee is a positive Department representative by demonstrating courtesy and respect in citizen contacts; valid complaints are not received from citizens; projects a confident and efficient image, interacts well with persons outside the Department.

Example of 'Does Not Meet Expectations': Complaint from citizens about the employee is received on a regular basis and validity is consistently determined; employee is rude, disrespectful and indifferent in public contacts; displays prejudice toward persons.

EXPLANATION Corporal Cordero has received no complaints from the public during this rating period and continues to interact with the public in an excellent manner.

F TEAMWORK **RATING** 2

Consider whether the employee works effectively with co-workers to reach a common goal. Does the employee strive to meet the Department mission; does the employee encourage others to work together to meet the Department mission?

Examples of 'Exceeds Expectations': Works very well as a team member; encourages maximum effort from co-employees; promotes overall mission of Department.

Examples of 'Does Not Meet Expectations': Employee has difficulty with co-workers; does not work well with others; fails to promote the overall Department mission.

EXPLANATION Corporal Cordero continues to assist others and does so frequently. Corporal Cordero remains available to respond to, and handle calls for service but she has demonstrated that she knows when to assume an observational role so that the officers on her shift gain experience handling calls.

G COMMITMENT TO DEPARTMENT **RATING** 2
GOALS AND OBJECTIVES

Consider whether the employee believes in and works toward the accomplishment of Department goals and objectives; consider the employee's participation in and support of special programs and events sponsored or conducted by the Department.

Examples of 'Exceeds Expectations': Demonstrates that Department goals and objectives are a high priority when performing duties; supports other employees who do the same; committed to Department mission, goals, objectives and core values.

Examples of 'Does Not Meet Expectations': Inadequate knowledge and / or commitment to Department mission, goals, objectives, core values; does not make a significant effort to commit to them.

EXPLANATION Corporal Cordero utilizes her time on patrol effectively and ensures that the homes and businesses in her patrol district are reasonably protected. Her commitment to the goals and objectives of this department is best demonstrated by her exceptional efforts preparing and administering Safety Town and National Night Out.

H COOPERATION WITH OTHERS **RATING** 2

Consider employee's interaction with co-workers, supervisors and other Township staff members; consider employee's effectiveness in establishing, promoting, and maintaining cooperative working relationship.

Examples of 'Exceeds Expectations': Goes out of way to maintain excellent working relationships; consistently courteous and cooperative even under difficult circumstances.

Examples of 'Does Not Meet Expectations': Often uncooperative; argues with co-employees over work related matters; loses temper easily; does not help co-workers when it is needed; exhibits self-serving tendencies.

EXPLANATION Corporal Cordero continues to maintain excellent working relationships with members of the department and continues to remain courteous.

I

ORGANIZATION OF WORK

RATING 2

Consider neatness of employee's work area and assigned vehicle, and the order or manner in which the employee completes work tasks; consider the efficiency of work methods and practices; consider employee's ability to adequately plan and organize routine work assignments and activities, coordination of assignments with co-workers, and maintenance of accurate records.

Examples of 'Exceeds Expectations': Wastes little time moving back and forth between different tasks; work area, vehicle is organized in an efficient manner; others can easily continue a task begun by the employee; mentally organizes and evaluates facts before taking action.

Examples of 'Does Not Meet Expectations': Work area or vehicle is disorganized enough to reduce productivity; others cannot find materials when employee is absent; performs part of the job in an incorrect, counter-productive sequence or haphazard manner.

EXPLANATION Corporal Cordero effectively organizes her work and shows excellent care of her assigned workspace. Corporal Cordero maintains cleanliness and order of her patrol vehicle. Corporal Cordero organizes in a way that helps her effectively complete complex tasks and regularly assists others in doing the same.

J

QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 2

Consider the amount of work completed by the employee compared to expectations; consider the employee's effectiveness in successfully handling workload variations and demands; consider the quality of work performed by the employee.

Examples of 'Exceeds Expectations': Consistently completes more tasks or projects in a given time period compared to expectations for that position, or compared to co-workers in similar positions; frequently completes more tasks in an average day than is required; consistently produces a high quality work product.

Examples of 'Does Not Meet Expectations': Performs the minimum amount of work acceptable; takes more time to complete task than is reasonable; wastes time; quality of work suffers.

EXPLANATION Corporal Cordero completes a great deal of work in her day to day duties both on patrol and administratively. She completes tasks quickly and competently. Her work product continues to regularly exceed expectations.

K **WORKING RELIABLY WITHOUT CLOSE SUPERVISION** **RATING** 2

Consider the degree of supervision required to effectively manage this employee's work performance; consider the employee's willingness to begin new tasks; consider employee's adherence to Department policies, procedures, orders, rules and regulations; ability to meet deadlines; reliability and trustworthiness in completing assignments; level of supervision necessary to insure employee's completion of assignments.

Examples of 'Exceeds Expectations': A self-starter; completes one task and begins another when a supervisor is not present; assists others when needed without being told to do so; gets the job done and on time without constant supervision, no abuse of meal periods, breaks or quitting time; Department policies, procedures, orders, rules and regulations are followed as prescribed; completes all tasks quickly and thoroughly in detail; tasks are always on time or before the deadline date; self-reliant.

Examples of 'Does Not Meet Expectations': Tries to appear busy when not really working; begins working only when supervisor is present; abuse of meal time, breaks or quitting time; does not adhere to Department policies, procedures, orders, rules or regulations; does not complete tasks on time; requires constant supervision to meet deadlines.

EXPLANATION Corporal Cordero has been in compliance with policy and procedure during this rating period and has shown that she can effectively work without close supervision. She routinely completes more tasks in the average workday than expected.

L **TRAFFIC ENFORCEMENT ACTIVITIES** **RATING** 1

Consider employee's contribution to the overall Department goals and objectives for traffic enforcement.

Examples of 'Exceeds Expectations': Aggressive and attentive devotion to traffic enforcement duties; utilizes good judgement in traffic enforcement activities that include appropriate use of verbal and written warnings and issuance of citations; enforcement activities coincide with goals and objectives of the organization.

Examples of 'Does Not Meet Expectations': Traffic enforcement activities are not consistent with the goals and objectives of the organization, or are insufficient to meet

the mission of the Department; inappropriate judgement for use of written or verbal warnings and traffic citations.

EXPLANATION Corporal Cordero appropriately enforces hazardous moving violations and utilizes appropriate judgment when doing so.

M ATTENDANCE **RATING** 1.5

Consider the extent to which the employee uses time off relative to Department averages, and the extent to which the employee uses time off in a prudent manner taking into account the Department mission, goals, objectives, and core values.

Number of sick days taken this rating period: 3.1

Department average sick days this period: TBD

Vacation, Holiday, Personal and Comp Time taken this rating period: TBD

Examples of 'Exceeding Expectations': Rarely uses sick time; vacation, compensatory, and personal time is only taken when it does not conflict with the Department mission, goals, objectives, and core values. Meets commitments.

Examples of 'Does Not Meet Expectations': Sick time usage is above the Department average; vacation, compensatory, and personal time is taken with no regard or thought to the Department mission, goals, objectives, and core values. Disregards commitments.

EXPLANATION Corporal Cordero utilized 27 hours of sick time during this rating period.

N PUNCTUALITY **RATING** 1.75

Consider if the employee is properly prepared to begin work at the specified time.

Examples of 'Exceeds Expectations': Employee is rarely, if ever, late; when possible, provides adequate notice for tardiness; no unnecessary delays in starting work at specified time.

Examples of 'Does Not Meet Expectations': Employee is late more than occasionally; tardiness affects operation of a smooth shift change.

EXPLANATION Corporal Cordero was tardy only once during this rating period and is routinely prepared for shift early and ready to take calls.

O

PROPERTY MANAGEMENT

RATING 2

Evaluate the employee's care and use of Department equipment (including the operation of vehicles) and articles as well as their personally issued equipment.

Examples of 'Exceeds Expectations': Seeks preventative maintenance of equipment/property; takes exceptional care of all assigned or used equipment/property.

Examples of 'Does Not Meet Expectations': Fails to properly maintain or care for assigned equipment/property; misuses or abuses Department equipment/property.

EXPLANATION Corporal Cordero maintains her issued equipment and vehicle in an excellent manner. She was assigned to a new patrol car during this rating period and has shown meticulous care of it.

ADDITIONAL COMMENTS OR EXPLANATION

Corporal Cordero has been given the opportunity to attend a great deal of leadership/supervisory training during this rating period and it is paying off exceptionally well, as she has shown a willingness to utilize many of the techniques learned in these courses.

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	<u>1.5</u>
B	Judgment	<u>2</u>
C	Accuracy of Work	<u>2</u>
D	Initiative	<u>1.5</u>
E	Relationship with the Public	<u>2</u>
F	Teamwork	<u>2</u>
G	Commitment to Department Goals & Objectives	<u>2</u>
H	Cooperation with Others	<u>2</u>
I	Organization of Work	<u>2</u>
J	Quantity and Quality of Overall Job Requirements	<u>2</u>
K	Working Reliability Without Close Supervision	<u>2</u>
L	*Traffic Enforcement Activities	<u>1</u>
M	Attendance	<u>1.5</u>
N	Punctuality	<u>1.75</u>
O	Property Management	<u>2</u>
TOTAL		<u>27.25</u>

27.25 divided by 15/*14(total categories) = 1.8
Total Performance Evaluation Score

Employee Signature Nicolas Condeiro **Date** 7/16/21

Supervisor Signature [Signature] **Date** 7/16/21

Chief of Police [Signature] **Date** 7.16.21

RATING SCALE FOR EMPLOYEES

- 0.0 – 0.99 DOES NOT MEET EXPECTATIONS
- 1.0 – 1.59 MEETS EXPECTATIONS
- 1.6 – 2.0 EXCEEDS EXPECTATIONS

*Traffic Enforcement Activities is not evaluated for non-commissioned employees, thus reducing to 14 total categories.

Clearcreek Township Police Department

Performance Evaluation Report

DEC 06 2021

MT

Employee Name Nicole A. Cordero Position Police Officer

Review Period 6-27-19 to 6-28-20

Annual () Probationary () Promotion () Other _____

RATING DEFINITIONS

**EXCEEDS EXPECTATIONS
RATING VALUE - 2**

Above acceptable standards, employee's performance generally exceeds job requirements.

**MEETS EXPECTATIONS
RATING VALUE - 1**

Employee's job performance is consistent and reliable.

**DOES NOT MEET EXPECTATIONS
RATING VALUE - 0**

Improvement is needed to meet expectations; job performance is inconsistent; fails to meet Department standards or requirements.

Each rating category offers the rater an opportunity to cite examples from the employee's work history to better substantiate the rating given.

A

JOB KNOWLEDGE

RATING 1.25

Evaluate the employee's use of their training, abilities, and/or related experience in the performance of job duties; consider the development and utilization of new, specialized or technical skills as well as existing skills; consider the use of proper investigative techniques and procedures; the appropriate application of laws and Township resolutions as well as Department policies and procedures to accomplish their job assignments; ability to apply Job Knowledge and Job Performance.

Examples of 'Exceeds Expectations': Uses skills with high degree of proficiency; consistently strives to obtain the relevant knowledge to perfect and improve job performance; learns tasks quickly and thoroughly; knows the jobs of others and could take over for other if needed.

Examples of 'Does Not Meet Expectation's: Possesses inadequate or minimal knowledge of job duties, responsibilities, and procedures; unable / unwilling to assimilate job knowledge into activity; must be given repeated instructions on same procedure; unable / unwilling to appropriately apply laws and Township resolutions as well as Department policies and procedures to accomplish their job assignment.

EXPLANATION Officer Cordero continues to handle calls for service competently and guides less tenured officers.

B

JUDGMENT

RATING 2

Consider decision-making skills, problem resolution skills, and discretion; consider whether judgment is consistent with appropriate application of laws as well as Department policies and procedures to accomplish Department goals, objectives, and mission; ability to make sound work decisions independently; awareness of and ability to resolve problems through the utilization of available resources.

Examples of 'Exceeds Expectations': Handles difficult situations successfully without supervisory assistance except in rare or isolated instances; self-reliant; sound use of discretion.

Examples of 'Does Not Meet Expectations': Often requires supervisory assistance to handle situations successfully; often demonstrates poor judgment in the resolution of problems; inappropriate application of law, procedures, use of discretion.

EXPLANATION Officer Cordero continues to make appropriate decisions and relies upon supervisory guidance rarely. Officer Cordero utilizes discretion appropriately.

C

ACCURACY OF WORK

RATING 2

Evaluate the work product and work results of the employee; consider thoroughness, effectiveness (logical sequence of reported information), timeliness and quality of work results; accurate entry of data into computer; the completeness and accuracy of reports and narratives; completion of supplements when necessary, spelling and neatness.

Examples of 'Exceeds Expectations': Work always meets and frequently exceeds quality requirements; mistakes rarely occur; work product does not require in-depth review by a supervisor.

Examples of 'Does Not Meet Expectations': Work results are often inaccurate or carelessly completed; work product often needs to be redone; requires a supervisor to review the employee's work product in-depth due to constant or careless mistakes; fails to prepare and or use required forms.

EXPLANATION Officer Cordero continues to complete quality reports that do not frequently require extensive review; fewer typographical errors were noted during this rating period. Officer Cordero continues to submit neat and well organized reports. It is easy for one to pick up where she left off.

D

INITIATIVE

RATING 1

Consider the employee's promotion of new ideas and techniques; response to challenges; ability to work with minimum supervision, and self-initiated activity.

Examples of 'Exceeds Expectations': Employee is assertive and regularly suggests new ideas, concepts and methods for the resolution of problems; employee is willing to stand accountable for their work product; willing to take the extra steps to ensure quality job completion; self-confident, enthusiastic performance of a task; volunteers for tasks, proactive toward Department mission.

Examples of 'Does Not Meet Expectations': Employee does only what is required and no more; not willing to put in the extra effort to achieve high levels of accomplishment; rarely makes suggestions; unwilling to take positive risk; avoids self-initiated activity.

EXPLANATION Officer Cordero continues to complete VHC, BC, and EP calls appropriately.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

Consider the employee's ability to interact with the public in a manner that promotes a positive relationship with the community.

Examples of 'Exceeds Expectations': Employee is a positive Department representative by demonstrating courtesy and respect in citizen contacts; valid complaints are not received from citizens; projects a confident and efficient image, interacts well with persons outside the Department.

Example of 'Does Not Meet Expectations': Complaint from citizens about the employee is received on a regular basis and validity is consistently determined; employee is rude, disrespectful and indifferent in public contacts; displays prejudice toward persons.

EXPLANATION Officer Cordero has received no complaints from the public during this rating period and continues to interact with the public in an excellent manner. She was recognized once during this rating period by a community member for her work efforts.

F TEAMWORK **RATING** 2

Consider whether the employee works effectively with co-workers to reach a common goal. Does the employee strive to meet the Department mission; does the employee encourage others to work together to meet the Department mission?

Examples of 'Exceeds Expectations': Works very well as a team member; encourages maximum effort from co-employees; promotes overall mission of Department.

Examples of 'Does Not Meet Expectations': Employee has difficulty with co-workers; does not work well with others; fails to promote the overall Department mission.

EXPLANATION Officer Cordero continues to assist others and does so frequently. Officer Cordero can be relied upon to answer and handle the calls in her assigned patrol area.

G COMMITMENT TO DEPARTMENT **RATING** 1
GOALS AND OBJECTIVES

Consider whether the employee believes in and works toward the accomplishment of Department goals and objectives; consider the employee's participation in and support of special programs and events sponsored or conducted by the Department.

Examples of 'Exceeds Expectations': Demonstrates that Department goals and objectives are a high priority when performing duties; supports other employees who do the same; committed to Department mission, goals, objectives and core values.

Examples of 'Does Not Meet Expectations': Inadequate knowledge and / or commitment to Department mission, goals, objectives, core values; does not make a significant effort to commit to them.

EXPLANATION Officer Cordero utilizes her time on patrol effectively and ensures that the homes and businesses in her assigned district are reasonably protected.

H COOPERATION WITH OTHERS **RATING** 2

Consider employee's interaction with co-workers, supervisors and other Township staff members; consider employee's effectiveness in establishing, promoting, and maintaining cooperative working relationship.

Examples of 'Exceeds Expectations': Goes out of way to maintain excellent working relationships; consistently courteous and cooperative even under difficult circumstances.

Examples of 'Does Not Meet Expectations': Often uncooperative; argues with co-employees over work related matters; loses temper easily; does not help co-workers when it is needed; exhibits self-serving tendencies.

EXPLANATION Officer Cordero continues to maintain excellent working relationships with members of the department and continues to remain courteous.

I

ORGANIZATION OF WORK

RATING 2

Consider neatness of employee's work area and assigned vehicle, and the order or manner in which the employee completes work tasks; consider the efficiency of work methods and practices; consider employee's ability to adequately plan and organize routine work assignments and activities, coordination of assignments with co-workers, and maintenance of accurate records.

Examples of 'Exceeds Expectations': Wastes little time moving back and forth between different tasks; work area, vehicle is organized in an efficient manner; others can easily continue a task begun by the employee; mentally organizes and evaluates facts before taking action.

Examples of 'Does Not Meet Expectations': Work area or vehicle is disorganized enough to reduce productivity; others cannot find materials when employee is absent; performs part of the job in an incorrect, counter-productive sequence or haphazard manner.

EXPLANATION Officer Cordero effectively organizes her work and shows excellent care of her assigned work space. Officer Cordero maintains cleanliness of her patrol vehicle. Officer Cordero organizes in a way that helps her effectively complete complex tasks and assists others in doing the same.

J QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 1.75

Consider the amount of work completed by the employee compared to expectations; consider the employee's effectiveness in successfully handling workload variations and demands; consider the quality of work performed by the employee.

Examples of 'Exceeds Expectations': Consistently completes more tasks or projects in a given time period compared to expectations for that position, or compared to co-workers in similar positions; frequently completes more tasks in an average day than is required; consistently produces a high quality work product.

Examples of 'Does Not Meet Expectations': Performs the minimum amount of work acceptable; takes more time to complete task than is reasonable; wastes time; quality of work suffers.

EXPLANATION Officer Cordero completes an appropriate amount of work in her assignment and completes tasks assigned quickly and competently. Her work product often exceeds expectations.

K **WORKING RELIABLY WITHOUT** **RATING** 2
CLOSE SUPERVISION

Consider the degree of supervision required to effectively manage this employee's work performance; consider the employee's willingness to begin new tasks; consider employee's adherence to Department policies, procedures, orders, rules and regulations; ability to meet deadlines; reliability and trustworthiness in completing assignments; level of supervision necessary to insure employee's completion of assignments.

Examples of 'Exceeds Expectations': A self-starter; completes one task and begins another when a supervisor is not present; assists others when needed without being told to do so; gets the job done and on time without constant supervision, no abuse of meal periods, breaks or quitting time; Department policies, procedures, orders, rules and regulations are followed as prescribed; completes all tasks quickly and thoroughly in detail; tasks are always on time or before the deadline date; self-reliant.

Examples of 'Does Not Meet Expectations': Tries to appear busy when not really working; begins working only when supervisor is present; abuse of meal time, breaks or quitting time; does not adhere to Department policies, procedures, orders, rules or regulations; does not complete tasks on time; requires constant supervision to meet deadlines.

EXPLANATION Officer Cordero has been in compliance with policy and procedure
during this rating period and has shown that she can effectively work without close
supervision and still make legally defensible decisions.

L **TRAFFIC ENFORCEMENT ACTIVITIES** **RATING** 1

Consider employee's contribution to the overall Department goals and objectives for traffic enforcement.

Examples of 'Exceeds Expectations': Aggressive and attentive devotion to traffic enforcement duties; utilizes good judgement in traffic enforcement activities that include appropriate use of verbal and written warnings and issuance of citations; enforcement activities coincide with goals and objectives of the organization.

Examples of 'Does Not Meet Expectations': Traffic enforcement activities are not consistent with the goals and objectives of the organization, or are insufficient to meet the mission of the Department; inappropriate judgement for use of written or verbal warnings and traffic citations.

EXPLANATION Officer Cordero appropriately enforces hazardous moving
violations and utilizes appropriate judgment when doing so.

M

ATTENDANCE

RATING 2

Consider the extent to which the employee uses time off relative to Department averages, and the extent to which the employee uses time off in a prudent manner taking into account the Department mission, goals, objectives, and core values.

Number of sick days taken this rating period: .5

Department average sick days this period: TBD

Vacation, Holiday, Personal and Comp Time taken this rating period: TBD

Examples of 'Exceeding Expectations': Rarely uses sick time; vacation, compensatory, and personal time is only taken when it does not conflict with the Department mission, goals, objectives, and core values. Meets commitments.

Examples of 'Does Not Meet Expectations': Sick time usage is above the Department average; vacation, compensatory, and personal time is taken with no regard or thought to the Department mission, goals, objectives, and core values. Disregards commitments.

EXPLANATION Officer Cordero has utilized 4 hours of sick time during this rating period.

N

PUNCTUALITY

RATING 2

Consider if the employee is properly prepared to begin work at the specified time.

Examples of 'Exceeds Expectations': Employee is rarely, if ever, late; when possible, provides adequate notice for tardiness; no unnecessary delays in starting work at specified time.

Examples of 'Does Not Meet Expectations': Employee is late more than occasionally; tardiness affects operation of a smooth shift change.

EXPLANATION Officer Cordero has not been late during this rating period and is routinely prepared for shift early and ready to take calls.

O

PROPERTY MANAGEMENT

RATING 1.5

Evaluate the employee's care and use of Department equipment (including the operation of vehicles) and articles as well as their personally issued equipment.

Examples of 'Exceeds Expectations': Seeks preventative maintenance of equipment/property; takes exceptional care of all assigned or used equipment/property.

Examples of 'Does Not Meet Expectations': Fails to properly maintain or care for assigned equipment/property; misuses or abuses Department equipment/property.

EXPLANATION Officer Cordero continues to maintain her issued equipment and vehicle in an above average manner.

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	<u>1.25</u>
B	Judgment	<u>2</u>
C	Accuracy of Work	<u>2</u>
D	Initiative	<u>1</u>
E	Relationship with the Public	<u>2</u>
F	Teamwork	<u>2</u>
G	Commitment to Department Goals & Objectives	<u>1</u>
H	Cooperation with Others	<u>2</u>
I	Organization of Work	<u>2</u>
J	Quantity and Quality of Overall Job Requirements	<u>1.75</u>
K	Working Reliability Without Close Supervision	<u>2</u>
L	*Traffic Enforcement Activities	<u>1</u>
M	Attendance	<u>2</u>
N	Punctuality	<u>2</u>
O	Property Management	<u>1.5</u>
TOTAL		<u>25.5</u>

25.5 divided by 15/*14(total categories) = 1.7
 Total Performance Evaluation Score

Employee Signature Nicole Cordeiro Date 7/3/2020
 Supervisor Signature [Signature] Date 7-3-20
 Chief of Police [Signature] Date 7.6.20

RATING SCALE FOR EMPLOYEES

- 0.0 – 0.99 DOES NOT MEET EXPECTATIONS
- 1.0 – 1.59 MEETS EXPECTATIONS
- 1.6 – 2.0 EXCEEDS EXPECTATIONS

*Traffic Enforcement Activities is not evaluated for non-commissioned employees, thus reducing to 14 total categories.



OHIO PEACE OFFICER TRAINING COMMISSION
&
THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that
Nicole Cordero

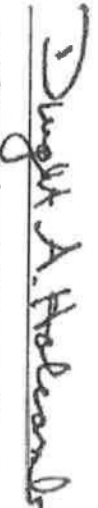
has successfully met the prescribed program requirements for

Vicarious Trauma

Date: February 08, 2022


Dave Yost
Attorney General


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission



NOTICE OF PEACE OFFICER APPOINTMENT

Check Box if: Correction to Record Name Change

1. Within ten days of the appointment or status change, or promotion to Chief, submit one copy of this form either by email ((SF400@ohioattorneygeneral.gov), fax or mail.
2. Type or print legibly and complete all blanks. Officer and Agency email addresses need to be entered to receive training determinations.
3. Submit pages 1 and 2 when an officer is newly-appointed to your agency, or has previously left the agency and returns.
4. Submit only page 1 when an officer continues to be appointed by your agency, but has a change from one status, as listed in Box 15, to a different status, or is promoted to Chief.
5. Enter any necessary information for a Correction to Record, submitting all affected pages, and attach a letter explaining the requested change.

OFFICER INFORMATION		1. Name (Last) Cordero	(First) Nicole	(Middle) A.	2. Social Security Number [REDACTED]
3. Previous Name(s) or Alias (Last)		(First)		(Middle)	
4. Birth date (mm/dd/yyyy) 11/19/1976	5. Officer's Individual Email Address ncordero@clearcreektownship.com			6. Phone Number [REDACTED]	
7. Home Mailing Address (#/Street/PO Box)		(City)	(State)	(Zip Code)	(County Name)
8. Basic Training Academy (Only complete if this is the officer's first appointment or OSP)		(Academy Name)	(Academy Number)	(Dates of Training)	

AGENCY INFORMATION		9. Agency Name Clearcreek Township Police Department			
10. Reporting Authority's Email Address wstacy@clearcreektownship.com		11. Agency Phone Number 937-748-1267			
12. Agency Mailing Address (#/Street/PO Box) 7593 Bunnell Hill Road		(City) Springboro	(Zip Code) 45066	(County Name) Warren	

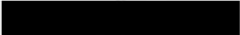
APPOINTMENT INFORMATION (Complete Date, Status and ORC)		13. New Appointment Date / /	14. Status Change Date 01 / 01 / 2020
15. Select New Status <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			
For the purpose of this form, full-time means those in active pay status (including those on vacation, sick, bereavement, personal or administrative leave; on compensatory time or holidays) receiving compensation and benefits for 40 hours in a work week or 80 hours in a 14-day period.			
16. Select New ORC			
<input type="checkbox"/> City Full-Time/Part-Time (737.02)	<input type="checkbox"/> City Auxiliary/Reserve/Special (737.051)	<input type="checkbox"/> City Chief (737.02)	
<input type="checkbox"/> Village Full-Time/Part-Time/Special (737.16)	<input type="checkbox"/> Village Auxiliary/Reserve (737.161)	<input type="checkbox"/> Village Chief (737.15)	
<input checked="" type="checkbox"/> Township Police Officer (505.49)	<input type="checkbox"/> Township Constable (509.01)	<input type="checkbox"/> Other Chief - List ORC/Charter _____	
<input type="checkbox"/> Other - List ORC/Charter _____	<input type="checkbox"/> Deputy Sheriff (311.04)	<input type="checkbox"/> Sheriff (311.01)	

ATTESTATION OF REPORTING AUTHORITY		I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided on this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.	
17. Signature of Reporting Authority 	18. Printed Name and Title John D. Terrill, Chief of Police	19. Date 12 / 20 / 2019	
20. Signature of Witness 	21. Printed Name (First, Middle, Last) Wallace E. Stacy, Administrative Sergeant	22. Date 12 / 20 / 2019	

Cordero

Nicole

A.



23. OATH OF OFFICE

I do solemnly swear or affirm that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, and Laws and Ordinances of the political subdivision to which I am appointed and to the best of my ability will discharge the duties of this office.

Nicole Cordero

Signature of Appointee

[Signature]

Signature of Appointing Authority

John D. Terrill

Name of Appointing Authority (Typed or Printed Legibly)

Chief of Police

Title of Appointing Authority (Typed or Printed Legibly)

OHIO PEACE OFFICER APPOINTMENT HISTORY

Please list all prior appointments. Use additional copies of page 2, as needed, to list the entire appointment history.

24. Appointed By (Agency Name and County): Clearcreek Township Police Department	25. From(mm/dd/yyyy): 03 / 01 /2018	To(mm/dd/yyyy): 12 / 31 /2019
---	--	----------------------------------

26. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal

27. Appointed By (Agency Name and County): Clearcreek Township Police Department	28. From(mm/dd/yyyy): 06 / 28 /2008	To(mm/dd/yyyy): 03 / 01 /2018
---	--	----------------------------------

29. Appointment Status (Check Appropriate Box) <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal

30. Appointed By (Agency Name and County): Clearcreek Township Police Department	31. From(mm/dd/yyyy): 03 / 01 /2008	To(mm/dd/yyyy): 06 / 28 /2008
---	--	----------------------------------

32. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal

33. Appointed By (Agency Name and County):	34. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
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35. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal
--

36. Appointed By (Agency Name and County):	37. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
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38. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal
--

39. Appointed By (Agency Name and County):	40. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
--	------------------------------	------------------------

41. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal
--

Stacy, Wallace

From: Stacy, Wallace
Sent: Monday, January 06, 2020 3:45 PM
To: SF400@ohioattorneygeneral.gov
Subject: SF400 - Cordero
Attachments: 2231_001.pdf

Contact me with any questions.
Thanks,

Sgt. Wallace Stacy

Administrative Sergeant/Accreditation Manager
Clearcreek Township Police Department
7593 Bunnell Hill Rd.
Springboro, OH 45066
937-748-1267

From: Stacy, Wallace
Sent: Tuesday, January 7, 2020 4:11 PM
To: Tischler, Mindy
Cc: Hensley, Curt
Subject: FW: Training Determination Issued for Nicole Cordero

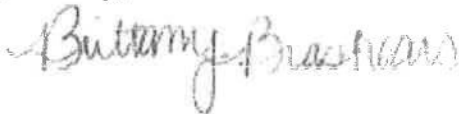
From: Heather M. Cloutier [mailto:Heather.Cloutier@ohioattorneygeneral.gov]
Sent: Tuesday, January 07, 2020 4:10 PM
To: Cordero, Nicole <ncordero@clearcreektownship.com>
Cc: Stacy, Wallace <wstacy@clearcreektownship.com>
Subject: Training Determination Issued for Nicole Cordero

We have reviewed the information reported to the Commission and find no update training is required.

This review also does not address the officer's annual firearms requalification training requirement.

If you have any questions, you can reach me at the phone number listed below.

Sincerely,



**Brittany Brashears
Certification Officer
Professional Standards Division
Phone: 740-845-2754**

cc: Officer

BB/hc

Tischler, Mindy

From: Tischler, Mindy
Sent: Monday, September 14, 2020 10:20 AM
To: Cordero, Nicole
Cc: Dean, Mike
Subject: RE: Address Change

Niki,

I received the updated address in Paycor to [REDACTED]

Mike: Please note that there is a Corwin local tax of .50%.

-Mindy

From: Tischler, Mindy
Sent: Monday, September 14, 2020 8:37 AM
To: Cordero, Nicole <ncordero@clearcreektownship.com>
Cc: Dean, Mike <mike.dean@clearcreektownship.com>
Subject: Address Change

Niki,

I received your address change from [REDACTED] to [REDACTED]
[REDACTED] This will be changed in all files, including insurances.

You need to notify OPERS of this change. To do this, you have 2 options:

1) Log into your OPERS account:

<https://www.opers.org/online-account/index.shtml>

2) Use the attached form and mail to:

Ohio Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215-4642

Mike: There doesn't appear to be any tax changes.

-Mindy

Mindy Tischler
Clearcreek Township Human Resources Coordinator
Main: (937) 748-1267
Direct: (937) 514-7398
Fax: (937) 748-3252

Lookup By Address

Based upon USPS Address Standardization, the postal city for this address is different from the physical city used for reporting Ohio Sales and Use Tax.

Input Address (Modify) Address: [REDACTED] Suite, Apt, Lot: [REDACTED] City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]	Found Address Address: [REDACTED] Suite, Apt, Lot: [REDACTED] City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED] Physical City: CORWIN
--	--

Date: 8/14/2020

Sales and Use Tax				
County	State Tax Rate	County Tax Rate	Transit Tax Rate	Total Tax Rate
Warren without transit:	5.75%	1.25%	0.00%	7.00%
School District Income Tax				
WAYNE LSD (8308): 0.00%				
Municipal Income Tax				
CORWIN (18840): 0.50%				

 ?

Sales & Use Tax:

For sales and use tax purposes, in conformity with the Streamlined Sales Tax Agreement and the Mobile Telecommunications Sourcing Act, vendors and sellers may rely on this information for use in the collection of sales or use tax based on the date used for the search. By providing this information, neither the State of Ohio nor the Ohio Department of Taxation assumes any liability for any errors or omissions, or in any other respect. If you feel there is an error or have questions regarding the information you have received, please e-mail the Department of Taxation at TheFinderHelp@tax.state.oh.us.

School District, Municipal:

Please note that this system does not provide information on municipal income taxes that may apply in portions of townships within a joint economic development district ("JEDD") or a joint economic development zone ("JEDZ"). Neither the State of Ohio nor the Ohio Department of Taxation assumes any liability for any errors or omissions in the data provided by this system, or in any other respect. That said, if a school district income tax filing error occurs because of incorrect information provided by this system, the Department of Taxation will waive the penalty that would have been imposed based on school district income tax liability. On the other hand, the Ohio Department of Taxation cannot waive additional tax or interest that results from such errors, and penalties imposed by a municipality must be resolved with the appropriate taxing authority. After receiving tax jurisdiction information for your address in The Finder, it is a good idea to verify this information with the appropriate municipality or county auditor even if no tax liability is indicated. If you feel there is an error or have questions regarding the information you have received, please e-mail the Department of Taxation at TheFinderHelp@tax.state.oh.us.

Submitted Form: Form A/SR-6/SR-6E

Print Done

CLEAR CREEK TWP WARREN COUNTY - 832600

Name	SSN	Gender	Date of Birth	Salary Begin Date	Law Enforcement Position	Elected Official Position	Fire Fighter	Employee Address
CORDERO NICOLE A	[REDACTED]	Female	11/19/1976	01/01/2020	Yes Full Time	No	No	[REDACTED] NCORDERO@CLEARCREEKTOWNSHIP.COM
Name	SSN	Gender	Date of Birth	Salary Begin Date	Law Enforcement Position	Elected Official Position	Fire Fighter	Employee Address

Reporting Method: Data Entry

Form Type: Form A/SR-6/SR-6E

Last Change Date/Time: 12/17/19 01:55 PM

Last Change By: TISCHLER, MINDY

If you have any questions, please send a message via the ECS Message Center, or contact the OPERS Employer Call Center at 1-888-400-0965.

Print Done

Tischler, Mindy

From: Tischler, Mindy
Sent: Tuesday, December 17, 2019 1:57 PM
To: Dean, Mike; Carolus, Russell
Subject: Nicole Cordero

In addition to the memo that I provided to you, I wanted to let you know that I did go into OPERS and entered her as full time. Therefore, she would be switched from OPERS Gov to Opers Law.

-Mindy

Mindy Tischler
Clearcreek Township
Human Resources Coordinator
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Fax: (937) 748-3252



CLEARCREEK TOWNSHIP
EMPLOYEE CHANGE OF INFORMATION FORM

Date 12/23/14 Department Clearcreek Township
Employee Name Nicole Cordero

Please select type of change and complete the corresponding information below.

- New Address / Name Change → effective 3/1/15
- Change in Health Insurance Withholding Amounts
- New Rate of Pay
- Resignation or Termination of Employment

Address Change

City/State / Zip

New Phone Number _____ Last Name Change (Marriage or Divorce) _____ Effective Date 3/1/15

Please stop withholding city tax for _____

Please begin withholding city tax for _____ at _____ %.

School District Income tax for _____ School # _____ at _____ %.

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$45.60)
- Employee + Children (\$77.07)
- Employee + Spouse (\$96.93)
- Family (\$137.26)

Please change my withholding to:

- Employee Only/Single (\$45.60)
- Employee + Children (\$77.07)
- Employee + Spouse (\$96.93)
- Family (\$137.26)

**Reason for change _____ **This change is effective 1-1-15

New Rate of Pay

Current Rate of Pay: \$ _____

New Rate of Pay: \$ 30.49

Effective Date: _____

Resignation or Termination of Employment

Resignation Date _____

Termination Date _____

Last Day of Work _____

Nicole Cordero
Employee Signature

Mary J. Wilk
Assistant Administrator Signature

[Signature]
Department Head Signature

Fiscal Officer Signature



CLEARCREEK TOWNSHIP
EMPLOYEE CHANGE OF INFORMATION FORM

Date: 5/7/15 Department: Police

Employee Name: Nicole Cordero

Please select type of change and complete the corresponding information below

- New Address / Name Change
- Change in Health Insurance Withholding Amount
- New Rate of Pay
- Resignation / Termination of Employment

Address Change

Street Address: [Redacted] City/State: [Redacted] Zip: [Redacted]

New Phone Number: _____ Last Name Change (Marriage or Divorce): _____ Effective Date: _____

Please stop withholding city tax for: _____

Please begin withholding city tax for: _____ at _____ %.

School District Income tax for: _____ School # _____ at _____ %.

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$28.55)
- Employee + Children (\$48.19)
- Employee + Spouse (\$62.75)
- Family (\$88.13)

Please change my withholding to:

- Employee Only/Single (\$28.55)
- Employee + Children (\$48.19)
- Employee + Spouse (\$62.75)
- Family (\$88.13)

**Reason for change: _____ **This change is effective: _____

New Rate of Pay

Current Rate of Pay: \$ _____

New Rate of Pay: \$ _____

Effective Date: _____

Resignation/Termination of Employment

Resignation Date: _____

Termination Date: _____

Last Day of Work: _____

Nicole Cordero
Employee Signature

Mary Wilke
Assistant Administrator Signature

[Signature]
Department Head Signature

[Signature]
Fiscal Officer Signature 5/10/15

OK
WR

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name: Nicole A. Cordero Position: Police Officer

Review Period: 6-28-14 to 6-28-15

Annual Probationary Promotion Other _____

RATING DEFINITIONS

EXCEEDS EXPECTATIONS
RATING VALUE - 2

Above acceptable standards, employee's performance generally exceeds job requirements.

MEETS EXPECTATIONS
RATING VALUE - 1

Employee's job performance is consistent and reliable.

DOES NOT MEET EXPECTATIONS
RATING VALUE - 0

Improvement is needed to meet expectations; job performance is inconsistent; fails to meet Department standards or requirements.

Each rating category offers the rater an opportunity to cite examples from the employee's work history to better substantiate the rating given.

A

JOB KNOWLEDGE

RATING 1

Evaluate the employee's use of their training, abilities, and/or related experience in the performance of job duties; consider the development and utilization of new, specialized or technical skills as well as existing skills; consider the use of proper investigative techniques and procedures; the appropriate application of laws and Township resolutions as well as Department policies and procedures to accomplish their job assignments; ability to apply Job Knowledge and Job Performance.

Examples of 'Exceeds Expectations': Uses skills with high degree of proficiency; consistently strives to obtain the relevant knowledge to perfect and improve job performance; learns tasks quickly and thoroughly; knows the jobs of others and could take over for other if needed.

Examples of 'Does Not Meet Expectation's': Possesses inadequate or minimal knowledge of job duties, responsibilities, and procedures; unable / unwilling to assimilate job knowledge into activity; must be given repeated instructions on same procedure; unable / unwilling to appropriately apply laws and Township resolutions as well as Department policies and procedures to accomplish their job assignment.

EXPLANATION Officer Cordero learns everyday. Her job knowledge is adequate for the amount of time she has worked as a police officer. Officer Cordero does show higher interest levels in criminal investigations

B

JUDGMENT

RATING 1

Consider decision-making skills, problem resolution skills, and discretion; consider whether judgment is consistent with appropriate application of laws as well as Department policies and procedures to accomplish Department goals, objectives, and mission; ability to make sound work decisions independently; awareness of and ability to resolve problems through the utilization of available resources.

Examples of 'Exceeds Expectations': Handles difficult situations successfully without supervisory assistance except in rare or isolated instances; self-reliant; sound use of discretion.

Examples of 'Does Not Meet Expectations': Often requires supervisory assistance to handle situations successfully; often demonstrates poor judgment in the resolution of problems; inappropriate application of law, procedures, use of discretion.

EXPLANATION Officer Cordero utilizes tools readily available to her in her decision making. Officer Cordero is willing to ask supervision when she is unsure of handling certain events..

C

ACCURACY OF WORK

RATING 2

Evaluate the work product and work results of the employee; consider thoroughness, effectiveness (logical sequence of reported information), timeliness and quality of work results; accurate entry of data into computer; the completeness and accuracy of reports and narratives; completion of supplements when necessary, spelling and neatness.

Examples of 'Exceeds Expectations': Work always meets and frequently exceeds quality requirements; mistakes rarely occur; work product does not require in-depth review by a supervisor.

Examples of 'Does Not Meet Expectations': Work results are often inaccurate or carelessly completed; work product often needs to be redone; requires a supervisor to review the employee's work product in-depth due to constant or careless mistakes; fails to prepare and or use required forms.

EXPLANATION. Officer Cordero's work is completed in a timely manner.. Officer Cordero also completes follow ups on her criminal cases and supplies the proper paper work to the Courts.

D

INITIATIVE

RATING 1

Consider the employee's promotion of new ideas and techniques; response to challenges; ability to work with minimum supervision, and self-initiated activity.

Examples of 'Exceeds Expectations': Employee is assertive and regularly suggests new ideas, concepts and methods for the resolution of problems; employee is willing to stand accountable for their work product; willing to take the extra steps to insure quality job completion; self-confident, enthusiastic performance of a task; volunteers for tasks, pro-active toward Department mission.

Examples of 'Does Not Meet Expectations': Employee does only what is required and no more; not willing to put in the extra effort to achieve high levels of accomplishment; rarely makes suggestions; unwilling to take positive risk; avoids self-initiated activity.

EXPLANATION Officer Cordero self initiated activity is on the low end compared to other officers on her shift. Officer Cordero conducted 549 extra patrols, 567business checks and 533 vacation house checks. However Officer Cordero is responsible for two major projects that takes away from her patrol time (ie: Safety Town and National Night Out)

E

RELATIONSHIP WITH THE PUBLIC

RATING 2

Consider the employee's ability to interact with the public in a manner that promotes a positive relationship with the community.

Examples of 'Exceeds Expectations': Employee is a positive Department representative by demonstrating courtesy and respect in citizen contacts; valid complaints are not received from citizens; projects a confident and efficient image, interacts well with persons outside the Department.

Example of 'Does Not Meet Expectations': Complaint from citizens about the employee is received on a regular basis and validity is consistently determined; employee is rude, disrespectful and indifferent in public contacts; displays prejudice toward persons.

EXPLANATION Officer Cordero interacts appropriately with the community members. Officer Cordero shows true compassion while on scene dealing with adverse situation while dealing with the public. Officer Cordero handles all planning for the National Night Out event. Her relationship and professionalism with the public and businesses makes this event a success.

F

TEAMWORK

RATING 2

Consider whether the employee works effectively with co-workers to reach a common goal. Does the employee strive to meet the Department mission; does the employee encourage others to work together to meet the Department mission?

Examples of 'Exceeds Expectations': Works very well as a team member; encourages maximum effort from co-employees; promotes overall mission of Department.

Examples of 'Does Not Meet Expectations': Employee has difficulty with co-workers; does not work well with others; fails to promote the overall Department mission.

EXPLANATION Officer Cordero works well with other members of the department. Officer Cordero always offers assistance to others within and out this department while working incidents.

G COMMITMENT TO DEPARTMENT **RATING** 2
GOALS AND OBJECTIVES

Consider whether the employee believes in and works toward the accomplishment of Department goals and objectives; consider the employee's participation in and support of special programs and events sponsored or conducted by the Department.

Examples of 'Exceeds Expectations': Demonstrates that Department goals and objectives are a high priority when performing duties; supports other employees who do the same; committed to Department mission, goals, objectives and core values.

Examples of 'Does Not Meet Expectations': Inadequate knowledge and / or commitment to Department mission, goals, objectives, core values; does not make a significant effort to commit to them.

EXPLANATION Officer Cordero is committed to the goals and core values of the Department. Officer Cordero has participated in special programs during this evaluation period. Officer Cordero has been assigned the planning events for the 2014 National Night Out

H COOPERATION WITH OTHERS **RATING** 2

Consider employee's interaction with co-workers, supervisors and other Township staff members; consider employee's effectiveness in establishing, promoting, and maintaining cooperative working relationship.

Examples of 'Exceeds Expectations': Goes out of way to maintain excellent working relationships; consistently courteous and cooperative even under difficult circumstances.

Examples of 'Does Not Meet Expectations': Often uncooperative; argues with co-employees over work related matters; loses temper easily; does not help co-workers when it is needed; exhibits self-serving tendencies.

EXPLANATION Officer Cordero has a good working relationship with her co-workers. Officer Cordero interacts appropriately with other departments within the Township structure. Officer Cordero is open to suggestion and appreciates other points of view while handling incidents.

I

ORGANIZATION OF WORK

RATING 2

Consider neatness of employee's work area and assigned vehicle, and the order or manner in which the employee completes work tasks; consider the efficiency of work methods and practices; consider employee's ability to adequately plan and organize routine work assignments and activities, coordination of assignments with co-workers, and maintenance of accurate records.

Examples of 'Exceeds Expectations': Wastes little time moving back and forth between different tasks; work area, vehicle is organized in an efficient manner; others can easily continue a task begun by the employee; mentally organizes and evaluates facts before taking action.

Examples of 'Does Not Meet Expectations': Work area or vehicle is disorganized enough to reduce productivity; others cannot find materials when employee is absent; performs part of the job in an incorrect, counter-productive sequence or haphazard manner.

EXPLANATION Officer Cordero does complete her work in a timely manner. Her work station is orderly and neat. Officer Cordero is again assigned to the National Night Out and is in charge of planning and coordinating the event.

J

QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 2

Consider the amount of work completed by the employee compared to expectations; consider the employee's effectiveness in successfully handling workload variations and demands; consider the quality of work performed by the employee.

Examples of 'Exceeds Expectations': Consistently completes more tasks or projects in a given time period compared to expectations for that position, or compared to co-workers in similar positions; frequently completes more tasks in an average day than is required; consistently produces a high quality work product.

Examples of 'Does Not Meet Expectations': Performs the minimum amount of work acceptable; takes more time to complete task than is reasonable; wastes time; quality of work suffers.

EXPLANATION Officer Cordero makes numerous public contacts from self initiated activity involving National Night Out. She prepares a well rounded report for Court as well as taking proper steps to collecting and preserving evidence.

K

WORKING RELIABLY WITHOUT
CLOSE SUPERVISION

RATING 1

Consider the degree of supervision required to effectively manage this employee's work performance; consider the employee's willingness to begin new tasks; consider employee's adherence to Department policies, procedures, orders, rules and regulations; ability to meet deadlines; reliability and trustworthiness in completing assignments; level of supervision necessary to insure employee's completion of assignments.

Examples of 'Exceeds Expectations': A self-starter; completes one task and begins another when a supervisor is not present; assists others when needed without being told to do so; gets the job done and on time without constant supervision, no abuse of meal periods, breaks or quitting time;

Department policies, procedures, orders, rules and regulations are followed as prescribed; completes all tasks quickly and thoroughly in detail; tasks are always on time or before the deadline date; self-reliant.

Examples of 'Does Not Meet Expectations': Tries to appear busy when not really working; begins working only when supervisor is present; abuse of meal time, breaks or quitting time; does not adhere to Department policies, procedures, orders, rules or regulations; does not complete tasks on time; requires constant supervision to meet deadlines.

EXPLANATION Officer Cordero needs some supervision when dealing with accuracy of work or while involved in complex criminal cases. Officer Cordero demonstrates the ability to adhere to the Department Policies.

L TRAFFIC ENFORCEMENT ACTIVITIES RATING 2

Consider employee's contribution to the overall Department goals and objectives for traffic enforcement.

Examples of 'Exceeds Expectations': Aggressive and attentive devotion to traffic enforcement duties; utilizes good judgment in traffic enforcement activities that include appropriate use of verbal and written warnings and issuance of citations; enforcement activities coincide with goals and objectives of the organization.

Examples of 'Does Not Meet Expectations': Traffic enforcement activities are not consistent with the goals and objectives of the organization, or are insufficient to meet the mission of the Department; inappropriate judgment for use of written or verbal warnings and traffic citations.

EXPLANATION Officer Cordero issued 25 traffic citations for minor misdemeanor and misdemeanor offenses. Officer Cordero issued 2 written warnings and handled 23 traffic crash reports.

M

ATTENDANCE

RATING 1

Consider the extent to which the employee uses time off relative to Department averages, and the extent to which the employee uses time off in a prudent manner taking into account the Department mission, goals, objectives, and core values.

Number of sick days taken this rating period: 21 days

Department average sick days this period: TBD

Vacation, Holiday, Personal and Comp Time taken this rating period: XX

Examples of 'Exceeding Expectations': Rarely uses sick time; vacation, compensatory, and personal time is only taken when it does not conflict with the Department mission, goals, objectives, and core values. Meets commitments.

Examples of 'Does Not Meet Expectations': Sick time usage is above the Department average; vacation, compensatory, and personal time is taken with no regard of thought to the Department mission, goals, objectives, and core values. Disregards commitments.

EXPLANATION Officer Cordero works her assigned shifts and volunteers to work overtime on a regular basis.. Her use of time is appropriate and with in the rights of the collective bargaining unit contract.

N

PUNCTUALITY

RATING 2

Consider if the employee is properly prepared to begin work at the specified time.

Examples of 'Exceeds Expectations': Employee is rarely, if ever, late; when possible, provides adequate notice for tardiness; no unnecessary delays in starting work at specified time.

Examples of 'Does Not Meet Expectations': Employee is late more than occasionally; tardiness affects operation of a smooth shift change.

EXPLANATION Officer Cordero arrives to work well in advance of her schedule shift. Officer Cordero is signed on and ready for duty at the prescribed time.

O

PROPERTY MANAGEMENT RATING 2

Evaluate the employee's care and use of Department equipment (including the operation of vehicles) and articles as well as their personally issued equipment.

Examples of 'Exceeds Expectations': Seeks preventative maintenance of equipment/property; takes exceptional care of all assigned or used equipment/property.

Examples of 'Does Not Meet Expectations': Fails to properly maintain or care for assigned equipment/property; misuses or abuses Department equipment/property.

EXPLANATION Officer Cordero maintains her issued equipment and assigned vehicle in good working order.

ADDITIONAL COMMENTS OR EXPLANATION

It is mutually agreed Officer Cordero attend the following training:

Financials crimes investigation

Women's self defense

Public Event training

Master Investigator course (OPOTA)

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	1
B	Judgment	1
C	Accuracy of Work	2
D	Initiative	1
E	Relationship with the Public	2
F	Teamwork	2
G	Commitment to Department Goals & Objectives	2
H	Cooperation with Others	2
I	Organization of Work	2
J	Quantity and Quality of Overall Job Requirements	2
K	Working Reliability Without Close Supervision	1
L	*Traffic Enforcement Activities	1
M	Attendance	1
N	Punctuality	2
O	Property Management	2
TOTAL		24

$\frac{24 \text{ Total}}{15 / *14 \text{ (total categories)}} = \frac{1.6}{\text{Performance Evaluation Score}}$

Employee Signature Nicole Cade **Date** 7/15/15
Supervisor Signature Sgt. [Signature] **Date** 07-15-15
Chief of Police [Signature] **Date** 7/16/15
Safety Director [Signature] **Date** _____

RATING SCALE FOR EMPLOYEES

0.0 – 0.6 DOES NOT MEET EXPECTATIONS
 0.7 – 1.5 MEETS EXPECTATIONS
 1.6 – 2.0 EXCEEDS EXPECTATIONS

*Traffic Enforcement Activities is not evaluated for non-commissioned employees, thus reducing to 14 total categories.

Review
Officer Cordero

Totals for 6/28/2014 – 6/28/2015

<u>Citations</u>	<u>Warnings</u>	<u>Incidents</u>	<u>Offenses</u>	<u>Extra Patrols</u>	<u>VHC'S</u>
25	2	51	27	549	533
<u>Business Checks</u>	<u>Sick Time Used</u>	<u>Crashes Handled</u>			
567	180	23			

2015 Annual Employee Performance Appraisal

Employee Name Nicole Cordero Date of Hire 3/8/16 FT – PT
 Position Police Officer Department Police Dept

Employee: Please rate yourself by placing a "1", "2", or "3" in the appropriate box for EMPLOYEE.
Supervisor: Rate each factor by placing a "1", "2", or "3" in the appropriate box for SUPERVISOR.

Ratings: 1 – Below Job Requirements; 2 – Met Job Requirements; 3 – Exceeded Job Requirements

FACTORS	Employee Rating	Supervisor Rating
Reliability: The ability to rely on the employee to complete a task including any necessary follow up actions.	3	2
Availability: Arriving on time and leaving on time are most notable but is the employee generally punctual, observe prescribed break periods, and has an acceptable overall attendance record.	3	2
Job Knowledge: The extent to which an employee possesses the practical and technical knowledge required to perform their job.	3	2
Quality: Completing work accurately, thoroughly, and neatly.	3	2
Productivity: The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	3	3
Organization: The extent to which an employee is organized with work flow, documentation, and approach to their job both mentally and physically.	3	3
Independence: The ability of the employee to perform their job with little or no supervision.	3	3
Initiative: The extent to which an employee seeks out new assignments and assumes additional duties when necessary and practical.	3	3
Creativity: The extent to which an employee proposes new ideas and finds new and better ways of doing things.	3	3
Customer Service: Providing internal and external customer service which is friendly, efficient, helpful, and delivered in a cooperative manner always leaving their customer with a positive image of Clearcreek Township.	3	3
Judgment: The ability of the employee to utilize proper judgment and decision making skills when necessary.	3	2
2015 PERFORMANCE APPRAISAL RATING		

Supervisor Comments: Officer Cordero consistently handles Safety Town and National Night Out details and superbly sees to all of the associated aspects of these events. She remains organized in these endeavors, is highly creative in her approach to problem solving, and operates well independently. Because of this, she is directly responsible for the great success of these events. Officer Cordero effectively assumes all duties assigned to her and completes them well. Officer Cordero places a very high value on excellent customer service.

Employee Comments: _____

Supervisor Signature [Signature] Appraisal Date 7-7-16
 Employee Signature Nicole Cordero Date 7/7/16



CLEARCREEK TOWNSHIP
EMPLOYEE CHANGE OF INFORMATION FORM

Date: 6-20-14 Department: Police

Employee Name: Nicole Brown

Please select type of change and complete the corresponding information below

- New Address / Name Change
- Change in Health Insurance Withholding Amount
- New Rate of Pay
- Resignation / Termination of Employment

Address Change

Street Address _____ City/State _____ Zip _____

New Phone Number _____ Last Name Change (Marriage or Divorce) _____ Effective Date _____

Please stop withholding city tax for: _____.

Please begin withholding city tax for: _____ at _____ %.

School District Income tax for: _____ School # _____ at _____ %.

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$28.55)
- Employee + Children (\$48.19)
- Employee + Spouse (\$62.75)
- Family (\$88.13)

Please change my withholding to:

- Employee Only/Single (\$28.55)
- Employee + Children (\$48.19)
- Employee + Spouse (\$62.75)
- Family (\$88.13)

**Reason for change: _____

**This change is effective: _____

New Rate of Pay

Current Rate of Pay: \$ 27.54

New Rate of Pay: \$ 28.64

Effective Date: 7-5-14

Resignation/Termination of Employment

Resignation Date: _____

Termination Date: _____

Last Day of Work: _____

Employee Signature
[Signature]
Assistant Administrator Signature

Department Head Signature
[Signature]
Fiscal Officer Signature 7/6/14



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 6/23/2014
SUBJECT: Step Increase –Off. Cordero
CC: Dennis A. Pickett, Township Administrator

I would request the Board of Trustees authorize Off. Cordero step increase from:

Old rate	New rate
<u>Step 5</u>	<u>Step 6</u>
\$27.54	\$28.66

Effective 7/5/2014

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name: Nicole A. Cordero Position: Police Officer

Review Period: 6-28-13 to 6-12-14

Annual Probationary Promotion Other _____

RATING DEFINITIONS

EXCEEDS EXPECTATIONS
RATING VALUE - 2

Above acceptable standards, employee's performance generally exceeds job requirements.

MEETS EXPECTATIONS
RATING VALUE - 1

Employee's job performance is consistent and reliable.

DOES NOT MEET EXPECTATIONS
RATING VALUE - 0

Improvement is needed to meet expectations; job performance is inconsistent; fails to meet Department standards or requirements.

Each rating category offers the rater an opportunity to cite examples from the employee's work history to better substantiate the rating given.

A

JOB KNOWLEDGE

RATING 1

Evaluate the employee's use of their training, abilities, and/or related experience in the performance of job duties; consider the development and utilization of new, specialized or technical skills as well as existing skills; consider the use of proper investigative techniques and procedures; the appropriate application of laws and Township resolutions as well as Department policies and procedures to accomplish their job assignments; ability to apply Job Knowledge and Job Performance.

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EXPLANATION Officer Cordero learns everyday. Her job knowledge is adequate for the amount of time she has worked as a police officer. Officer Cordero does show higher interest levels in criminal investigations

B

JUDGMENT

RATING 1

Consider decision-making skills, problem resolution skills, and discretion; consider whether judgment is consistent with appropriate application of laws as well as Department policies and procedures to accomplish Department goals, objectives, and mission; ability to make sound work decisions independently; awareness of and ability to resolve problems through the utilization of available resources.

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EXPLANATION Officer Cordero utilizes tools readily available to her in her decision making. Officer Cordero is willing to ask supervision when she is unsure of handling certain events..

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ACCURACY OF WORK

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Evaluate the work product and work results of the employee; consider thoroughness, effectiveness (logical sequence of reported information), timeliness and quality of work results; accurate entry of data into computer; the completeness and accuracy of reports and narratives; completion of supplements when necessary, spelling and neatness.

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EXPLANATION. Officer Cordero's work is completed in a timely manner.. Officer Cordero also completes follow ups on her criminal cases and supplies the proper paper work to the Courts.

D

INITIATIVE

RATING 1

Consider the employee's promotion of new ideas and techniques; response to challenges; ability to work with minimum supervision, and self-initiated activity.

Examples of 'Exceeds Expectations': Employee is assertive and regularly suggests new ideas, concepts and methods for the resolution of problems; employee is willing to stand accountable for their work product; willing to take the extra steps to insure quality job completion; self-confident, enthusiastic performance of a task; volunteers for tasks, pro-active toward Department mission.

Examples of 'Does Not Meet Expectations': Employee does only what is required and no more; not willing to put in the extra effort to achieve high levels of accomplishment; rarely makes suggestions; unwilling to take positive risk; avoids self-initiated activity.

EXPLANATION. Officer Cordero self initiated activity is on the low end of the departments statistics in traffic enforcement, extra patrols and business checks.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

Consider the employee's ability to interact with the public in a manner that promotes a positive relationship with the community.

Examples of 'Exceeds Expectations': Employee is a positive Department representative by demonstrating courtesy and respect in citizen contacts; valid complaints are not received from citizens; projects a confident and efficient image, interacts well with persons outside the Department.

Example of 'Does Not Meet Expectations': Complaint from citizens about the employee is received on a regular basis and validity is consistently determined; employee is rude, disrespectful and indifferent in public contacts; displays prejudice toward persons.

EXPLANATION Officer Cordero interacts appropriately with the community members. Officer Cordero shows true compassion while on scene dealing with adverse situation while dealing with the public. Officer Cordero handles all planning for the National Night Out event. Her relationship and professionalism with the public and businesses makes this event a success.

F TEAMWORK **RATING** 2

Consider whether the employee works effectively with co-workers to reach a common goal. Does the employee strive to meet the Department mission; does the employee encourage others to work together to meet the Department mission?

Examples of 'Exceeds Expectations': Works very well as a team member; encourages maximum effort from co-employees; promotes overall mission of Department.

Examples of 'Does Not Meet Expectations': Employee has difficulty with co-workers; does not work well with others; fails to promote the overall Department mission.

EXPLANATION Officer Cordero works well with other members of the department. Officer Cordero always offers assistance to others within and out this department while working incidents.

G COMMITMENT TO DEPARTMENT **RATING** 2
GOALS AND OBJECTIVES

Consider whether the employee believes in and works toward the accomplishment of Department goals and objectives; consider the employee's participation in and support of special programs and events sponsored or conducted by the Department.

Examples of 'Exceeds Expectations': Demonstrates that Department goals and objectives are a high priority when performing duties; supports other employees who do the same; committed to Department mission, goals, objectives and core values.

Examples of 'Does Not Meet Expectations': Inadequate knowledge and / or commitment to Department mission, goals, objectives, core values; does not make a significant effort to commit to them.

EXPLANATION Officer Cordero is committed to the goals and core values of the Department. Officer Cordero has participated in special programs during this evaluation period. Officer Cordero has been assigned the planning events for the 2014 National Night Out

H COOPERATION WITH OTHERS **RATING** 2

Consider employee's interaction with co-workers, supervisors and other Township staff members; consider employee's effectiveness in establishing, promoting, and maintaining cooperative working relationship.

Examples of 'Exceeds Expectations': Goes out of way to maintain excellent working relationships; consistently courteous and cooperative even under difficult circumstances.

Examples of 'Does Not Meet Expectations': Often uncooperative; argues with co-employees over work related matters; loses temper easily; does not help co-workers when it is needed; exhibits self-serving tendencies.

EXPLANATION Officer Cordero has a good working relationship with her co-workers. Officer Cordero interacts appropriately with other departments within the Township structure. Officer Cordero is open to suggestion and appreciates other points of view while handling incidents.

I

ORGANIZATION OF WORK

RATING 2

Consider neatness of employee's work area and assigned vehicle, and the order or manner in which the employee completes work tasks; consider the efficiency of work methods and practices; consider employee's ability to adequately plan and organize routine work assignments and activities, coordination of assignments with co-workers, and maintenance of accurate records.

Examples of 'Exceeds Expectations': Wastes little time moving back and forth between different tasks; work area, vehicle is organized in an efficient manner; others can easily continue a task begun by the employee; mentally organizes and evaluates facts before taking action.

Examples of 'Does Not Meet Expectations': Work area or vehicle is disorganized enough to reduce productivity; others cannot find materials when employee is absent; performs part of the job in an incorrect, counter-productive sequence or haphazard manner.

EXPLANATION Officer Cordero does complete her work in a timely manner. Her work station is orderly and neat. Officer Cordero is again assigned to the National Night Out and is in charge of planning and coordinating the event.

J

QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 2

Consider the amount of work completed by the employee compared to expectations; consider the employee's effectiveness in successfully handling workload variations and demands; consider the quality of work performed by the employee.

Examples of 'Exceeds Expectations': Consistently completes more tasks or projects in a given time period compared to expectations for that position, or compared to co-workers in similar positions; frequently completes more tasks in an average day than is required; consistently produces a high quality work product.

Examples of 'Does Not Meet Expectations': Performs the minimum amount of work acceptable; takes more time to complete task than is reasonable; wastes time; quality of work suffers.

EXPLANATION Officer Cordero makes numerous public contacts from self initiated activity involving National Night Out. She prepares a well rounded report for Court as well as taking proper steps to collecting and preserving evidence.

K

WORKING RELIABLY WITHOUT
CLOSE SUPERVISION

RATING 1

Consider the degree of supervision required to effectively manage this employee's work performance; consider the employee's willingness to begin new tasks; consider employee's adherence to Department policies, procedures, orders, rules and regulations; ability to meet deadlines; reliability and trustworthiness in completing assignments; level of supervision necessary to insure employee's completion of assignments.

Examples of 'Exceeds Expectations': A self-starter; completes one task and begins another when a supervisor is not present; assists others when needed without being told to do so; gets the job done and on time without constant supervision, no abuse of meal periods, breaks or quitting time;

Department policies, procedures, orders, rules and regulations are followed as prescribed; completes all tasks quickly and thoroughly in detail; tasks are always on time or before the deadline date; self-reliant.

Examples of 'Does Not Meet Expectations': Tries to appear busy when not really working; begins working only when supervisor is present; abuse of meal time, breaks or quitting time; does not adhere to Department policies, procedures, orders, rules or regulations; does not complete tasks on time; requires constant supervision to meet deadlines.

EXPLANATION Officer Cordero needs some supervision when dealing with accuracy of work or while involved in complex criminal cases. Officer Cordero demonstrates the ability to adhere to the Department Policies.

L TRAFFIC ENFORCEMENT ACTIVITIES **RATING** 1

Consider employee's contribution to the overall Department goals and objectives for traffic enforcement.

Examples of 'Exceeds Expectations': Aggressive and attentive devotion to traffic enforcement duties; utilizes good judgment in traffic enforcement activities that include appropriate use of verbal and written warnings and issuance of citations; enforcement activities coincide with goals and objectives of the organization.

Examples of 'Does Not Meet Expectations': Traffic enforcement activities are not consistent with the goals and objectives of the organization, or are insufficient to meet the mission of the Department; inappropriate judgment for use of written or verbal warnings and traffic citations.

EXPLANATION Officer Cordero issued 21 traffic citations for minor misdemeanor and misdemeanor offenses. Officer Cordero issued 1 written warnings and handled 27 traffic crash reports.

M

ATTENDANCE

RATING 1

Consider the extent to which the employee uses time off relative to Department averages, and the extent to which the employee uses time off in a prudent manner taking into account the Department mission, goals, objectives, and core values.

Number of sick days taken this rating period: 12.5

Department average sick days this period: TBD

Vacation, Holiday, Personal and Comp Time taken this rating period: XX

Examples of 'Exceeding Expectations': Rarely uses sick time; vacation, compensatory, and personal time is only taken when it does not conflict with the Department mission, goals, objectives, and core values. Meets commitments.

Examples of 'Does Not Meet Expectations': Sick time usage is above the Department average; vacation, compensatory, and personal time is taken with no regard of thought to the Department mission, goals, objectives, and core values. Disregards commitments.

EXPLANATION Officer Cordero works her assigned shifts and volunteers to work overtime on a regular basis.. Her use of time is appropriate and with in the rights of the collective bargaining unit contract.

N

PUNCTUALITY

RATING 2

Consider if the employee is properly prepared to begin work at the specified time.

Examples of 'Exceeds Expectations': Employee is rarely, if ever, late; when possible, provides adequate notice for tardiness; no unnecessary delays in starting work at specified time.

Examples of 'Does Not Meet Expectations': Employee is late more than occasionally; tardiness affects operation of a smooth shift change.

EXPLANATION Officer Cordero arrives to work well in advance of her schedule shift. Officer Cordero is signed on and ready for duty at the prescribed time.

O

PROPERTY MANAGEMENT RATING 2

Evaluate the employee's care and use of Department equipment (including the operation of vehicles) and articles as well as their personally issued equipment.

Examples of 'Exceeds Expectations': Seeks preventative maintenance of equipment/property; takes exceptional care of all assigned or used equipment/property.

Examples of 'Does Not Meet Expectations': Fails to properly maintain or care for assigned equipment/property; misuses or abuses Department equipment/property.

EXPLANATION Officer Cordero maintains her issued equipment and assigned vehicle in good working order.

ADDITIONAL COMMENTS OR EXPLANATION

It is mutually agreed Officer Cordero attend the following training:

E-tech

Female Self Defense and Instructor

White Collar Crimes / Investigations

Master Etech

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	1
B	Judgment	1
C	Accuracy of Work	2
D	Initiative	1
E	Relationship with the Public	2
F	Teamwork	2
G	Commitment to Department Goals & Objectives	2
H	Cooperation with Others	2
I	Organization of Work	2
J	Quantity and Quality of Overall Job Requirements	2
K	Working Reliability Without Close Supervision	1
L	*Traffic Enforcement Activities	1
M	Attendance	1
N	Punctuality	2
O	Property Management	2
TOTAL		24

$$\frac{24 \text{ (Total)}}{15 * 14 \text{ (total categories)}} = 1.6 \text{ (Performance Evaluation Score)}$$

Employee Signature Nicole Cordeiro Date 6-18-14

Supervisor Signature Sgt. James B. Corbett Date 6-18-14

Chief of Police [Signature] Date 6-18-14

Safety Director [Signature] Date 6-19-14

RATING SCALE FOR EMPLOYEES

- 0.0 – 0.6 DOES NOT MEET EXPECTATIONS
- 0.7 – 1.5 MEETS EXPECTATIONS
- 1.6 – 2.0 EXCEEDS EXPECTATIONS

*Traffic Enforcement Activities is not evaluated for non-commissioned employees, thus reducing to 14 total categories.

Review
Officer Nicole Cordero
June 28, 2013 through June 12, 2014

Totals for 6/28/2013 through 6/12/2014

<u>Citations</u>	<u>Warnings</u>	<u>Incidents</u>	<u>Offenses</u>	<u>Extra Patrols</u>	<u>VHC'S</u>
21	1	77	31	520	623
<u>Crash Reports</u>	<u>Sick Time</u>	<u>Business Checks</u>			
27	12.5	628			

HEARTSAVER CPR AED HEARTSAVER CPR AED

Heartsaver®
CPR AED



PEEL
HERE

Nicole Cordero

This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver CPR AED Program. Optional completed modules are those NOT marked out.

Child CPR AED

Infant CPR

~~XXXXXXXXXX~~

Issue Date 10/2013

Recommended Renewal Date 10/2015

Training Center Name Sinclair Community College TC ID # OH033335

TC Info City: Dayton, Ohio Z: #5402 F: 937-512-2973

Course Location Sinclair Community College

Instructor Name Troy Bonfield ID# 5090095523

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1813

Strike through the modules NOT completed.
This card contains unique security features to protect against forgery.

Date 10/14/13 Course HeartSaver AED Lead Instructor Trey Buntfield

Course Participants		Name and Email <small>Please PRINT as you wish your name to appear on your card. Please print email address legibly.</small>		Address/Telephone	Complete/ Incomplete	Remediation Date <small>(if applicable)</small>
1.	Debrae Stoy	dstoy@clearcreektownship.com	925 S. Main St Springboro, OH 45066	Complete		
2.	Larry Bennett	LBennett@clearcreektownship.com		Incomplete		
3.	JASON BATES					
4.	Nicole Cordero	NCORDERO@clearcreektownship.com		Incomplete		
5.	ZORAIS L. WILHELM			Incomplete		
6.						
7.						
8.						
9.						
10.						

Ohio Public Employees Retirement System

OPERS

Main Menu

Help

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Large Earnings Allocation Confirmation

Clarification submitted successfully!

982300 - CLEAR CREEK TWP WARREN COUNTY					
Employee Name	SSN	Pay Period Begin Date	Pay Period End Date	Salary	Retirement Contribution
CORDERO , NICOLE	[REDACTED]	02/16/13	03/29/13	6,715.86	846.19
Regular Salary	\$ 0.00				

Comments **Large Earning Reason - Contribution Withheld In Error - \$6,715.86**
 EARNINGS WERE REPORTED TWICE IN ERROR

PRINT DONE



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director

FROM: Chief John D. Terrill

DATE: June 26, 2013

SUBJECT: Pay increase, Nicole Cordero

CC: Dennis A. Pickett, Township Administrator

Nicole Cordero has completed his annual and is due a step increase. It is my recommendation to the Board to move Off. Cordero from Step 4 to Step 5.

OLD RATE:
\$25.88 per hour

NEW RATE:
\$26.87 per hour

This rate increase would be effective 7/6/2013.



CLEARCREEK TOWNSHIP EMPLOYEE CHANGE OF INFORMATION FORM

Date 5/24/2013 Department Police

Employee Name Nicole Cordero

Please select type of change and complete the corresponding information below.

- New Address / Name Change
- Change in Health Insurance Withholding Amounts
- New Rate of Pay
- Resignation or Termination of Employment

Address Change

Street Address _____ City/State _____ Zip _____

New Phone Number _____ Last Name Change (Marriage or Divorce) _____ Effective Date _____

Please stop withholding city tax for _____.

Please begin withholding city tax for _____ at _____ %.

School District Income tax for _____ School # _____ at _____ %.

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$31.25)
- Employee + Children (\$52.87)
- Employee + Spouse (\$66.61)
- Family (\$94.35)

Please change my withholding to:

- Employee Only/Single (\$31.25)
- Employee + Children (\$52.87)
- Employee + Spouse (\$66.61)
- Family (\$94.35)

**Reason for change _____ **This change is effective _____

New Rate of Pay

Current Rate of Pay: \$ 25.88

New Rate of Pay: \$ 26.87

Effective Date: 7/6/2013

Resignation or Termination of Employment

Resignation Date _____

Termination Date _____

Last Day of Work _____

Employee Signature

[Handwritten Signature]

Assistant Administrator Signature

Department Head Signature

[Handwritten Signature]

Fiscal Officer Signature

*OK -
Maane R.
5-26-13*



CLEARCREEK TOWNSHIP EMPLOYEE CHANGE OF INFORMATION FORM

Date 5/24/2013 Department Police

Employee Name Nicole Cordero

Please select type of change and complete the corresponding information below.

- New Address / Name Change
- Change in Health Insurance Withholding Amounts
- New Rate of Pay
- Resignation or Termination of Employment

Address Change

Street Address _____ City/State _____ Zip _____

New Phone Number _____ Last Name Change (Marriage or Divorce) _____ Effective Date _____

Please stop withholding city tax for _____

Please begin withholding city tax for _____ at _____ %.

School District Income tax for _____ School # _____ at _____ %.

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$31.25)
- Employee + Children (\$52.87)
- Employee + Spouse (\$66.61)
- Family (\$94.35)

Please change my withholding to:

- Employee Only/Single (\$31.25)
- Employee + Children (\$52.87)
- Employee + Spouse (\$66.61)
- Family (\$94.35)

**Reason for change _____

**This change is effective _____

New Rate of Pay

Current Rate of Pay: \$ 25.88

New Rate of Pay: \$ 26.87

Effective Date: 7/6/2013

Resignation or Termination of Employment

Resignation Date _____

Termination Date _____

Last Day of Work _____

Employee Signature
[Signature]
Assistant Administrator Signature

Department Head Signature
[Signature]
Fiscal Officer Signature
7/6/13

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name Nicole A. Cordero Position Police Officer

Review Period 6-25-12 to 6-19-13

Annual () Probationary () Promotion () Other _____

RATING DEFINITIONS

**EXCEEDS EXPECTATIONS
RATING VALUE - 2**

Above acceptable standards, employee's performance generally exceeds job requirements.

**MEETS EXPECTATIONS
RATING VALUE - 1**

Employee's job performance is consistent and reliable.

**DOES NOT MEET EXPECTATIONS
RATING VALUE - 0**

Improvement is needed to meet expectations; job performance is inconsistent; fails to meet Department standards or requirements.

Each rating category offers the rater an opportunity to cite examples from the employee's work history to better substantiate the rating given.

A

JOB KNOWLEDGE

RATING 1

Evaluate the employee's use of their training, abilities, and/or related experience in the performance of job duties; consider the development and utilization of new, specialized or technical skills as well as existing skills; consider the use of proper investigative techniques and procedures; the appropriate application of laws and Township resolutions as well as Department policies and procedures to accomplish their job assignments; ability to apply Job Knowledge and Job Performance.

Examples of 'Exceeds Expectations': Uses skills with high degree of proficiency; consistently strives to obtain the relevant knowledge to perfect and improve job performance; learns tasks quickly and thoroughly; knows the jobs of others and could take over for other if needed.

Examples of 'Does Not Meet Expectation's': Possesses inadequate or minimal knowledge of job duties, responsibilities, and procedures; unable / unwilling to assimilate job knowledge into activity; must be given repeated instructions on same procedure; unable / unwilling to appropriately apply laws and Township resolutions as well as Department policies and procedures to accomplish their job assignment.

EXPLANATION Officer Cordero continues to handle calls for service competently.

B

JUDGMENT

RATING 1

Consider decision-making skills, problem resolution skills, and discretion; consider whether judgment is consistent with appropriate application of laws as well as Department policies and procedures to accomplish Department goals, objectives, and mission; ability to make sound work decisions independently; awareness of and ability to resolve problems through the utilization of available resources.

Examples of 'Exceeds Expectations': Handles difficult situations successfully without supervisory assistance except in rare or isolated instances; self-reliant; sound use of discretion.

Examples of 'Does Not Meet Expectations': Often requires supervisory assistance to handle situations successfully; often demonstrates poor judgment in the resolution of problems; inappropriate application of law, procedures, use of discretion.

EXPLANATION Officer Cordero has shown no problems in this area and has improved since last rating period.

C

ACCURACY OF WORK

RATING 2

Evaluate the work product and work results of the employee; consider thoroughness, effectiveness (logical sequence of reported information), timeliness and quality of work results; accurate entry of data into computer; the completeness and accuracy of reports and narratives; completion of supplements when necessary, spelling and neatness.

Examples of 'Exceeds Expectations': Work always meets and frequently exceeds quality requirements; mistakes rarely occur; work product does not require in-depth review by a supervisor.

Examples of 'Does Not Meet Expectations': Work results are often inaccurate or carelessly completed; work product often needs to be redone; requires a supervisor to review the employee's work product in-depth due to constant or careless mistakes; fails to prepare and or use required forms.

EXPLANATION Officer Cordero continues to complete quality reports that do not often require in-depth review and that contain few errors. Officer Cordero continues to submit neat and well organized reports.

D

INITIATIVE

RATING 2

Consider the employee's promotion of new ideas and techniques; response to challenges; ability to work with minimum supervision, and self-initiated activity.

Examples of 'Exceeds Expectations': Employee is assertive and regularly suggests new ideas, concepts and methods for the resolution of problems; employee is willing to stand accountable for their work product; willing to take the extra steps to ensure quality job completion; self-confident, enthusiastic performance of a task; volunteers for tasks, proactive toward Department mission.

Examples of 'Does Not Meet Expectations': Employee does only what is required and no more; not willing to put in the extra effort to achieve high levels of accomplishment; rarely makes suggestions; unwilling to take positive risk; avoids self-initiated activity.

EXPLANATION Officer Cordero continues to complete an exceptionally high number of self initiated activities while on patrol such as business checks, vacation house checks, and extra patrols. Officer Cordero continues to coordinate National Night Out and seeks continual improvement in this event.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

Consider the employee's ability to interact with the public in a manner that promotes a positive relationship with the community.

Examples of 'Exceeds Expectations': Employee is a positive Department representative by demonstrating courtesy and respect in citizen contacts; valid complaints are not received from citizens; projects a confident and efficient image, interacts well with persons outside the Department.

Example of 'Does Not Meet Expectations': Complaint from citizens about the employee is received on a regular basis and validity is consistently determined; employee is rude, disrespectful and indifferent in public contacts; displays prejudice toward persons.

EXPLANATION Officer Cordero has received no complaints from the public during this rating period and interacts with the public in an excellent manner. Officer Cordero continues to maintain positive relationships with members of our business community through her efforts with National Night Out and projects a positive image of our department. She has also expanded her scope of supporters for National Night Out.

F TEAMWORK **RATING** 2

Consider whether the employee works effectively with co-workers to reach a common goal. Does the employee strive to meet the Department mission; does the employee encourage others to work together to meet the Department mission?

Examples of 'Exceeds Expectations': Works very well as a team member; encourages maximum effort from co-employees; promotes overall mission of Department.

Examples of 'Does Not Meet Expectations': Employee has difficulty with co-workers; does not work well with others; fails to promote the overall Department mission.

EXPLANATION Officer Cordero continues to volunteer to help others and continues to lead her assigned shift in covering overtime shifts. Officer Cordero continues to encourage maximum effort from her coworkers by seeking their help in coordinating with National Night Out.