Ohio Attorney General's Office
Bureau of Criminal Investigation
Investigative Report

2026-2698
Officer Involved Critical Incident - 640 Daniel Court #16A, Cincinnati, OH 45244 (L)

Investigative Activity:	Personnel File Review
Involves:	[redacted] (S), [redacted] (S), [redacted] (S)
Activity Date:	08/10/2026
Activity Location:	Union Township Police Department
Authoring Agent:	SA Lauren Frazier, #129

Narrative:

On August 10, 2026, Ohio Bureau of Criminal Investigation (BCI) Special Agent Lauren Frazier (SA Frazier) reviewed the personnel files for Union Township Police Officers [redacted], and [redacted]. The files were received from Union Township Finance Director Cindy White on August 7, 2026.

SA Frazier reviewed the personnel files and noted the following:

[redacted]

- Numerous human resource documents and performance appraisals
- Some written reprimands
- No Use of Force complaints located

[redacted]:

- Numerous human resource documents and performance appraisals
- Numerous commendations
- No Use of Force complaints located

[redacted]:

- Numerous human resource documents
- No Use of Force complaints located

All personnel files have been attached to this report for further review.

References:

No references.

This document is the property of the Ohio Bureau of Criminal Investigation and is confidential in nature. Neither the document nor its contents are to be disseminated outside your agency except as provided by law - a statute, an administrative rule, or any rule of procedure.

2026-2698
Officer Involved Critical Incident - 640 Daniel Court #16A, Cincinnati, OH 45244 (L)

Attachments:

Attachment #01: 2026-08-07 [redacted] Personnel File Redacted

Attachment #02: 2026-08-07 [redacted] Personnel File Redacted

Attachment #03: 2026-08-07 [redacted] Personnel File Redacted

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Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
DATE: 7/27/26
FROM: Chief Rees
RE: Released for Duty

COPY

We received communication from Dr. Birkley's Office indicating they have approved your return to duty, effective after your re-evaluation on July 24, 2026. Therefore, I am authorizing your return to duty on your next scheduled workday, which is July 27, 2026.

Chief Anthony Rees
Union Township Police Department

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO [redacted]
DATE: 7/16/26
FROM: Chief Rees
RE: Administrative Leave

COPY

This letter serves to inform you that, effective immediately, you are being placed on paid administrative leave. According to PM 6-02 Response to Resistance, Sections XIX and XX, when any member is involved in a response to resistance incident or takes any action resulting in a death or serious injury, that member will be removed from field duty upon completion of the preliminary investigation and placed on administrative leave until the incident has been reviewed by the CEO.

Additionally, you will be required to attend a debriefing with a psychologist at a date and time to be determined in the near future. This session is intended to help you address any moral, ethical, or psychological after-effects of the incident. Please remain available at all times for official agency interviews and reports related to this matter.

I encourage you to refer to and review your rights as a member as outlined in the current collective bargaining agreement, the Union Township Policy and Procedure Manual, and the Union Township Employee Handbook.

If you have any questions or concerns, please feel free to contact me.

Chief Anthony Rees
Union Township Police Department

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual* [redacted] *Township, Clermont County, Ohio (Amended June 11, 2024).*

[redacted]

Signature

5-14-25

Date

[redacted]

Print Name

UTD

Department/Agency

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Smith 78

Appraisal Period: 7-1-23 **to** 6-30-24

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Dealing with the Public
[redacted] displays respect and empathy towards citizens and their issues. [redacted] promotes positive encounters and leaves citizens feeling that he cares about their problems. [redacted] recognizes the significance of dealing with citizens in a polite and professional manner.

Crisis Intervention
[redacted] displays empathy towards citizens and makes appropriate referrals to legal system or social agencies. [redacted] remains calm and competent in crisis situtaitons. [redacted] on numerous occasions has called for the use of Mobile Crisis to assist with subjects that are in an emotional/crisis state.

Weakest Performance Areas:
None

Work Related Interests/Goals:
[redacted] has a short term goal of being an investigator and a Field Training Officer with this agency. [redacted] has long term goals of becoming a Sergeant. [redacted] wants to continue his course of improvement in activity per shift and become a leader to set a positive example for others. [redacted] wants to better himself and move forward with his career goals.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
None

Career Development/Recommendations:
[redacted] has a strong interest in taking investigative courses to prepare him for his short term goals of working as a detective. [redacted] has attempted to get into the death investigations course but has been full every time he tries. If a death investigation course becomes available [redacted] should be given a chance to sign up and complete the course. This has been a training goal for the last few years for [redacted] During this evaluation period, [redacted] was put on a performance plan that consists of meeting monthly to go over his productivity to assure that he meets the standards for the next performance apprasial period. [redacted] was able to achieve more than 10 points average a shift during the evaluation period.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] had two supervisor recognitions during the evaluation period. The first recognition was that [redacted] had 112 traffic stop during the third quarter of 2023. The second recognition was that [redacted] assisted in finding a wanted subject in a business that resulted in recovering 800 xanax pills, counterfeit money and stolen firearms.

While reviewing the employee absence report and guardian tracking, [redacted] had three sick occurrences during this evaluation period.

During this evaluation period, [redacted] did not have any disciplinary actions, excessive absence or low productivity standards. This was a complete improvement from the previous year's evaluation period. [redacted] stated that he feels he continued to better himself this evaluation period from his previous evaluation period and hopefully can continue to set a positive example for others on his shift.

I have participated in [redacted] al conference.

[redacted]
Employe

12-11-24
Date

[redacted]
Supervisor signature

12-11-24
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature

11/19/24
Date

Chief of Police Signature

11/19/24
Date

THE STATE OF OHIO

KEITH FABER
OHIO AUDITOR OF STATE

The Ohio Auditor of State's Office

certifies that

[redacted]

has successfully completed

Fraud Reporting and Training

July 04, 2024

Keith Faber
Ohio Auditor of State

Acknowledgement of receipt of Auditor of State fraud-reporting system information

Pursuant to Ohio Revised Code Section 117.103(B), the auditor of state shall create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The auditor of state shall provide the training material to employees and elected officials of a political subdivision.

Current employees and elected officials shall complete the training within ninety days of date specified by the auditor of state as noted in Bulletin 2024-005. No exceptions will be allowed unless good cause exists for noncompliance. Each new employee or elected official shall confirm receipt of this material within thirty days after taking office or beginning employment. The training shall be required every four years for each employee or elected official.

By signing below, you are acknowledging both that the Auditor of State provided you information about the fraud-reporting system as described by Section 117.103(B) of the Revised Code and that you have completed review of the training material.

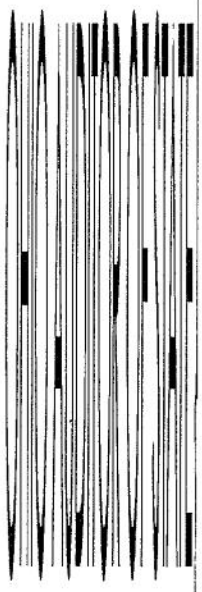
I, [redacted], have been provided and reviewed materials regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt and review of this information.

[redacted]	POLICE OFFICER	UNION TOWNSHIP
NAME	[redacted]ITLE	DEPARTMENT
[redacted]		7-4-24
SI[redacted]		DATE

[redacted]

From: AOS Training <do_not_reply@on24event.com>
Sent: Thursday, July 4, 2024 4:11 AM
To: [redacted]
Subject: Thank you for registering for Fraud Training!





Thank you for registering for Fraud Reporting and Training. Use the link below to enter the webcast.

WEBCAST
LINK: https://event.on24.com/wcc/r/4639162/0BBE3A000E697ADE6D20B0E3D7CC4B79?mode=login&email=[redacted]@utclermont.gov
EMAIL: [redacted]@utclermont.gov

This is an auto-generated email - please do not reply. If you have questions regarding the training, please contact the AOS Training Department directly at fraudtraining@ohioauditor.gov

FORM #7 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file.

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Union Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective **May 2024,** govern me as an employee and I am responsible for complying with all relevant policies.

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

[redacted]

Empl[redacted]

6-17-24

Date

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual [redacted]hip, Clermont County, Ohio (January 2005).*

[redacted]

Signature

4-29-24
Date

[redacted]

Print Name

UNION TOWNSHIP POLICE DEPARTMENT
Department/Agency

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
Date: 8/5/24
FROM: Lt. Combs

RE: Written Reprimand

[redacted]

It has been brought to my attention that on 07/20/24 at 0042 hours you failed to identify or check though NCIC a juvenile that was a runaway from Warren County and was entered into NCIC. Upon reviewing the BWC of the incident it was apparent that the female you were speaking with was a juvenile and apparent that she was lying to you about not being with anyone or where she was going for the night. Rather than investigate the incident further you cleared the scene and did not identify or run an NCIC check on the female or an adult male associate. This same juvenile female was located over 24 hours later by our agency and confirmed to be a runaway. In reviewing your personnel file, it was determined that you were issued a written letter of counseling on 03/04/23 for also failing to thoroughly investigate an alleged crime.

Let this communication serve as a written reprimand for your failure to follow Policy Manual 8-01, as well as your reluctance to improve in these areas. Sgt. Bishop will be meeting with you in the future to discuss a performance plan for you. This plan will include daily monitoring of your work product and daily auditing of your dispatched and self-initiated activity. I will be meeting with you as well to discuss the Administration's expectations. I sincerely hope that you will embrace the need for improvement in the areas outlined. As a reminder, a failure to show improvement may result in continued progressive discipline up to and including suspension and/or termination.

Lt. Combs

Operations Commander

cc: Personnel File

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Smith 78

Appraisal Period: 7-1-22 **to** 6-30-23

Category	Meets Standard	Does Not Meet Standard
Productivity	☐	☒
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☐	☒
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Dealing with the Public
[redacted] displays respect and empathy towards citizens and their issues. [redacted] promotes positive encounters and leaves citizens feeling that he cares about their problems. [redacted] recognizes the significance of dealing with citizens in a polite and professional manner.

Crisis Intervention
[redacted] displays empathy towards citizens and makes appropriate referrals to legal system or social agencies. [redacted] remains calm and competent in crisis situtaitons. [redacted] on numerous occasions has called for the use of Mobile Crisis to assist with subjects that are in an emotional/crisis state.

Weakest Performance Areas:
Productivity
[redacted] has received counseling for deficiencies in activity levels and has failed to show effort to improve. [redacted] is consistently below standards in one or more particular areas of measurable activity when meeting standards in other areas. [redacted] has self-initiated activity or work product which is below that produced by the majority of other employees in the same job class and assignment. [redacted] requires an atypical amount of correction.

Attendance
[redacted] has more than four occurrences of sick leave during the rating period. [redacted] has six sick occcurrences during the rating period for a total of 15 days. [redacted] has established a pattern of absenteeism.

Work Related Interests/Goals:
[redacted] has a short term goal of being an investigator with this agency. [redacted] has long term goals of becoming a Sergeant and retiring from Union Township Police Department after a long career.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
[redacted] has six disciplinary actions taken during the rating period.

Verbal counseling issued to [redacted] for failing to meet minimun productivity standards in the second quarter of 2023. [redacted] averaged 7.68 points a shift when the minimum productivity standard was 10 points average per shift.

Written letter of couseling issued to [redacted] for not investigating a felony theft and advising citizens that their case will not be investigated due to a lack of evidence when evidence was present.

Verbal counseling issued to [redacted] for violating the Standards of Conduct XV of giving a full days work for a full days pay. The entire third shift was advised by my unit to sit out in the open to be visible to the public and be a deterrent to any potential crime that may occur. [redacted] was found sitting at the end of Omni Drive out of the view of the public and where no one would see him as a deterrent of a crime. This is a direct policy violation in the Standards of Conduct XV: Giving a Full Day's Work for a Full Day's Pay.

Written letter of counseling was issued to [redacted] for failing to file charges in an expediated manner. [redacted] did not file a rule 16 in a timely manner when he got the results back.

Written letter of counseling was issued to [redacted] for an at-fault traffic crash. [redacted] crashed an agency owned vehicle while on duty and was at fault.

Verbal counseling was issued to [redacted] for failing to yield right of way causing an at-fault traffic accident.

Career Development/Recommendations:

[redacted] has a strong interest in taking investigative courses. [redacted] has attempted to get into the death investigations course but it was full every time he tries. If a death investigation course becomes available [redacted] should be given a chance to sign up and complete the course.

During this evaluation period, [redacted] did not meet the standard for productivity. [redacted] will be put on a performance plan that consists of meeting monthly to go over his productivity to assure that he meets the standards for the next performance apprasial period.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

Productivity

[redacted] was low in his activity standards in two out of the four quarters during the apprasial period. [redacted] received a verbal counseling for the second quarter of 2023 for low activity levels. [redacted] did not meet the required ten point average and fnished the quarter with 7.68 points per shift. In Guardian Tracking [redacted] had an entry for the third quarter of 2022 for being below average productivity in every catergory except field cards.

Attendance

[redacted] had six sick occurrences in this appraisal period for a total of 15 days. This is a pattern of absenteeism. This is more sick occurrences than any other employee in the same job class or assignment.

[redacted] has had a total of six disciplinary actions taken against him in this appraisal period.

[redacted] has the knowledge and ability to meet any standard this agency has to rate an employee on.

I have participated [redacted] conference.

[redacted]

Employ[redacted]

8-29-23
Date

78

Supervisor signature

8-29-23
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt.

Bureau Commander Signature

12/27/23
Date

Chief of Police Signature

12/27/23
Date

Form SOC 3.12a (Revised 12/98)

Written Record of Counseling

Union Township Police Department

Employee Name [redacted] Date of Counseling 3-3-23

Employee Number [redacted] Bureau Patrol [redacted]

Type of Violation

☐ Attendance	☐ Carelessness	☐ Insubordination
☐ Lateness or Early Quit	☐ Failure to Follow Instructions	☐ Violation of Safety Rules
☐ Attitude	☐ Willful Damage to Material or Equipment	☐ Working on Personal Matters
☐ Unsatisfactory Work Quality	☒ Violation of Department Policies or Procedure	☐ Other

Previous Counseling

ORAL	Written	Date	By Whom
☐	☐		
☐	☐		
☐	☐		

Employer Statement

Date of Incident 2-25-23 Time 2215 Policy No. Violation (if applicable) PM 8-01 III. A./B.

PM 8-01 Investigation of Criminal Offenses III. Patrol Division Responsibilities:
A. Evidence should be noted on the report so members assigned to follow-up have knowledge of the evidence and can act in a timely and orderly manner.
B. Members will not advise citizens that their case will not be investigated due to a lack of evidence.

[redacted] was dispatched to a theft of tools from motor vehicle on 2-25-23 valued at $3000.00. Victim advised there was video that could be collected as evidence. [redacted] stated to the victim "nothing is going to come of this" and "not going to amount to anything". [redacted] disregarded the possibility of additional evidence in this case and told the victim nothing was going to come of this in regards to an investigation. Additionally nothing was noted in the field card relating to video evidence available or amount of tools taken to further investigate.

I have read this [redacted] seing and understand it.

[redacted] 3-4-23
Employee Date

S.A. [redacted] 78 3-4-23
Issuing Supervisor Date

LT A 3/6/23
Bureau Commander Date

LT A (ACTING) 3/6/23
CEO Date

Form SOC 3.12a (Revised 12/98)

Written Record of Counseling

Union Township Police Department

Employee Name [redacted]

Date of Counseling 10/11/22

Employee Number [redacted]

Bureau Patrol [redacted]

Type of Violation

☐ Attendance	☐ Carelessness	☐ Insubordination
☐ Lateness or Early Quit	☐ Failure to Follow Instructions	☐ Violation of Safety Rules
☐ Attitude	☐ Willful Damage to Material or Equipment	☐ Working on Personal Matters
☐ Unsatisfactory Work Quality	☒ Violation of Department Policies or Procedure	☐ Other

Previous Counseling

ORAL	Written	Date	By Whom
☐	☐		
☐	☐		
☐	☐		

Employer Statement

Date of Incident 10/5/2022 Time Policy No. Violation (if applicable) PM 8-01

On October 5, 2022, [redacted] submitted three Rule 16's for prosecution. All three of the cases have been pending for over a year. There is not a valid reason as to why these cases where not disposed of within a reasonable amount of time. The lapse in time has caused a delay in the defendant being arraigned.

PM 8-01 VIII. Constitutional Requirements (A) To assure compliance with requirements of the U.S. Constitution and decisions of the Supreme Court, all members are prohibited, under penalty of disciplinary action up to and including termination, from any of the following practices: (2) Delays in arraignment not in accordance with due process.

See attached documentation

[redacted]

I have read this [redacted] ing and understand it.

[redacted]
Employee — 10-11-22 Date

SGT V86
Issuing Supervisor — 10/11/22 Date

Bureau Commander — 10/12/22 Date

CEO — 10/12/22 Date

On August 28, 2021, Defendant Savanna Diamond, was found in possession of suspected methamphetamine and marijuana. Event [redacted] The suspected narcotics were submitted to the Hamilton County Crime Lab. The results were forwarded to our agency on October 5, 2021.

On October 7, 2021, Defendant Christopher Hicks, was found in possession of suspected cocaine. Event [redacted] The suspected narcotics were submitted to the Hamilton County Crime Lab. The results were forwarded to our agency on December 10, 2021.

On July 27, 2021, Defendant Brandie Grandey, was found in possession of suspected methamphetamine Event [redacted] The suspected narcotics were submitted to the Hamilton County Crime Lab. The results were forwarded to our agency on July 7, 2022. Unknown reason for the delay in submission.

Form SOC 3.12a (Revised 12/98)

Written Record of Counseling

Union Township Police Department

Employee Name [redacted] Date of Counseling 8/30/22

Employee Number [redacted] Bureau Patrol [redacted]

Type of Violation

☐ Attendance	☒ Carelessness	☐ Insubordination
☐ Lateness or Early Quit	☐ Failure to Follow Instructions	☐ Violation of Safety Rules
☐ Attitude	☐ Willful Damage to Material or Equipment	☐ Working on Personal Matters
☐ Unsatisfactory Work Quality	☐ Violation of Department Policies or Procedure	☐ Other

Previous Counseling

ORAL	Written	Date	By Whom
☐	☐		
☐	☐		
☐	☐		

Employer Statement

Date of Incident 8/23/22 Time 0536 Policy No. Violation (if applicable) VI: Committing Unsafe Acts

[redacted] while operating a township cruiser and on duty was the at-fault driver in a minor vehicle accident. [redacted] was counseled regarding awarness while operating his cruiser.

I have read this [redacted] counseling and understand it.

[redacted]

Employee [redacted] #84 — Date 8-30-22

Issuing Supervisor — Date 8/30/22

Bureau Commander — Date 8/31/22

CEO — Date 8/31/22

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt G. Jasper

Appraisal Period: July 2021 **to** June 2022

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
* Dealing with the Public [redacted] displays respect and empathy towards citizens and their issues. He promotes positive encounters, and leaves citizens feeling he cares about their problems. [redacted] recognizes the significance of dealing with citizens in a polite and professional manner. While reviewing BWC footage I consistently observe courteous and respectful contacts with motorists and citizens.

* Crisis Intervention - [redacted] displays empathy towards citizens and makes appropriate referrals. He also remains calm and competent in crisis situations. [redacted] has repeatedly demonstrated the ability to calm citizens during extremely emotional situations. During this rating period [redacted] was involved with several medical emergencies and critical incidents where he displayed a professional response under very stressful circumstances.

Weakest Performance Areas:
* Productivity- [redacted] was below the Traffic Stop standards for the October 2021-December 2021 Quarter. He has generally maintained the minimum acceptable level as determined by quarterly statistics for reported patrol activity, but was below standards in this Quarter. Also, in reviewing BWC footage for Traffic Stops I found it difficult at times to locate enough stops to complete my monthly quality control checks during this rating period.

Work Related Interests/Goals:
[redacted] has a strong interest in attending the required courses to become a Traffic Crash Reconstructionist. His near term goal is to move into a position with our Traffic Crash Investigation Team. [redacted] has a long term goal to advance into a Sergeants position.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
No disciplinary actions taken during this rating period.

Career Development/Recommendations:
[redacted] has been with our Agency for [redacted] He was approved to attend a Course in Death Investigation, but was unable to attend due to the Course being filled. [redacted] desires to be a member of our Crash Investigation Team. [redacted] advised that he has been approved to attend Level Two Crash Investigation, when a course becomes available. I recommend that [redacted] be approved to attend higher level Crash Investigation Courses to assist in his endeavor to achieve a position in our Traffic Investigation Unit.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

- [redacted] received a Supervisor Recognition (May 2022) for his Team Work in capturing an armed Offender. The shift worked together to capture a dangerous Offender and secure evidence to ensure his conviction.
- [redacted] received a Supervisor Recognition (April 2022) for Life Saving Actions. [redacted] worked with P.O. Godsey using CPR and an AED while attempting to save a citizen.

I have participat[redacted]isal conference.

[redacted]
Em[redacted]e

12-16-22
Date

Supervisor signature

12-16-22
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature

10/20/22
Date

Chief of Police Signature

12/11/22
Date

Form# 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Combs

Appraisal Period: July 1, 2020 **to** June 30,2021

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Judgement and Discretion - [redacted] displays ordinary common sense and ability to use authority in a manner consistent with the ORC and the Code of Ethics. Considers the totality of circumstances before acting. Offers appropriate response to situations consistent with that of the majority of employees in the same class assignment.

Crisis Intervention - [redacted] displays empathy toward citizens and makes appropriate referrals to legal system or social agencies. Remains calm and competent in crisis situations.

Problem ID and Resolution - [redacted] is able to effectively respond to a variety of situations. Can identify potential problem situations and take appropriate action. Passes along concerns to supervisors and co-workers. Self - initiates response to perceived problems.

Report Writing - [redacted] reports are completed properly and submitted on time. Reports require little or no correction and are neat, with proper spelling, punctuation and grammar.

Weakest Performance Areas:
None Observed

Work Related Interests/Goals:
[redacted] short term goal is to become an agency Field Training Officer. His long term goal is to become a criminal investigator and a sergeant for this agency.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
None

Career Development/Recommendations:
[redacted] is interested in attending a death investigation type course and a advanced riffle/firearm course during this upcoming calendar year. [redacted] should be considered for both of these courses which will assist him in his current assignment on patrol.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] holds a Bachelors Degree in Criminal Justice with a Minor in Business from The University of Cincinnati.

During this appraisal period, [redacted] did not attend any outside training due to the Covid 19 Pandemic.

A review of the UTPD Employee Absence Report revealed that [redacted] had two occurrences during this appraisal period.

I have participated [redacted] conference.

[redacted]
Employe

10-31-21
Date

Supervisor signature

10/31/21
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

LT A
Bureau Commander Signature

11/16/21
Date

Chief of Police Signature

12/1/21
Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Brown

Appraisal Period: July1, 2019 **to** June 30, 2020

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Job Knowledge
[redacted] is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures [redacted] requires little or no correction from supervisors when performing routine or less than routine tasks [redacted] requests and attends advanced training. [redacted] displays a interest in furthering his level of knowledge.

Weakest Performance Areas:
Productivity
During an abbreviated grading period due to Covid-19, [redacted] was below the minimum acceptable activity levels as determined by quarterly statistics on three separate occasions during the evaluation period (Warnings, Arrests and Warrant Services).

Work Related Interests/Goals:
[redacted] hopes to fill a position within the Bike Patrol Unit as a short term goal and as a Field Training Officer as a more moderate goal. [redacted] considers assignment into the Investigations Unit as a more long-term goal.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
[redacted] was verbally counseled once regarding activity.

Career Development/Recommendations:
[redacted] would benefit from training related to becoming a Field Training Officer. [redacted] is very knowledgeable regarding the application of laws an ordinances and has a natural way of explaining things to younger officers.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] needs to focus on his production at times and the need to maintain and generate activity when operations are slow. But when calls for service increase and efficiency is at a premium, [redacted] always steps up. P.O. Maynard has excellent people skills that translate well to active, fluid and critical incidents where calmer heads are most beneficial. [redacted] remains professional when dealing with even the most unpleasant individuals. [redacted] often keeps situations from becoming more volatile by taking the time to listen and de-escalate situations. [redacted] is the kind of officer that keeps a shift together and is an asset to a supervisor.

I have participate[redacted]rence.

[redacted]

Empl[redacted]

3-3-21
Date

[redacted]
Supervisor signature

3/3/21
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

LT A[redacted]
Bureau Commander Signature

1/19/21
Date

[redacted]
Chief of Police Signature

3/[redacted]
Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] Employee Number: [redacted]

Division/Section: Patrol **Rating Supervisor:** 79

Appraisal Period: July 2018 **to** June 2019

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] Is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. He requires little or no correction from supervisors when performing routine or less than routine tasks. He displays ordinary common sense and ability to use authority in a manner consistent with the ORC and the Code of Ethics. Considers the totality of circumstances before acting and is able to effectively respond to a variety of situations. He can identify potential problem situations and take appropriate action. [redacted] passes along concerns to supervisors and co-workers. He self-initiates response to perceived problems. Reports are completed properly and submitted on time. Reports require little or no correction and are neat, with proper spelling, punctuation, and grammar.

Weakest Performance Areas:
[redacted] needs to make sure follow ups on investigative reports in his CAF are completed in a timely manner when having to file Rule 16's.

Work Related Interests/Goals:
Advance firearms training, crime scene investigation/crime scene management

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
On 10/9/18, Sgt. Combs issued a verbal counsel for low activity during the third quarter. On 1/22/19, Sgt. Combs issued a verbal counsel for low activity for 4th quarter activity.

Career Development/Recommendations:
[redacted] would like to continue taking classes related to the crime scene investigation area firearms training. He would like to eventually become an armorer and Sergeant.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
None

I have participated in a p[redacted]isal conference.

[redacted]
Emplo[redacted]

1-25-20
Date

Sgt. K. Lyn
Supervisor signature

1/25/20
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt A D
Bureau Commander Signature

2/18/20
Date

Scott Lanyhai
Chief of Police Signature

2/18/20
Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. G Jasper

Appraisal Period: July 2017 **to** June 2018

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
* Relations with Co-Workers- [redacted] displays a professional demeanor and gets along well with his co-workers. [redacted] routinely assists and supports other officers in their duties. He consistently responds to other Officer's calls for service to provide whatever assistance he can to help resolve the situation.

* Dealing with the Public- [redacted] displays respect and empathy towards citizens and their issues. He promotes positive encounters, and leaves citizens feeling he cares about their problems. [redacted] recognizes the significance of dealing with citizens in a polite and professional manner.

* Crisis Intervention - [redacted] displays empathy towards citizens and makes appropriate referrals. He also remains calm and competent in crisis situations. [redacted] has repeatedly demonstrated the ability to calm citizens during extremely emotional situations.

Weakest Performance Areas:
[redacted] has made positive steps to ensure his patrol activity remains in the acceptable range over the past rating periods [redacted] currently displays no significant weakness in any performance area.

Work Related Interests/Goals:
[redacted] has expressed interest in serving in the Bike Patrol function. [redacted] has a goal of becoming a Field Training Officer and working towards a position in the Investigative Division. His long term goal is to serve as a supervisor in our agency.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
[redacted] received a Written Record of Counseling on Feb 2nd 2018 for failing to complete his Bi-Weekly Time Report.

Career Development/Recommendations:
[redacted] has recently received training in interview and interrogation, and would like to receive additional investigative related courses, such as crime scene investigations. He has also expressed interest in joining the bike patrol unit, and becoming a Field Training Officer. I would recommend that [redacted] be authorized to attend more advanced investigative related courses, as well as consideration for the bike patrol unit. Additional Investigative Courses will enhance his ability achieve his goal of moving into the Investigative Division, as well as his goal of advancing into a Supervisory position.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] received a commendation from Lt. Rees on April 30th 2018 for his actions during a death investigation. The Family of the deceased expressed their great appreciation for [redacted] assistance.

I have participated in a [redacted] aisal conference.

[redacted]
Employ

12-21-18
Date

Sgt. R. Cooper
Supervisor signature

12-21-2018
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature

12/21/18
Date

Scott Laughlin
Chief of Police Signature

Date

Form SOC 3.12a (Revised 12/98)

Written Record of Counseling

Union Township Police Department

Employee Name [redacted] Date of Counseling 2/2/2018

Employee Number [redacted] Bureau Patrol [redacted]

Type of Violation

☐ Attendance	☐ Carelessness	☐ Insubordination
☐ Lateness or Early Quit	☐ Failure to Follow Instructions	☐ Violation of Safety Rules
☐ Attitude	☐ Willful Damage to Material or Equipment	☐ Working on Personal Matters
☐ Unsatisfactory Work Quality	☒ Violation of Department Policies or Procedure	☐ Other

Previous Counseling

ORAL	Written	Date	By Whom
☒	☐	10/7/16	Sgt Brown
☐	☐		
☐	☐		

Employer Statement

Date of Incident 1/30/18 Time 1800 Policy No. Violation (if applicable) SOC 1-03 XVII

[redacted] failed to complete his Bi-Weekly Time Report for the pay period from Jan. 16th - Jan. 29th. This failure created an unreasonable burden on others in the organization, and interfered with the efficient day to day operation of the agency.

I have read this [redacted] g and understand it.

[redacted] 2-2-18
Employee Date

[redacted]
Issuing Supervisor

2-2-18
Date

Bureau Commander

2/5/18
Date

CEO

2/6/18
Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Williams

Appraisal Period: 07/01/2016 **to** 06/30/2017

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] works well with the public. He shows empathy to those he comes in contact with. He is helpful, kind and presents a professional demeanor to the public.

[redacted] works well with his fellow officers and has little to no conflict with others on his shift

[redacted] work product is complete and well written and organized.

Weakest Performance Areas:
[redacted] can work on his time management skills.

Work Related Interests/Goals:
Bike patrol

FTO

Investigations

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
On 10/07/17 [redacted] was verbally counseled by Sgt. Brown for failing to meet minimum activity standards for warrant services.

Career Development/Recommendations:
[redacted] attended interview and interrogations at OPOTA during this ratings period. I am recommending tactical patrol training and any patrol operations training that may be available during the next performance period.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
On 4/27/17 [redacted] received a letter from a mother (Mary). She wanted to express her gratitude appreciation to [redacted] for helping to save her son after an apparent suicide/overdose attempt.

I have participated i[redacted]rence.

[redacted]

Employee [redacted]

10-25-17
Date

[redacted] 685

Supervisor signature

10/25/17
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

LT A[redacted]

Bureau Commander Signature

11/10/17
Date

Scott Lanyhai

Chief of Police Signature

Date

PERSONNEL ACTION FORM

Effective Date: 7/9/16

Name: [redacted]		Employee ID:
Address:		Date of Birth:
City, State, Zip:		SSN:
Home Phone:	Cell Phone:	Emergency Number:
Email Address:		

REASON FOR ACTION:

☐ New Hire	☐ Rehire	☐ Leave of Absence ☐ Personal ☐ FMLA ☐ Workers' Comp ☐ STD ☐ LTD ☐ Military Leave
☐ Adjustment	☐ Review	
☐ Position Change	☐ Promotion ☐ Transfer	
☐ Rate Change	☐ Address/Info. Change	
Termination: Last Day Worked:	☐ Voluntary ☐ Involuntary	

OLD		NEW	
Position: Police Officer		Position: Police Officer	
Department:		Department:	
Division/Subsidiary:		Division/Subsidiary:	
Pay Rate: $ 29.03	☒ Hourly ☐ Annually	Pay Rate: 31.25 Amount of Change:	☒ Hourly ☐ Annually % of Change:
Shift ID:	Shift Differential:	Shift ID:	Shift Differential:
Class: ☐ Non-Exempt ☐ Exempt		Class: ☐ Non-Exempt ☐ Exempt	
Status: ☐ Full Time ☐ Regular ☐ Part Time: # Hrs. Wkly.: ☐ Temporary		Status: ☐ Full Time ☐ Regular ☐ Part Time: # Hrs. Wkly.: ☐ Temporary	
Supervisor:		Supervisor:	
		Next Review Date:	

COMMENTS:

APPROVALS:

Supervisor:	Date: 7/8/16	Department Head:	Date:

HR: Date Changes Completed: _____ Signature: _____

Payroll: Date Changes Completed: 7/19/16 Signature: CW

Est. 1811
Union Township

UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CONFLICT OF INTEREST POLICY

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Conflict of Interest Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005)*, and any other penalties, whether in law or in equity, as provided within the Ohio Revised Code.

[redacted]

Signatur[redacted]

3-8-16
Date

[redacted]
Print Name

UTPD
Department/Agency

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. G Jasper

Appraisal Period: July 2015 **to** June 2016

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
* Report Writing-[redacted] acquired a strong understanding of our computer reporting system quickly. His reports are complete, and properly supplemented[redacted] reports require little or no correction, and are consistently well written. With thorough narratives [redacted] allows investigators to easily follow up on incidents.

* Relations with Co-Workers-[redacted] displays a professional demeanor and gets along well with his co-workers. [redacted] routinely assists and supports other officers in their duties. He consistently responds to other Officer's calls for service to provide whatever assistance he can to help resolve the situation.

* Dealing with the Public-[redacted] displays respect and empathy towards citizens and their issues. He promotes positive encounters, and leaves citizens feeling he cares about their problems.[redacted] recognizes the significance of dealing with citizens in a polite and professional manner.

Weakest Performance Areas:
* Attendance-[redacted] currently has four sick time leave occurrences during this rating period. A Doctor's excuse will be required to document any additional sick time leave occurrences.[redacted] has been with Union Township[redacted], in that time he has exhibited higher sick time usage than others in his job assignment.

Work Related Interests/Goals:
[redacted] has expressed interest in several special assignments. He maintains a high level of physical fitness; this is advantageous for the Bike Patrol and K-9 positions he desires. [redacted] has a goal of becoming a Field Training Officer, working towards a position in the CCNU, our Investigative Unit, and eventually becoming a supervisor with our agency.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
No actions taken during this rating period.

Career Development/Recommendations:
[redacted] has been with the agency for two years and displays a positive attitude towards his job.[redacted] enjoys criminal investigations and would like to attend training to enhance his criminal investigations skillset.[redacted] is scheduled to attend CIT, and Core Criminal Investigations this year. I would recommend[redacted] continue with investigative related courses, such as interview and interrogation, so as to better prepare him for future opportunities. This would also enhance his overall proficiency in his patrol function.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
N/A

I have participated in a [redacted] nference.

[redacted]
Employee sig[redacted]e

9-30-16
Date

Sgt. D [redacted]
Supervisor signature

9-25-16
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt. N [redacted]
Bureau Commander Signature

8/29/16
Date

Scott Lanyhai
Chief of Police Signature

Date

Union Township Police

Established in 1965
Chief of Police Scott T. Gaviglia

July 9, 2015

[redacted]

[redacted]

It is my pleasure to advise you that you have been removed from probationary status. You have been appointed to your current rank as a permanent full-time employee. This change is effective one year from your date of appointment to the probationary position.

I want to congratulate you on your accomplishment. You have done a good job, and the Township is pleased to reward your efforts.

Please keep up the good work!

Yours Very Truly,

Scott Gaviglia
Chief of Police

cc: personnel file

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245

(513) 752-1230 • FAX (513) 753-2687

Equal Opportunity Employer

January 21, 2015

[redacted]

Operations Bureau
Patrol Division

I wanted to take a moment and recognize the extra effort you put forth on 2/5/15 in regards to a burglary report/investigation. Your effort, attention to detail, and willingness to follow-up on this case led to a suspect being identified. Based on your actions the person responsible for committing this burglary is in custody. This is exactly the kind of effort you advised me you would put forward when I hired you. Please keep up the good work.

Scott T. Gaviglia M.B.A, CLEE
Chief of Police

Cc; Personnel File

Form # 3-09d (01/08)

Union Township Police Department

Monthly Performance Report

Sworn and Non Sworn Personnel

Employee Name [redacted] Date of Evaluation 1/15/15

Employee Number [redacted] Supervisor Sgt White

Most Acceptable Performance / Strengths.

[redacted] handles his calls with confidence and professionalism. He reports to work early with a positive attitude. He works well with his co workers and completes his tasks in a timely manner. Sgt Williams and Sgt Wagner both speak highly of [redacted] and indicate he takes direction well and is easily supervised.

Least Acceptable Performance / Weaknesses.

[redacted] will continue to gain confidence and knowledge with the daily call volume in Union Twp.

Career Development.

Training as it pertains to his road patrol duties.

Additional Comments.

[redacted] continues make the transition from a State Trooper to a Union Twp Police Officer. In the month of January he responded to a burglary call, completed a thorough preliminary investigation, then developed leads to effect an arrest.

I have rece[redacted]s evaluation.

[redacted]

Signature [redacted] 1/15/15
Date

Signature of Supervisor Sgt Wht 1/15/15
Date

Signature of Bureau Commander 2/25/15
Date

[redacted] Pers File 88

[redacted] & BOCK -

On 11.26.14 you came to our resace. your kindness & compassion helped to keep us calm. That night we lost our mom, but we found strength from your compassion. Thank you for always being our heros!

Gratefully yours -
James,
Stephanie &
Shane Hall



The family of
Rita Mae Hall
acknowledges with deep appreciation your kind expression of sympathy.

Form # 3-09d (01/08)

Union Township Police Department

Monthly Performance Report

Sworn and Non Sworn Personnel

Employee Name [redacted] Date of Evaluation 11/2/14

Employee Number [redacted] Supervisor Sgt White

Most Acceptable Performance / Strengths.

[redacted] positive attitude stands out when he arrives for his duties. He promptly arrives for his shift, ready to perform his duties [redacted] is able to handle his calls for service while remaining active in other aspects, such as traffic enforcement.

Least Acceptable Performance / Weaknesses.

[redacted] continues to make good decisions, however time and grade will benefit his continued growth,

Career Development.

specific training for road patrol duties

Additional Comments.

na

I have received a [redacted] ıation.

[redacted]

Signature o[redacted] Date 11-17-14

Signature o[redacted] Date 11-17-14

Signature of Bureau Commander Date 11/18/14

Form # 3-09d (01/08)

Union Township Police Department

Monthly Performance Report

Sworn and Non Sworn Personnel

Employee Name [redacted] Date of Evaluation 10/2/14

Employee Number [redacted] Supervisor Sgt White

Most Acceptable Performance / Strengths.

[redacted] has performed well in the daily duties on day shift. He works well with his fellow employees. [redacted] is eager to learn and enthusiastic with his patrol duties. I am pleased with his progression and enjoy having him on my shift.

Least Acceptable Performance / Weaknesses.

[redacted] is making daily decisions that are new and unfamiliar, specifically in the civil realm. Time and grade will benefit [redacted]

Career Development.

Specific training for his road patrol duties

Additional Comments.

na

I have received [redacted] uation.

[redacted]

Signature of [redacted] Date 11-17-14

Signature of [redacted] Sgt White Date 11-17-14

Signature of Bureau Commander Date 11/18/14

Form 5WH (03/10)

Union Township Police Department

5WH REPORT

From: P.O. Bullock #20
To: Sgt. White # 86
Date: 09/02/14
Reference: [redacted] / Release for Solo Patrol

Sgt.,

[redacted] finished his last day of training with me on September 02, 2014 and is scheduled for solo patrol on September 7, 2014. [redacted] has successfully completed all the goals and objectives necessary for the completion of the FTO program. Although [redacted] is young in his law enforcement career, he has shown he is very capable of becoming a great officer for this agency. [redacted] conducts himself in a professional manor towards the public as well as to fellow officers. [redacted] has shown he is competent in both making decisions and completing the proper paper work required for this job. [redacted] as demonstrated to me a great desire to learn his acquired position and a great willingness to work hard for this agency. [redacted] has shown he can take control of a situation, but at the same time show compassion when needed. [redacted] has a great attitude for public service and has shown he can take constructive criticism when needed. I have read [redacted] daily observations from his other FTO's and I have not found anything in them that would disagree with my assessment. As [redacted] primary FTO, I have not seen anything during our time together that would not allow him to be released to solo patrol. I would like to add that [redacted] has strived really hard to complete this FTO program ahead of schedule and although he may not have seen all the scenarios he may encounter, I feel he will be able to make the right decision on any particular call. It is my opinion that [redacted] is ready to be released on his own for solo patrol.

Respectfully Submitted,

P.O. Bullock #20

This form shall be used to convey information of an important or unique nature where no other form of internal communication is applicable. The writer shall be specific in conveying the information, including who, what, when, where, why, and how as they apply to the information presented.

Signature P.O. Chad Bullock #20

MIKE DEWINE
★ OHIO ATTORNEY GENERAL ★

Ohio Peace Officer Training Commission
Office 800-346-7682
Fax 740-845-2675

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

July 21, 2014

Chief Terrence Zinser
Union Twp. Police Department - Clermont
4312 Glen Este-Withamsville Road
Cincinnati, OH 45245

Re: Update Training Evaluation for [redacted]

Dear Chief Zinser:

This letter shall serve as notice that no update training is required.

This determination is based solely upon the information reported to the Commission, and does not relieve this officer or the appointing authority of any obligation to comply with the training requirements of O.A.C. 109:2-1-12. This determination does not relieve this officer of the annual firearms re-qualification and Continuing Professional Training requirements.

Should you have any questions or concerns regarding this determination, please feel free to contact me at the number provided below.

Sincerely,

Brittany Thompson

Brittany Thompson
Certification Officer
Professional Standards Section

cc: Officer

BT/jw

Union Township

Only Township Nationally Accredited in Police • Fire • Service

4350 Aicholtz Rd. • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.union-township.oh.us

Trustees
John K. McGraw
Lloyd Acres
Matthew Beamer

Fiscal Officer
Ronald B. Campbell

Administrator
Ken Geis

Law Director
Lawrence E. Barbiere

State of Ohio, County of Clermont

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and that I will faithfully discharge the duties of Police Officer of Union Township, to which office I have been appointed according to law and the best of my ability.

[redacted]

Sworn to and subscribed before me this [redacted] day of [redacted]

Ronald B. Campbell
Union Township Fiscal Officer

[redacted]

FORM #7 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file.

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Union Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective **February 2005,** govern me,

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

[redacted]

7-9-14
Date

FORM #3 DRUG FREE WORKPLACE NOTICE

Union Township supports the Drug Free Workplace Act of 1988. Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on these premises by employees is strictly prohibited and violators will be subject to corrective action and criminal prosecution.

This policy is to be regarded as a condition of employment. Any employee convicted of a work related drug offense must notify the Township Administrator no later than five (5) calendar days after conviction.

DRUG FREE WORKPLACE POLICY RECEIPT

The purpose of this document is to verify that I have received a copy of the Township's Drug Free Workplace Notice and Policy.

[redacted]

7-9-14
Date

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005).*

[redacted]

7-9-14
Date

[redacted]
Print Name

OTPD
Department/Agency

Est. 1811
Union Township

UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CELLULAR TELEPHONE POLICY

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Cellular Telephone Policy*, as amended, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005),* as amended, and any other penalties, whether in law or in equity, as provided within the Ohio Revised Code.

[redacted]

7-9-14
Date

[redacted]
Print Name

UTPD
Department/Agency

Union Township

UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CONFLICT OF INTEREST POLICY

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Conflict of Interest Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005)*, and any other penalties, whether in law or in equity, as provided within the Ohio Revise[redacted]

[redacted]

7-9-14
Date

[redacted]
Print Name

OTA
Department/Agency

Acknowledgement of receipt of Auditor of State fraud reporting-system information

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging (insert public employer) provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I [redacted] have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

[redacted] UTPA

PRINT NAME, TITLE, AND DEPARTMENT

[redacted] 7-9-14

[redacted]AME DATE

Union Township Police Department
Acknowledgment of General Orders

I [redacted] have been informed that the General Orders
Name
are available on Power DMS and the templates drive. On 7-9-14 I have
Date
been shown the General Orders and agree to abide by the standards of conduct, policies, and procedures therein.

I understand that a physical copy of this manual will be available to me in my place of work; in addition to the digital versions outlined above.

I understand that the CEO reserves the right to change these general orders in the future to reflect changes in laws, work environment, operations and other circumstances affecting economic, operational, and administrative needs.

I understand that, unless otherwise stated, all general orders are in effect upon date of issue.

I understand that under no circumstances may these General Orders and its contents be lent, given away, or copied in any manner by any person without the explicit permission of my employer. I understand that any digital or physical copies of the General Orders will be returned to my employer upon request.

[redacted]

Heather Brown
Signature of issuing supervisor

Union Township Police Department
Code of Ethics for Sworn Members

As a law enforcement officer, my fundamental obligation is to protect the constitutional rights and freedoms of the people whom I have been sworn to protect.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow members, and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend on my honesty. I will obey the very laws that I am sworn to uphold. I will seek affirmative ways to comply with the standards of my agency and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible and professional and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a law enforcement officer. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of the law enforcement profession.

Employee Signature [redacted]

Witness Signature He[redacted] Brown

Date 7-9-14

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Police Chief/Fire Chief, or Administrator.

Approved by Township Administrator — Date: Sept 9, 1998

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. Unless explicitly implied by bargaining contract or statutes, I understand that I am an at-will employee and that I may be terminated at any time by the Board of Trustees.

Empl[redacted] — Date: 7-9-14

Developed by Clemans, Nelson & Associates, Inc.
Columbus, Ohio 43235

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

start date [redacted]

[redacted]

[redacted]

Dear [redacted]

You will attend the Trustee Meeting on [redacted] at 7:00 p.m. Please meet Chief Zinser at the Civic Center at 6:30pm, dressed in professional attire. On Friday, June 13th, you need to have your pre-employment physical at Concentra, 2884 East Kemper Rd., 771-2233. Their hours are 8:00am – 5:00pm. (They asked that you not show up any later than 2:00pm) I have included a map. Be sure to take a picture I.D. and **do not eat or drink anything 12 hours prior.**

If you have any questions, please call me at 753-2211.

Sincerely,

Heather Brown
Administrative Assistant

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245

(513) 752-1230 • FAX (513) 753-2687

Equal Opportunity Employer

OHIO PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ohio Department of Public Safety
Division of Homeland Security
http://www.homelandsecurity.ohio.gov

PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME	FIRST NAME	MIDDLE INITIAL
[redacted]	[redacted]	[redacted]
HOME ADDRESS		
[redacted]		
CITY	**STATE**	**ZIP** / **COUNTY**
[redacted]	[redacted]	[redacted] / [redacted]
HOME PHONE	**WORK PHONE**	
[redacted]		

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

PUBLIC EMPLOYMENT - CONTINUED

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
   ☐ Yes ☑ No

In the event of a denial of public employment due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration [redacted] a disclosure that material assistance to an organization identified on the U.S. Department of State Terroris[redacted]has been provided by myself or my organization.

X [redacted] _____ 7/9/14
Date

UNION TOWNSHIP POLICE DEPARTMENT

Chief Terrence Zinser

4312 Gleneste-Withamsville Road●Cincinnati, Ohio 45245
(513)752-1230 (513)753-2687 (FAX)

APPLICATION FOR EMPLOYMENT

revised 09/2003

UNION TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Today's Date 5-8-2014

Name Last	First	M.I.	Social Security Number
[redacted]	[redacted]	[redacted]	[redacted]
Present address	**City**	**State**	**Zip code**
[redacted]			
How long have you lived at your present address? 1 yrs. 2 mos.	**Home phone number** [redacted]	**Alternate phone number**	

Are you a US citizen? YES ☒ NO ☐

Are you 21 years of age or older? YES ☒ NO ☐

Are you legally eligible for employment in the US? YES ☒ NO ☐

Position applying for:
☒ Police Officer ☐ Civilian (Communications, Secretarial)

Education

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	LAST GRADE COMPLETED	COURSE OF STUDY	DATES	DEGREE OR DIPLOMA
ELEMENTARY	SEIPELT ELEMENTARY 5684 CROMLEY DRIVE MILFORD, OH 45150	5TH	N/A	[redacted]	N/A
HIGH SCHOOL	MILFORD HIGH SCHOOL 1 EAGLES WAY MILFORD, OH 45150	12TH	STANDARD		DIPLOMA
COLLEGE	UNIVERSITY OF CINCINNATI 2600 CLIFTON AVE CINCINNATI, OH 45221	16TH	CRIMINAL JUSTICE AND BUSINESS		BACHELOR OF SCIENCE CRIMINAL JUSTICE
LAW ENFORCEMENT	OHIO STATE HIGHWAY PATROL 740 E. 17TH AVE COLUMBUS, OH 43211	N/A	LAW ENFORCEMENT		OHIO PEACE OFFICER CERTIFICATION

Are you continuing your education? YES ☐ NO ☒

If yes, please indicate how

Scholastic honors or scholarships received

DEAN'S LIST / JOHN P. KALAMAN SCHOLARSHIP

RECEIVED MAY 08 2014

Employment History

Please list all employment, starting with present or most recent employer.
Account for all periods, including all unemployment or time not spent in school or military service.

1 Name and address of employer OHIO STATE HIGHWAY PATROL
1000 HOSPITAL DRIVE BATAVIA OH 45103
☒ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
[redacted]	(513) 732-1510	SGT BRIAN BOST

Final salary $ 23.24.00 ☒ Hour ☐ Month ☐ Year	Job Title	Reason for leaving
	TROOPER	N/A

Describe type of business and duties:
- LAW ENFORCEMENT
- CRASH INVESTIGATION
- TRAFFIC SAFETY

2 Name and address of employer CINCO FAMILY FINANCIAL CENTER
49 WILLIAM HOWARD TAFT CINCINNATI, OH 45219
☐ Full time ☒ Part time

Dates of employment	Phone number	Supervisor name and title
[redacted]	(513)475-6247	KELLY MARTIN - BRANCH MANAGER

Final salary $ 10.00 ☒ Hour ☐ Week ☐ Month	Job Title	Reason for leaving
	TELLER	HIRED BY O.S.P.

Describe type of business and duties:
BANKING AND TELLER DUTIES

3 Name and address of employer TLH COMMUNICATIONS
1483 SR 131 MILFORD, OH 45150
☐ Full time ☒ Part time

Dates of employment	Phone number	Supervisor name and title
[redacted]	(513)615-1759	ROGER HANNA - OWNER

Final salary $ 12.00 ☒ Hour ☐ Week ☐ Month	Job Title	Reason for leaving
	LABORER	HIRED BY O.S.P.

Describe type of business and duties:
VOICE AND DATA CABLING

4 Name and address of employer KEISER PHOTOGRAPHY
128 MAIN ST MILFORD, OH 45150
☒ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
[redacted]	(513)831-3206	KEITH KEISER - OWNER

Final salary $ 8.00 ☒ Hour ☐ Week ☐ Month	Job Title	Reason for leaving
	SALES REPRESENTATIVE	SUMMER JOB

Describe type of business and duties:
ASSISTED WITH PHOTOGRAPHY AND SALES

Continued on next page

Employment History (cont.)

5 Name and address of employer BRAVO
5045 DEERFIELD BLVD MASON, OH 45040
☐ Full time ☒ Part time

Dates of employment	Phone number	Supervisor name and title
[redacted]	(513)234-7900	JOSEPH DAVEY - OWNER
Final salary $ 8.15 ☒ Hour ☐ Week ☐ Month	**Job Title** SERVER	**Reason for Leaving** TO WORK MORE HOURS AT CINCO

Describe type of business and duties:
SERVER AND TRAINING SERVER

6 Name and address of employer N/A
☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
N/A	N/A	N/A
Final salary $ N/A ☐ Hour ☐ Week ☐ Month	**Job Title** N/A	**Reason for leaving** N/A

Describe type of business and duties:
N/A

7 Name and address of employer N/A
☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
N/A	N/A	N/A
Final salary $ N/A ☐ Hour ☐ Week ☐ Month	**Job Title** N/A	**Reason for leaving** N/A

Describe type of business and duties:
N/A

8 Name and address of employer N/A
☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
N/A	N/A	N/A
Final salary $ N/A ☐ Hour ☐ Week ☐ Month	**Job Title** N/A	**Reason for leaving** N/A

Describe type of business and duties:
N/A

I hereby give my permission to [redacted] s I have listed concerning my present and prior work [redacted]

Signature [redacted] Date 5-8-2014

If there is a p [redacted] not wish us to contact, please indicate which one(s) and explain:

Previous Address(s)

Starting with your present address, list ALL addresses where you have lived for the past ten (10) years. Include your address while in military service.

Dates	Street Address	City	County	State
[redacted]				
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

N/A	
N/A	
N/A	N/A

I certify tha[redacted]t of my knowledge.

Signature [redacted] Date 5-8-2014

REFERENCES (Do not list persons related to you)

1	Name: SGT. JEFF BROWN		Phone Number: [redacted]
Address: [redacted]	City	State/Zip	
Relationship: WORKING RELATIONSHIP AND FRIEND			

2	Name: SGT JOE LAVIGNE		Phone Number: [redacted]
Address: [redacted]	City	State/Zip	
Relationship: FAMILY FRIEND AND WORKING RELATIONSHIP			

3	Name: TPR CHRIS KRANTZ		Phone Number: [redacted]
Address: [redacted]	City	State/Zip	
Relationship: WORKING RELATIONSHIP AND FRIEND			

4	Name: THOMAS LOWE		Phone Number: [redacted]
Address: 4640 LOCUST GROVE CT	City: BATAVIA	State/Zip: OH / 45103	
Relationship: FRIEND			

5	Name: N/A		Phone Number: N/A
Address: N/A	City: N/A	State/Zip: N/A	
Relationship: N/A			

I certify that t[redacted]st of my knowledge.

Signature [redacted] Date 5-8-2014

PERSONAL HISTORY QUESTIONNAIRE

Explanation of the Purpose and Use

Thank you for taking the time and thoughtful effort to complete this Personal History Questionnaire. We want you to understand the purpose of this form and the objective, professional manner in which we will treat the information you provide.

We want you to consider the Personal History Questionnaire as an opportunity to organize and present relevant information about yourself. This information will assist us in gaining an accurate picture of your background to be used as one of the bases for our appraisal of the "goodness of fit" between you and the position for which you are applying. Other bases are your physical ability and health, your self-presentation in interviews, a polygraph (lie detector) examination, and a psychological examination.

Additionally, we want you to know that we not only consider the facts presented, but we also consider your explanations surrounding the facts. That is why it is so critically important that you make a special effort to answer all questions completely, truthfully, and thoughtfully. There are many opportunities within the form for you to offer an explanation of facts and/or circumstances.

We will take an overview of the information you provide and treat it in a "profile" manner which enables us to make judgments about your background as well as analyze specific areas. Using a full scope of information, we can evaluate the overall balance of your strengths and limitations so that our conclusions about your eligibility are not unduly influenced by narrow or isolated bits of information.

Our profile approach to your background leads us to look at the balance of factors in the following areas:

I. **Financial Status**
II. **Moving Traffic Violations**
III. **Memberships in Organizations Conspiring and/or Advocating Use of Violence or Illegal Activity**
IV. **Use of Narcotics**
V. **Sexual Behavior Patterns**
VI. **Criminal History, Gambling, Arson, etc.**
VII. **Prior Applications for a Position with any Police Department**

In analyzing your background in the various profiled areas we are looking for evidence of your sense of responsibility, self-discipline, emotional maturity, and the ability to exercise good judgment as you meet the demands of living in our contemporary society.

Please feel free to ask any questions you may have about the instructions for completing this Personal History Questionnaire. We have personnel available to insure that you understand the instructions. However, the personnel cannot answer how your responses to the questions will be interpreted.

Please acknowledge your reading and fully understanding of the **Employment Application** and the **Explanation of the Personal History Questionnaire** by signing in the space below.

Signature [redacted] Date 5-8-2014

I. Financial Status

Indebtedness (Check as many as apply today)

☒ own ☐ rent/lease ☐ living with parents

☐ living with other ☐ other

All yes answers require an explanation (use additional sheet if necessary)

Yes	No	
☐	☒	Have you ever had your wages attached or garnished? If yes, when N/A
☐	☒	Have you ever been a defendant in small claims court? If yes, explain N/A
☐	☒	Do you have any civil action pending against you? If yes, explain N/A
☐	☒	Have you ever filed for bankruptcy or been declared bankrupt? If yes, When N/A
☐	☒	Have you ever been declared delinquent in child support payments ordered by the court? If yes, explain N/A
☐	☒	Have you ever been refused credit? If yes, explain N/A
☐	☒	Have you ever had property repossessed? If yes, explain N/A
☐	☒	Do you owe past taxes? If yes, explain N/A
☐	☒	Have you written checks within the last twelve (12) months that you knew would be returned for insufficient funds but wrote them anyway? If yes, how many N/A
☐	☒	Have you skipped paying bills or debts on time? If yes, explain all occurrences N/A
☐	☒	Are any of your bills in the hands of a bill collection agency? If yes, explain N/A

I certify that the above infor[redacted] of my knowledge.

Signature [redacted] Date 5-8-2014

Financial Status (cont)

Obligation	Company (name, city, state)	Amount owed / overdue/ past due
Home Loan	STONEGATE, COLUMBUS, OHIO	$80,000.00
Personal Loan	N/A	N/A
Auto Loan #1	N/A	N/A
Auto Loan #2	N/A	N/A
Finance Co.	N/A	N/A
Finance Co.	N/A	N/A
Mastercard	GE CAPITAL	$6,300.00
VISA	CHASE	$ 415.00
Department Store	N/A	N/A
Department Store	N/A	N/A
Credit Union	N/A	N/A
Obligation	**Court of Jurisdiction**	
Child Support	N/A	N/A
Child Support	N/A	N/A
Chapter 13	N/A	N/A
Bankruptcy	N/A	N/A
Small Claims	N/A	N/A
FRA (traffic)	N/A	N/A
Civil Suits	N/A	N/A
Alimony	N/A	N/A

Yes	No	
☒	☐	Do you have a personal checking account? If yes, institution name CHASE
☒	☐	Do you have a personal savings account? If yes, institution name CHASE

I certify that [redacted] **best of my knowledge.**

Signature [redacted] Date 5-8-2014

II. Moving Traffic Violations

List the number of Moving Violations you have had since age 16.

Offense	Number	Ohio	Non- Ohio
D.U.I.	2/A	2/A	2/A
Speed	1	1	2/A
Driving w/o License	2/A	2/A	2/A
Reckless Driving	2/A	2/A	2/A
Driving Under Suspension	2/A	2/A	2/A
Other	1	1	2/A

I certify that [redacted] **st of my knowledge.**

Signature [redacted] Date 5-8-2014

III. Memberships in Organizations

YES NO

☐ ☒ Are you now or have you ever been a member of an organization that advocates or practices violence and/or unlawful acts (including, but not limited to, bombing or burning structures, murder, mayhem, rioting, kidnapping, extortion, or terrorism) to effect political or social change?

If yes, give names and dates of memberships

Organization	Dates of Membership
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

I certify that the above information is tr[redacted] of my knowledge.

Signature [redacted] Date 5-8-2014

IV. Narcotics

	YES	NO	
1.	☐	☒	Have you ever used illegal narcotics (marijuana not included)? If so, when (month/year) N/A
2.	☐	☒	Have you ever used marijuana? If so, when (month/year) N/A
3.	☐	☒	Have you ever sold illegal narcotics? If so, when (month/year) N/A
4.	☐	☒	Have you ever sold marijuana? If so, when (month/year) N/A
5.	☐	☒	Have you ever transported illegal narcotics? If so, when (month/year) N/A
6.	☐	☒	Have you ever transported marijuana? If so, when (month/year) N/A
7.	☒	☐	Have you ever used any narcotics or prescription drugs, not including marijuana, without a doctor's prescription?
8.	☐	☒	Have you ever purchased any narcotics or prescription drugs, not including marijuana, without a doctor's prescription?
9.	☐	☒	Have you ever sold narcotics or prescription drugs, not including marijuana, to anyone else?
10.	☐	☒	Have you ever possessed narcotics or prescription drugs, not including marijuana, that you obtained without a prescription?
11.	☐	☒	Have you ever operated a motor vehicle while under the influence of drugs, narcotics, or marijuana?

I certify that [redacted] st of my knowledge.

Signature [redacted] Date 5-8-2014

Narcotics (co[redacted]

For each of the following narcotics listed, fill in the appropriate column(s) to reflect any activity you may have had with that particular drug.

Drug	Largest amount bought	Largest amount used	Largest amount sold	How often	Date most recent occurrence
Marijuana a. Marijuana	N/A	N/A	N/A	N/A	N/A
b. Hash	N/A	N/A	N/A	N/A	N/A
c. Hash Oil	N/A	N/A	N/A	N/A	N/A
Stimulants / Amphetamines a. Bennies	N/A	N/A	N/A	N/A	N/A
b. Uppers	N/A	N/A	N/A	N/A	N/A
c. Speed	N/A	N/A	N/A	N/A	N/A
d. Whitecrosses (caffeine type P.U.)	N/A	N/A	N/A	N/A	N/A
e. Other(s) _____ _____	N/A	N/A	N/A	N/A	N/A
Cocaine a. Crack	N/A	N/A	N/A	N/A	N/A
b. Freebase	N/A	N/A	N/A	N/A	N/A

I certify tha[redacted]st of my knowledge.

Signature [redacted] Date 5-8-2014

Narcotics (cont)

Drug	Largest amount bought	Largest amount used	Largest amount sold	How often	Date most recent occurrence
Hallucinogens a. Micro Dot/ Blue Micro	N/A	N/A	N/A	N/A	N/A
b. LSD	N/A	N/A	N/A	N/A	N/A
c. Blotter Acid	N/A	N/A	N/A	N/A	N/A
d. Gelatin Squares	N/A	N/A	N/A	N/A	N/A
e. Window Pane	N/A	N/A	N/A	N/A	N/A
f. Other(s) _____ _____	N/A	N/A	N/A	N/A	N/A
Depressants / Downers a. Ludes	N/A	N/A	N/A	N/A	N/A
b. Sophors	N/A	N/A	N/A	N/A	N/A
c. Morphine	N/A	N/A	N/A	N/A	N/A
d. Heroin	N/A	N/A	N/A	N/A	N/A
e. Talwin	N/A	N/A	N/A	N/A	N/A
f. Pyrobens-Zamine/T's & B's	N/A	N/A	N/A	N/A	N/A
g, Other(s) _____ _____	N/A	N/A	N/A	N/A	N/A

Yes No

☐ ☒ Any misuse of prescribed drug?

☐ ☒ Any other illegal drug?

Any explanation of the preceding information on Use of Narcotics may be put on an additional sheet.

I certify that the [redacted] my knowledge.

Signature [redacted] Date 5-8-2014

V. Sexual Behavior Patterns

Have you ever participated in the following:

Act	YES	NO	Date
Sex with animals	☐	☒	N/A
Soliciting for prostitution	☐	☒	N/A
Voyerism	☐	☒	N/A
Exposing yourself	☐	☒	N/A

YES NO

☐ ☒ Have you ever had sexual contact with another person who was twelve (12) years of age or younger at the time?

Your age at the time N/A

Partner's age at the time N/A

☐ ☒ Have you ever had sexual contact with another person who was a juvenile and four (4) or more years younger than yourself?

Your age at the time N/A

Partner's age at the time N/A

☐ ☒ After reaching your eighteenth (18th) birthday, have you ever had sexual contact with another person who was fifteen (15) years of age or younger at the time?

Your age at the time N/A

Partner's age at the time N/A

I certify that the [redacted] of my knowledge.

Signature [redacted] Date 5-8-2014

VI. Criminal History

1. Have you ever been convicted of a criminal offense (misdemeanors and felonies) as a juvenile? NO

When	Nature of Offense	Where	Disposition
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

2. Have you ever been convicted of a criminal offense (misdemeanors and felonies) as an adult? NO

When	Nature of Offense	Where	Disposition
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

I certify that th[redacted]st of my knowledge.

Signature [redacted] Date 5-8-2014

Criminal History (cont)

	YES	NO	
3.	☐	☒	Are you currently wanted by the police or courts? (This includes traffic and parking capiases)? If yes, explain N/A
4.	☐	☒	Have you been convicted of a crime and been placed on one of the following?

Case Disposition	Yes	No	Date(s)
House arrest	N/A	N/A	N/A
Probation	N/A	N/A	N/A
Parole	N/A	N/A	N/A
Community- service	N/A	N/A	N/A
work	N/A	N/A	N/A
weekend detention	N/A	N/A	N/A
other	N/A	N/A	N/A

	YES	NO	
5.	☐	☒	Have you been convicted of one of the following crimes?

Crime	Yes	No	Date(s)
Felony	N/A	N/A	N/A
Misdemeanor	N/A	N/A	N/A
Military charge	N/A	N/A	N/A
Drug related	N/A	N/A	N/A
Non- traffic payout	N/A	N/A	N/A

	YES	NO	
6.	☐	☒	Have you committed or been an accomplice to an undetected / unprosecuted crime?

When	Nature of Offense	Where	Why
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	[redacted]	N/A

I certify that [redacted] st of my knowledge.

Signature [redacted] Date 5-8-2014

Criminal History (cont)

	YES	NO	
7.	☐	☒	Have you ever committed a crime of violence (assault, assault and battery, rape, criminal damaging, acts involving use of a weapon) for which you were never caught or prosecuted?

When	Nature of Offense	Where	Why
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

8. Have you ever stolen from:

YES	NO		If yes, explain on attached sheet
☐	☒	Employer (past)	
☐	☒	Employer (present)	
☐	☒	Relatives	
☐	☒	Co-workers	
☐	☒	Customers	
☐	☒	Strangers	
☐	☒	Neighbors	
☐	☒	Government	
☐	☒	Military	
☐	☒	Friends	
☐	☒	Businesses	
☐	☒	Other	

I certify that [redacted] f my knowledge.

Signature [redacted] Date 5-8-2014

Criminal History (cont)

	YES	NO	
9.	☐	☒	Have you ever committed arson? If yes, explain N/A
10.	☐	☒	Have you set or attempted to set a fire with the intent to destroy property or cause injury to another person? If yes, explain N/A
11.	☐	☒	Have you ever intentionally turned in a false alarm or caused one to be transmitted? If yes, explain N/A
12.	☐	☒	Have you ever worked an illegal gambling operation or booked any bets? If yes, explain N/A
13.	☐	☒	Have you ever used another person's money (money you were not entitled to) to gamble without their knowledge? If yes, explain N/A

I certify that [redacted] of my knowledge.

Signature [redacted] Date 5-8-2014

VII. Prior Applications

YES ☒ NO ☐ Have you ever applied for a police position with any police department in the US?
If yes,

Date	Department	Position	Hired?
[redacted]	WEST CHESTER P.D.	POLICE OFFICER	NO
	CINCINNATI P.D.	POLICE OFFICER	NO
	COLUMBUS P.D.	POLICE OFFICER	NO
	OHIO STATE HIGHWAY PATROL	TROOPER	YES
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

I certify that the above informat[redacted]of my knowledge.

Signature [redacted] Date 5-8-2014

CERTIFICATION OF AUTHENTICITY

I CERTIFY THAT THE STATEMENTS CONTAINED IN THIS QUESTIONNAIRE ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSIONS OR FALSE STATEMENTS MADE ON THIS QUESTIONNAIRE MAY BE CAUSE FOR DISAPPROVAL OF MY APPOINTMENT, OR FOR DISCHARGE AFTER APPOINTMENT. I FURTHER REALIZE THAT ANY FALSEHOODS MAY SUBJECT ME TO PROSECUTION UNDER OHIO REVISED CODE SECTION 2921.13.

Signature of Applicant [redacted] Date 5-8-2014

UNION TOWNSHIP POLICE DEPARTMENT

Chief Terrence Zinser

4312 Gleneste-Withamsville Road●Cincinnati, Ohio 45245
(513)752-1230 (513)753-2687 (FAX)

Dear Sir,

I, [redacted], permit any authorized representative of the UNION TOWNSHIP POLICE DEPARTMENT, Clermont County, Ohio, bearing this release, or copy thereof, within one (1) year of it's date, to obtain any information in your files pertaining to employment, including personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use of Employment Investigation.

I hereby release you, as the custodian of such records, both individually and collectively, from any and all liability for damages whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

Signed: [redacted]

Dated: 5-8-2014

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
DATE: 7/20/26
FROM: Chief Rees
RE: Released for Duty

COPY

I received a letter from Dr. Birkley's office indicating that Clinician Emily Fumarola has approved your return to duty, effective July 22, 2026. Thus, you are authorized to return to work starting on July 22, 2026.

Chief Anthony Rees
Union Township Police Department

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
DATE: 7/16/26
FROM: Chief Rees
RE: Administrative Leave

COPY

This letter serves to inform you that, effective immediately, you are being placed on paid administrative leave. According to PM 6-02 Response to Resistance, Sections XIX and XX, when any member is involved in a response to resistance incident or takes any action resulting in a death or serious injury, that member will be removed from field duty upon completion of the preliminary investigation and placed on administrative leave until the incident has been reviewed by the CEO.

Additionally, you will be required to attend a debriefing with a psychologist at a date and time to be determined in the near future. This session is intended to help you address any moral, ethical, or psychological after-effects of the incident. Please remain available at all times for official agency interviews and reports related to this matter.

I encourage you to refer to and review your rights as a member as outlined in the current collective bargaining agreement, the Union Township Policy and Procedure Manual, and the Union Township Employee Handbook.

If you have any questions or concerns, please feel free to contact me.

Chief Anthony Rees
Union Township Police Department

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the [redacted] *, Clermont County, Ohio (Amended June 11, 2024).*

[redacted]

[redacted]ature

5/18/25
Date

[redacted]

Print Name

Union Township Police Dept.
Department/Agency

Form SOC 3.12a (Revised 12/98)

Written Record of Counseling

Union Township Police Department

Employee Name [redacted]

Date of Counseling 5/29/25

Employee Number [redacted]

Bureau Patrol [redacted]

Type of Violation

☐ Attendance	☐ Carelessness	☐ Insubordination
☐ Lateness or Early Quit	☐ Failure to Follow Instructions	☐ Violation of Safety Rules
☐ Attitude	☐ Willful Damage to Material or Equipment	☐ Working on Personal Matters
☐ Unsatisfactory Work Quality	☒ Violation of Department Policies or Procedure	☐ Other

Previous Counseling

ORAL	Written	Date	By Whom
☐	☐		
☐	☐		
☐	☐		

Employer Statement

Date of Incident 6/2/2025 Time 1047 Policy No. Violation (if applicable) PM 02-15 IIA

[redacted] on June 24, 2025, while documenting an incident that had occurred at 785 Ohio Pike, report number 25-7751, you failed to activate your body worn camera in violation of policy manual 02-15.

Specifically, in violation of PM 02-15 IIA which states: "Officers shall make all practical attempts to activate the body worn camera system to record ALL contacts with citizens in the performance of official duties."

I [redacted] g and understand it.

Employee — 5/29/25 Date

Issuing Supervisor — 5/29/25 Date

Bureau Commander — 5/3/25 Date

CEO — 5/29/25 Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Road Patrol **Rating Supervisor:** Sgt. Scott Marshall

Appraisal Period: July 1, 2023 **to** June 30, 2024

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Job Knowledge - [redacted] is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. He requires little to no correction from supervisors when performing routine or less than routine tasks. [redacted] requests and attends appropriate advanced training and displays interest in furthering his level of knowledge to better himself personally and professionally.

Criminal/Preliminary Investigation - [redacted] assigned investigations are completed thoroughly and include follow-up documentation describing aspects of the investigation. [redacted] investigative leads are pursued thoroughly and are completed in a timely manner consistent with policy (PM 8-01). His preliminary investigations are complete, with all required information provided. [redacted] ensures his evidence is gathered and submitted properly. During this appraisal period, [redacted] has handled several investigations requiring additional investigative work beyond the amount typically asked of road patrol. [redacted] has submitted investigative subpoenas to further his investigations which have led to their successful completion and satisfactory results.

Attitude and loyalty - [redacted] understands and supports the agency's mission and goals. He seeks affirmative ways to comply with agency standards, policies, and procedures. He receives supervision, direction and criticism well and is respectful toward supervisors. He promotes ethical law enforcement practices which is an asset to the agency. [redacted] good attitude and loyalty is best exemplified by his steadfast efforts and dedication to the agency's Field Training program and the development of our newly hired officers.

Weakest Performance Areas:
I have not observed any areas of significant weakness during my supervision of [redacted] during this appraisal period.

Work Related Interests/Goals:
While discussing work related interests and goals, [redacted] continues to express his short terms goals are to earn a position in the agency's Investigations Division as a detective. [redacted] has a specific interest in the field of evidence technician and has sought training to direct him in this path to investigations. [redacted] has also expressed interest in becoming a School Resource Officers (SRO) and has recently attended training to assist him in potentially obtaining a position when one becomes available. [redacted] long term goal is to earn a promotion to the rank of sergeant.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
A review of Guardian Tracking revealed no disciplinary action received by [redacted] during this appraisal period.

Career Development/Recommendations:

[redacted] is a tenured and well respected officer within the agency. [redacted] has career goals consistent within his abilities of which he exhibits consistently. As a result, [redacted] should be afforded intermediate and advanced training in criminal investigation, evidence processing, and trainings to set him apart form his peers as a potential SRO candidate. I recommend [redacted] continue to seek training and mentorship with detectives and SROs within the department to best prepare him for when opportunities in investigations and/or the schools become available.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
A review of Guardian Tracking revealed that [redacted] received one citizen compliment, one public recognition, and twelve supervisor recognitions.

Each of these are impressive and a testament to the type of person and officer he is. [redacted] received multiple recognitions for his efforts in the Field Training Program. Field Training Officers are first line supervisors, teachers, and mentors; all of which [redacted] does very well. [redacted] sets a high standard for himself and our department by setting good examples while dedicating himself to serving his community. An example of this is documented in [redacted] Guardian Tracking where he went above and beyond to assist a disabled elderly women in need of care. [redacted] took the time to ensure she was cared for and fed while also making sure her home health aid responded for further assistance. [redacted] is a kind person who routinely seeks to help those in need.

[redacted] attended a PATC "Dectecting Deception" and School Resource Officer training during this appraisal period.

[redacted] is currently assigned as a Field Training Officer as well as a rescue diver for the regional Task Force One dive team. In addition to participating heavily in the Field Training Program, [redacted] attended monthly dive team trainings and call outs during this appraisal period.

A review of the UTPD Employee Absence Report revealed that [redacted] had three absent occurrences during this rating period.

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Road Patrol **Rating Supervisor:** Sgt. Scott Marshall

Appraisal Period: July 1, 2023 **to** June 30, 2024

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

I have participated in a performance appraisal conference.

[redacted]
Employee signature

12/12/24
Date

Sgt. Shrewsbull #80
Supervisor signature

12-11-24
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt.
Bureau Commander Signature

11/19/24
Date

Chief of Police Signature

11/19/24
Date

THE STATE OF OHIO

KEITH FABER
OHIO AUDITOR OF STATE

The Ohio Auditor of State's Office

certifies that

[redacted]

has successfully completed

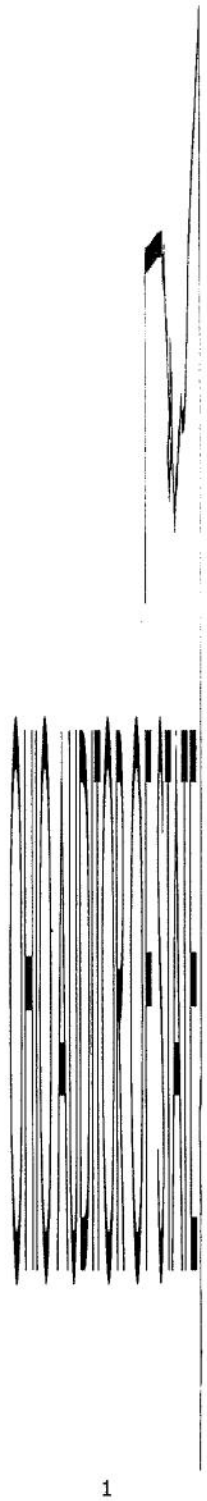
Fraud Reporting and Training

July 07, 2024

Keith Faber
Ohio Auditor of State

[redacted]

From: AOS Training <do_not_reply@on24event.com>
Sent: Sunday, July 7, 2024 8:04 PM
To: [redacted]
Subject: Thank you for registering for Fraud Training!



Thank you for registering for Fraud Reporting and Training. Use the link below to enter the webcast.

WEBCAST
LINK: https://event.on24.com/wcc/r/4639162/0BBE3A000E697ADE6D20B0E3D7CC4B79?mode=login&email=[redacted]@utclermont.gov
EMAIL: [redacted]@utclermont.gov

This is an auto-generated email - please do not reply. If you have questions regarding the training, please contact the AOS Training Department directly at fraudtraining@ohioauditor.gov

Acknowledgement of receipt of Auditor of State fraud-reporting system information

Pursuant to Ohio Revised Code Section 117.103(B), the auditor of state shall create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The auditor of state shall provide the training material to employees and elected officials of a political subdivision.

Current employees and elected officials shall complete the training within ninety days of date specified by the auditor of state as noted in Bulletin 2024-005. No exceptions will be allowed unless good cause exists for noncompliance. Each new employee or elected official shall confirm receipt of this material within thirty days after taking office or beginning employment. The training shall be required every four years for each employee or elected official.

By signing below, you are acknowledging both that the Auditor of State provided you information about the fraud-reporting system as described by Section 117.103(B) of the Revised Code and that you have completed review of the training material.

I, [redacted], have been provided and reviewed materials regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt and review of this information.

[redacted]	[redacted]	Union Township Police Department
NAME	TITLE	DEPARTMENT
[signature]		7-7-24
SIGNATURE		DATE

FORM #7 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file.

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Union Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective **May 2024,** govern me as an employee and I am responsible for complying with all relevant policies.

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

[redacted]

Employe[redacted]nature

6-13-24

Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Road Patrol **Rating Supervisor:** Sgt. Scott Marshall

Appraisal Period: July 1, 2022 **to** June 30, 2023

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Job Knowledge - [redacted] is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. He requires little to no correction from supervisors when performing routine or less than routine tasks. [redacted] requests and attends advanced in-service training and displays interest in furthering his level of knowledge to better himself personally and professionally.

Judgement and discretion - [redacted] displays common sense and an ability to use his authority in a manner consistent with the ORC and the Code of Ethics. [redacted] considers the totality of circumstances before acting and offers appropriate response to situations and adversity. [redacted] understands the community oriented policing philosophy of "Just because I can, doesn't mean I should" which he employs appropriately.

Attitude and loyalty - [redacted] understands and supports the agency's mission and goals. He seeks affirmative ways to comply with agency standards, policies, and procedures. He receives supervision, direction and criticism well and is respectful toward supervisors. He promotes ethical law enforcement practices which is an asset to the agency. [redacted] good attitude and loyalty is best exemplified by his steadfast efforts and dedication to the agency's Field Training program and the development of our newly hired officers.

Weakest Performance Areas:
I have not observed any areas of significant weakness during my supervision of [redacted] during this appraisal period.

Work Related Interests/Goals:
While discussing work related interests and goals, [redacted] has expressed his short terms goals are to earn a position in the agency's Investigations Division as a detective. [redacted] has a specific interest in the field of evidence technician and has sought training to direct him in this pathway into investigations. [redacted] long term goal is to earn a promotion to sergeant.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
A review of Guardian Tracking revealed no disciplinary action received by [redacted] during this appraisal period.

Career Development/Recommendations:

[redacted] is a tenured and well respected officer within the agency. [redacted] has career goals consistent within his abilities of which he exhibits consistently. As a result, [redacted] should be afforded intermediate and advanced training in criminal investigation and evidence processing. I recommend [redacted] continue to seek training and mentorship with detectives within the investigative unit to best prepare himself for when opportunities in investigations become available to him.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
A review of Guardian Tracking revealed that [redacted] received a lifesaving award, one public recognition, and four supervisor recognitions during the appraisal period.

Each of these are impressive and a testament to the type of person and officer he is. [redacted] received multiple recognitions for his efforts in the Field Training Program. Field Training Officers are first line supervisors, teachers, and mentors; all of which [redacted] does very well [redacted] sets a high standard for new officers by setting good examples while dedicating himself to protecting his community. An example of this is documented in [redacted] Guardian Tracking where he was recognized for a lifesaving award after his actions in evacuating a burning apartment building in September of 2022.

[redacted] attended the Clermont County Law Enforcement Training Seminar during this appraisal period.

[redacted] is currently assigned as a Field Training Officer as well as a rescue diver for the regional Task Force One dive team. In addition to participating heavily in the Field Training Program, [redacted] attended monthly dive team trainings and call outs during this appraisal period.

A review of the UTPD Employee Absence Report revealed that [redacted] had three absent occurrences during this rating period.

I have participated in a performance appraisal conference.

[redacted] 9-17-23

Empl[redacted]ignature — Date

SGT. [signature] SO 9-17-23

Supervisor signature — Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

[signature] 11/20/23

Bureau Commander Signature — Date

[signature] 11/21/23

Chief of Police Signature — Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Wilson

Appraisal Period: July 1, 2021 **to** June 30, 2022

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Job knowledge and Dealing with public-
[redacted] is familiar with agency standards of conduct, policies and procedures; state and local laws and resolutions; and standard police procedures. [redacted] requires no correction from supervisors when performing routine or less than routine tasks. [redacted] requests and attends advanced in-service training. [redacted] displays an interest in furthering his level of knowledge.

[redacted] recognizes the public is the most important of agency responsibilities. [redacted] makes an effort to be polite and respectful to every citizen he encounters. He leaves citizens with the feeling that the agency cares about their problems.

[redacted] received several supervisor recognitions, a lifesaving award, and a teamwork recognition during the assessment period.

Weakest Performance Areas:
Productivity-
[redacted] normally maintains a level of activity which is at least the minimum acceptable level as determine by quarterly statistics. However [redacted] could increase his productivity and his effectiveness if he focused some of his enforcement time towards the hotels. [redacted] currently does not actively patrol the problematic hotels.

Work Related Interests/Goals:
[redacted] aspires to be assigned to an investigative unit as an investigator or as an evidence technician. He indicates unfortunately up until this point; his work / family balance has prevented him from pursuing a special assignment.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
[redacted] received a verbal counseling during the assessment period for failing to keep his time sheet up to date.

Career Development/Recommendations:
[redacted] obtained his Master Criminal Investigator certification though OPOTA. He indicates he submitted requests for two investigative classes for the 2022 calendar year however, was denied due to him not applying for any of the open investigative positions. [redacted] would like to attend evidence technician classes, but understands he needs to submit patrol related courses until he is in a position where he can advance his career into an investigative roll.

Sworn Employee Performance Appraisal (page 3)

Employee Name:

Addendum:

I have participated in [redacted] e appraisal conference.

[redacted]
Empl[redacted]gnature — Date: 12-18-22

Supervisor signature — Date: 12.18-22

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature — Date: 10/20/22

Chief of Police Signature — Date: 12/11/2

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Brown

Appraisal Period: July 1, 2020 **to** June 30, 2021

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Job Knowledge, Criminal/Preliminary Investigation & Dealing with the Public.
[redacted] is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. [redacted] requests and attends advanced in-service training. [redacted] displays interest in furthering his level of knowledge. [redacted] assigned investigations are completed thoroughly and include follow-up documentation describing aspects of the investigation. [redacted] recognizes dealing with the public as the most important agency responsibility. [redacted] leaves citizens with the feeling that the agency cares about their problems.

Weakest Performance Areas:
Productivity – Although [redacted] does not have a chronic history of maintaining a level of activity which is at least at the minimum acceptable level as determined by quarterly statistics, he was deficient on four occasions during the assessment period. [redacted] was below minimum standards during the fourth quarter of 2020 in Traffic Stops, Written Warnings and Warrant Services as well as Criminal Arrests in the second quarter of 2021. These below minimum accounts are not typical of [redacted] normal activity levels.

Work Related Interests/Goals:
[redacted] has amassed a significant amount of training in regards to Investigations and aspires to enter into the Criminal Investigative Unit and eventually a First Line Supervisor position within the agency. [redacted] wishes to continue investigative training towards a Master E-Tech certification. During the assessment period [redacted] obtained his Public Safety Diver certification and Dive and Rescue Specialist certification for Ohio TF1. [redacted] also attended Cyber Crimes First Responder, which was the final class to obtain his Master Criminal Investigator certification.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
[redacted] was counseled regarding activity during the assessment period.

Career Development/Recommendations:
[redacted] would benefit himself and this agency by continuing his training towards master E-Tech as well as continued involvement in the County Dive Team and as an agency FTO.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
Throughout his career at Union Township, [redacted] has been an outstanding representative of this agency and Law Enforcement in general. His knowledge, judgement and communication skills allow him to navigate through the challenges of police work with ease. [redacted] often assists other officers both with his time and experience to help educate and demonstrate the proper way to handle various situations. [redacted] demonstrates outstanding public relation skills [redacted] is empathetic and compassionate while still executing excellent judgement and discretion when appropriate. [redacted] received a letter in July from a citizen thanking him for his kindness. [redacted] is an asset to this agency and the community.

I have participated in a perfo[redacted]nd [redacted]ppraisal conference.

[redacted]
Employ[redacted]gnature — 11-4-21 Date

[redacted] #84
Supervisor signature — 11/4/21 Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

LTA
Bureau Commander Signature — 11/16/21 Date

Chief of Police Signature — 12/1/21 Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Williams

Appraisal Period: 07/01/2019 **to** 06/30/2020

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] maintains a level of activity which is at least at the minimum acceptable level as determined by quarterly statistics, or maintains a level of work product which is consistent with that produced by the majority of other employees in the same job class and assignment.

[redacted] Is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. Requires little or no correction from supervisors when performing routine or less that routine tasks. Requests and attends advanced in-service training. Displays interest in furthering level of knowledge.

Weakest Performance Areas:
[redacted] needs to continue to take steps to ensure he meets his performance standards each quarter.

Work Related Interests/Goals:
[redacted] has shown interest in any computer crimes courses that become available. He has also shown interest in investigative courses that are available during the next ratings period.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
On 02/03/2020 [redacted] was verbally counseled for failing to meet quarterly performance standards in the areas of criminal arrests.

Career Development/Recommendations:
[redacted] was unable to attend any scheduled training during this ratings period due to COVID19. He is still scheduled to attend Photography II later this year.

[redacted] has short term goals of becoming a detective. He also has expressed that he has a long term goal of becoming a supervisor with the department.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] received a letter of thanks from the family of a juvenile that was struck and killed on Tealtown Rd. The family was very complimentary of [redacted] and expressed their gratitude and thanks for his caring and professionalism in their time tragedy and need.

I have participat[redacted]ce appraisal conference.

[redacted]

Employ[redacted] — 2-9-21 Date

Sgt. E. Williams 055 — 2-8-21 Date

Supervisor signature

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

LT A — 1/19/21 Date

Bureau Commander Signature

[redacted] — 2/12/21 Date

Chief of Police Signature

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt White

Appraisal Period: 7/1/17 **to** 6/30/18

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Productivity-[redacted] has met the minimum standards on the quarterly activity levels for his shift. In fact he is above average on all of the productivity statistics.

Job Knowledge-[redacted] is familiar with the policy and procedures for this agency. He performs his routine duties with little or no direction.

Preliminary investigations-[redacted] takes a complete report and pursues investigative leads he develops on the scene. He is able to process basic crime scenes and knows when an investigator needs to be contacted.

Judgement and Discretion.-[redacted] displays good commen sense. He always considers the totality of the circumstances before acting.

[redacted] is currently an FTO and a member of the Clermont County Dive Team.

Weakest Performance Areas:
no weak performances areas observed.

Work Related Interests/Goals:
[redacted] would like to work in the investigative Unit when a position becomes available. His long term goal is to be a supervisor for this agency..

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
none

Career Development/Recommendations:
[redacted] has scheduled Photography II later this year. I recommend him to continue his investigative and Evidence Tech courses.

Sworn Employee Performance Appraisal (page 3)

Employee Name:

Addendum:

[redacted] received a letter from Chief Bachman with Pierce Twp thanking him for his professionalism displayed in assisting with the arrest of Matthew Preston on May 14th.

I have par[redacted]mance appraisal conference.

[redacted] _____ 1-16-19

Em[redacted]ignature Date

_____ 1-16-19

Supervisor signature Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

_____ 1/16/19

Bureau Commander Signature Date

_____

Chief of Police Signature Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Williams

Appraisal Period: 07/01/2018 **to** 06/30/2019

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] maintains a level of activity which is at least at the minimum acceptable level as determined by quarterly statistics, or maintains a level of work product which is consistent with that produced by the majority of other employees in the same job class and assignment.

[redacted] Is familiar with agency standards of conduct, policies, and procedures; state and local laws and resolutions; and standard police procedures. Requires little or no correction from supervisors when performing routine or less that routine tasks. Requests and attends advanced in-service training. Displays interest in furthering level of knowledge.

Weakest Performance Areas:
[redacted] needs to continue to work on getting the rest of the work he needs to get done. this will enable him to perform requirements of job.

Work Related Interests/Goals:
[redacted] has shown interest in any computer crimes courses that become available. He has also shown interest in investigative courses that are available during the next ratings period.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
On 01/10/2019 [redacted] was verbally counseled for failing to meet 4th Quarter performance standards in the areas of criminal arrests,warrant services and field cards.

Career Development/Recommendations:
[redacted] has short term goals of becoming a detective. He also has expressed that he has a long term goal of becoming a supervisor with the department.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
N/A

I have participated in a pe[redacted]sal conference.

[redacted] 11-8-19
Employee signature Date

[signature] #85 11/8/19
Supervisor signature Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

[signature] 11/19/19
Bureau Commander Signature Date

[signature]
Chief of Police Signature Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt White

Appraisal Period: 7/1/16 **to** 6/30/17

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
- [redacted] is a loyal member of the Union Township Police Department. [redacted] arrives early for his shift, wearing a freshly pressed uniform along with a positive attitude. He loads his vehicle quickly and is available to assist the third shift officers immediately.

[redacted] possesses strong communication skills along with solid investigative skills. [redacted] does a thorough preliminary investigation, with the detailed information needed by the investigative unit. [redacted] never leaves a scene without the victims complete knowledge and understanding of the steps to come by either the investigators or future court proceedings.

- [redacted] is an FTO for the agency.

[redacted] is a very no nonsense, active Police Officer. He leads his shift in several categories throughout the calender year, mostly due to his time management. [redacted] is easily supervised due to his hustle and high level of common sense

- [redacted] seems to gravitate to difficult calls, often volunteering to handle the most difficult situations. He handles them with a sense of calm and maturity above and beyond other Police Officers with the same experience.

Weakest Performance Areas:
None noted during this rating period.

Work Related Interests/Goals:
- [redacted] continues to excel in his investigative skills. [redacted] wishes to gain a position in the investigative unit and work toward a role in supervision. [redacted] has also expressed interest in a Dive Team position if one would become available.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
none

Career Development/Recommendations:
[redacted] should seek investigative courses over the next rating period. [redacted] is currently seventy percent through his core criminal courses to obtain his master criminal investigator certification. [redacted] took the 40 hr photography course and wishes to take the advanced course this year along with other evidence courses to begin his master e-tech certification as well.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
In May of 2016 [redacted] was awarded an Officer of the year award with the American Legion. [redacted] attention to detail and communication skills ultimately led to the arrest of a male who set out to kidnap a small child staying in a local hotel.

I have participated in a p[redacted]aisal conference.

[redacted]
Employee signature

10/18/17
Date

Sgt [illegible]
Supervisor signature

10/18/17
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt. A [illegible]
Bureau Commander Signature

11/28/17
Date

[illegible]
Chief of Police Signature

11/28/17
Date

Union Township

UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CONFLICT OF INTEREST POLICY

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Conflict of Interest Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005)*, and any other penalties, whether in law or in equity, as provided within the Ohio Revised Code.

[redacted]
Signature

3-10-17
Date

[redacted]
Print Name

Union Township Police
Department/Agency

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt White

Appraisal Period: 7/1/14 **to** 6/30/15

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] is a loyal member of the Union Township Police Department. [redacted] arrives early for his shift, wearing a freshly pressed uniform along with a positive attitude. He loads his vehicle quickly and is available to assist the third shift officers immediately.
[redacted] possesses strong communication skills along with solid investigative skills. [redacted] does a thorough preliminary investigation, with the detailed information needed by the investigative unit. [redacted] never leaves a scene without the victims complete knowledge and understanding of the steps to come by either the investigators or future court proceedings.
[redacted] is an FTO for the agency.
[redacted] is a very no nonsense, active Police Officer. He leads his shift in several categories throughout the calender year, mostly due to his time management. [redacted] is easily supervised due to his hustle and high level of common sense
[redacted] seems to gravitate to difficult calls, often volunteering to handle the most difficult situations. He handles them with a sense of calm and maturity above and beyond other Police Officers with the same experience.

Weakest Performance Areas:
None noted during this rating period.

Work Related Interests/Goals:
[redacted] continues to excel in his investigative skills. [redacted] wishes to gain a position in the investigative unit.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
none

Career Development/Recommendations:
[redacted] should seek investigative courses over the next rating period. [redacted] is scheduled for core criminal investigations in October of 2015

Sworn Employee Performance Appraisal (page 3)

Employee Name:

Addendum:

I have participated in this performance appraisal conference.

[redacted] — 9-26-15
Employee signature — Date

Sgt Wht — 9-26-15
Supervisor signature — Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

L. A Pres — 10/6/15
Bureau Commander Signature — Date

Scott Hughes — 10/27/15
Chief of Police Signature — Date

Union Township Police

Established in 1965
Chief of Police Scott T. Gaviglia

January 21, 2015

[redacted]
Operations Bureau
Patrol Division

Attached is a letter of commendation from the Lake Waynoka Police Department. The letter commends your attention to detail and your willingness to assist their department in apprehending a suspect with felony warrants. This is exactly the kind of effort we explain to new recruits when they are hired; it is also a great example for the veteran officers. Please keep up the good work.

Scott T. Gaviglia M.B.A, CLEE
Chief of Police

Cc; Personnel File

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245

(513) 752-1230 • FAX (513) 753-2687

Equal Opportunity Employer

RECEIVED JAN 20 2015



Lake Waynoka Security

Chief Gordon L. Ellis
Lake Waynoka Ranger Dept.
1 Waynoka Way,
Lake Waynoka, Ohio 45171



Chief Terry Zinser
Union Township Police Department
4312 Glen-Este Withamsville Road
Cincinnati, Ohio 45245

Date: 1/7/2015

Subject: Letter of Commendation

Greetings Chief Zinser,

I wanted to bring to your attention the actions of Union Township Police [redacted] He was instrumental in the location and apprehension of a felony suspect wanted by the Lake Waynoka Police Department.

[redacted] was in the vicinity of the Red Roof Inn on January 5, 2015, when I observed him and approached him to seek assistance. I explained to [redacted] that I was attempting to locate a suspect wanted in relation to a felony theft that occurred in Lake Waynoka and that the suspect was reported to be located in a hotel in the vicinity of the Red Roof Inn. [redacted] was familiar with the family of the suspect and immediately assisted me in quickly locating the suspect at the Motel Beechmont. I was able to question the suspect in his room and he subsequently confessed to the crime.

The actions of [redacted] in assisting in this investigation were critical to the successful conclusion of the case. His actions are in keeping with the finest traditions of law enforcement and reflect great credit on himself and the Union Township Police Department.

Sincerely,

Chief Gordon Ellis

Chief Ranger Gordon Ellis,
Lake Waynoka Police Department

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt White

Appraisal Period: 7/1/13 **to** 7/1/14

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
- [redacted] is a loyal member of the Union Township Police Department. [redacted] arrives early for his shift, wearing a freshly pressed uniform along with a positive attitude. He loads his vehicle quickly and is available to assist the third shift officers immediately. [redacted] possesses strong communication skills along with solid investigative skills. [redacted] does a thorough preliminary investigation, with the detailed information needed by the investigative unit. [redacted] never leaves a scene without the victims complete knowledge and understanding of the steps to come by either the investigators or future court proceedings.
[redacted] is an FTO for the agency.
[redacted] is a very no nonsense, active Police Officer. He leads his shift in several categories throughout the calender year, mostly due to his time management. [redacted] is easily supervised due to his hustle and high level of commonsense.

Weakest Performance Areas:
None noted during this calender year

Work Related Interests/Goals:
[redacted] continues to seak a position in the Clermont County SRT Unit, and will do so again over the next rating period if a position is available [redacted] also strives to become an investigator for this agency.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
none

Career Development/Recommendations:
[redacted] should seek investigative courses over the next calender year. He is scheduled to attend a Death Investigators course at OPOTA in October.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

I have participa[redacted]nce appraisal conference.

Em[redacted] 10-17-14
Date

Supervisor signature Sgt Lublitz 10-16-14
Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature 10/20/14
Date

9-17-14

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: PATROL **Rating Supervisor:** Sgt White

Appraisal Period: 7/1/12 **to** 7/1/13

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
Productivity-[redacted] has met the minimum standards on the quarterly activity levels for his shift. In fact he is above average on all of the productivity statistics.

Job Knowledge-[redacted] is familiar with the policy and procedures for this agency. He performs his routine duties with little or no direction.

Preliminary investigations-[redacted] takes a complete report and pursues investigative leads he develops on the scene. He is able to process basic crime scenes and knows when an investigator needs to be contacted.

Judgement and Discretion.-[redacted] displays good commen sense. He always considers the totality of the circumstances before acting.

Finally, [redacted] arrives for work at 0700 am ready to perform his duties. Out of the gate he begins assisting third shift officers so they can clear calls and end their shift on time. He is able to handle the busy day shift duties while remaining on top of the shift on any and all recorded statistics.

Weakest Performance Areas:
In the short time supervising [redacted] I have not observed any weak performance areas.

Work Related Interests/Goals:
[redacted] would like to work in the investigative Unit when a position becomes available.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)
none

Career Development/Recommendations:
[redacted] should focus his training requests on investigative courses.

Sworn Employee Performance Appraisal (page 3)

Employee Name:

Addendum:

I have participated in the performance appraisal conference.

[redacted] 9/30/13

Employee signature — Date

Supervisor signature — 9-30-13 — Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature — 10/3/13 — Date

Chief of Police Signature — 10/22/13 — Date

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

May 6, 2013

[redacted]
Union Township Police
Operations Bureau
Road Patrol Division

[redacted]

It has been brought to my attention the assistance you rendered to a stranded individual from North Carolina on Monday, May 6, 2013. Although what could have been a trespassing issue, you assessed as an individual in need. I understand he was deceived about potential work in Cincinnati and left stranded by the broken promise. You went above and beyond by arranging help for him through Saint Vincent De Paul who provided him with food and bus fare back to North Carolina.

Your compassion speaks volumes of your character and on behalf on that person, I thank you. I'm sure he will remember your decision to help rather than complicate his situation with incarceration. This positive encounter may promote respect upon his next contact with police.

Keep up the good work,

Terrence D. Zinser
Chief of Police

Cc: Personnel file

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Gaviglia, Scott

From: Sara Tauber <taubersara@yahoo.com>
Sent: Sunday, April 14, 2013 1:34 PM
To: Gaviglia, Scott
Subject: Website Contact

Hello, I am writing to thank officer Bobb & the other officers who worked so diligently to find my daughter Leia, yesterday. I was so worried & have never had an experience like that before. She is safe now & at the Lindner Center of Hope to try to figure out why and where her depression started and how we can work together to resolve any problems she's having. It was a big surprise for me. She a honor roll student, is involved in the choir & plays soccer year round. She a great little girl & I know things are going to look up for her in the future. Thank you again, I don't know what I would have done without your team of dedicated officers!
Sincerely, Sara Tauber

[redacted]

Please keep up the good work, thanks, SS

Cc Pers. File

Pers file

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

October 9, 2012

Sgt. J. McClanahan
Sgt. R. Wagner
[redacted]
Officer B. Reardon
C/S M. Hollins

Listed members,

I commend you for your quick response to the Nutri Shop on Eastgate South Dr. on October 9, 2012. Your quick response and diligence exhibited by a lengthy foot pursuit led to the apprehension and arrest of the burglar, Thomas Wilkenson. I have reviewed the narrative and am impressed by the team work and desire to help each other to a positive end. Reading the narrative I can only envision the event unfolding as it should, a defendant trapped and encircled by police vehicles to where he succumbs peacefully, knowing any further attempts to escape are fruitless.

I am familiar with the owner/victim, Quinn Carlson, and his business and in these economic times he and his business could not afford this type of loss that you prevented. Your actions have left our department in good light and we hope the defendant has learned from this experience not to challenge us again. Keep up the good work.

On behalf of my administration, thank you.

Terrence D. Zinser
Chief of Police

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Equal Opportunity Employer

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Rick Wagner

Appraisal Period: 7/01/2011 **to** 6/30/2012

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
*Productivity
*Job Knowledge
*Criminal Investigation
*Problem Identification and Resolution
*Judgment and Discretion
Attitude and Loyalty
*Willingness to take on assignments
*Energetic

Weakest Performance Areas:
[redacted] still expresses a Weakness in sex crimes.

Work Related Interests/Goals:
[redacted] continues to have interest in the investigative unit as a detective, however, realizes that there is little movement within the agency at this time, which will prevent this movement.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
No disciplinary action has been taken during this rating period.

Career Development/Recommendations:
[redacted] has taken a Liquor Enforcement & Investigation class this year which will aid in his goal to reach a "Master Criminal Investigator". He has put in for a "Death Investigations" and "Core Criminal /Criminal investigator" class, however both of these classes were denied. These classes would assist him in achieving his certificate as a "Master Criminal Investigator". Additionally, a police photography class would benefit him as well. I would also recommend him take additional classes related to sex crimes to strengthen his ability in this area.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

[redacted] has been with the agency for over seven years and has been loyal to the department and supports the agencies missions and goals. He receives supervision, direction and criticism well and is respectful towards supervisors. [redacted] productivity levels for the four quarters have been at or above the minimum standards other than in one category in the 3rd quarter. In the 3rd quarter, he was low in Criminal Arrests by one.

[redacted] expresses interest in furthering his level of education in areas of Criminal Investigations. His investigative reports are always conscise and completed accurately. He displays ordinary common sense and ability to perform his job and considers the totality of circumstances when dealing with issues. [redacted] self initiates activity and responds well the public. He is able to identify problems and come up with solutions.

[redacted] received an email from Dan McEntush on July 19, 2011 thanking him for checking his and other local businesses.

I have participated in a performance appraisal conference.

[redacted]
Employee signature — Date: 8-29-12

Sgt. R. Wynn
Supervisor signature — Date: 8-28-12

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt. Laneyville
Bureau Commander Signature — Date: 9/2/12

Chief of Police Signature — Date

Form # 3-09c (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Rick Wagner

Appraisal Period: 7/01/2010 **to** 6/30/2011

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] has been with the agency for six years. He is very proactive and self initiate's responses to perceived problems. His reports are accurate and complete with little or no corrections required. He is dependable and reports to work on time. [redacted] receives supervision, direction and criticism well and is respectful towards supervisors. He gets along with co-workers in a professional manner. He has little or no conflict with others. He makes efforts to assist other officers when needed. [redacted] has received compliments from citizens as well as being nominated for an award by the Chief. [redacted] has been consistently at or above minimum numbers for activity.

Weakest Performance Areas:
[redacted] expressed a weakness in sex crime investigations. If he completes advanced training in sex crime investigation he will become more comfortable and capable in conducting a more thorough investigation in these areas.

Work Related Interests/Goals:
He is interested in becoming an SRT member for the CCSO. He wishes to take courses geared toward Investigations. [redacted] short term goal is to become a detective.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
[redacted] was verbally warned and documented on sergeant's worksheet on 8/8/10 reference notifying parents after arresting a juvenile and releasing him to another parent without that parent's knowledge or consent.

Career Development/Recommendations:
[redacted] wants to continue taking courses for his Master Criminal Investigator certification. On 1/04/2011, he attended Butler Tech for an Outlaw Biker Investigation class. [redacted] still desires to attend a Death Investigation class and would benefit from this if permitted to attend.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
None

I have participated in [redacted] appraisal conference.

[redacted] 8/11/11

Employee signature — Date

Sgt. R. Wagner 8/11/11

Supervisor signature — Date

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt. [illegible] 8/11/11

Bureau Commander Signature — Date

Chief of Police Signature — Date

Wagner, Richard

2 personnel items

From: [redacted]
Sent: Tuesday, July 19, 2011 4:43 PM
To: Wagner, Richard
Subject: FW: Thanks

I left my card with a note at KEP Electric on Bach Buxton about his trailer sitting in the front lot last night and he sent me this email.

[redacted]

From: Dan McEntush [mcentush@fuse.net]
Sent: Tuesday, July 19, 2011 9:11 AM
To: [redacted]
Subject: Thanks

Thanks for the heads up on the trailer theft issue. Good to see that you are checking the local businesses. Keep up the good work and be safe.

Dan McEntush
KEP Electric Inc.
(513)752-3043 office
(513)317-4480 mobile

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

NOV 8 PM12:32

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Rick Wagner

Appraisal Period: 7/01/2010 **to** 6/30/2010

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] has been with the agency for five years. He has maintained a professional image with the department and has a positive attitude. [redacted] has become an Field Training Officer with the agency and has shown competency in training and influencing other officers. [redacted] has been loyal to the agency. He uses good judgment and common sense when dealing with the public. He is dependable and takes direction well from supervisors. [redacted] is team oriented and works well with other officers. [redacted] activity levels have been above the minimum standards for all quarter of this rating period. [redacted] has had only two sick occurrences during the past 12 months.

Weakest Performance Areas:
[redacted] needs to continue working on his handwriting and neatness of his reports. His reports are thorough but sometimes completed too fast. [redacted] also expresses a weakness in sex crime investigations. If he completes advanced training in sex crime investigation he will become more comfortable and capable in conducting a thorough investigation in these areas.

Work Related Interests/Goals:
[redacted] wants to continue to improve his physical fitness level. He is interested in becoming an SRT member when these fitness goals are attained. He wishes to take courses geared toward Investigations. [redacted] short term goal is to become a detective.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
There have been no disciplinary actions taken against [redacted] during this period.

Career Development/Recommendations:
[redacted] has completed training at Butler Tech and became an FTO. He has completed critical Incident Management and Linguistic Statement Analysis training during this period. [redacted] has an Associate Degree in Criminal Justice. I recommend [redacted] continue his educational efforts in completing his Bachelors Degree. [redacted] needs to attend more classes related to Investigations to prepare himself for possible Investigation opportunities.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
None

I have participated [redacted] raisal conference.

[redacted]
Employ[redacted]nature — Date: 9-9-10

Sgt. [redacted] 79
Supervisor signature — Date: 9/9/10

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

[redacted]
Bureau Commander Signature — Date: 9/9/10

Chief of Police Signature — Date

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

January 7, 2010

Personnel file

Officer Dave Perkins,
[redacted]
Sgt. Wagner, Sgt. Blankenship,
Godsey, Joehnk, Jasper,
Detectives Bail, Pavia, [redacted]
and Combs.

Officer Perkins,
[redacted]

I would like to congratulate you on the apprehension of Evan Brooks and David Walker. Over a period of weeks, seventy-eight air conditioning units were stolen or damaged in an attempt to steal them, from local apartment complexes. On January 5, 2010, you, Officer Perkins, took the initiative while on routine patrol of Brandy Chase Apartment complex, to exit your vehicle to check the air conditioning units. Discovering some missing and others damaged, you called for assistance, and had the foresight to preserve the scene and photograph remaining fresh shoeprints.

Several days prior to this offense, [redacted] stopped a suspicious truck occupied by Evan Brooks with air conditioning parts to be recycled. Having no probable cause, [redacted] documented the occupant's personal information and released him. Recalling that event and that the suspect lived at Rue Center Apartments, near Brandy Chase, [redacted] responded to the residence of Brooks and located the pickup truck he observed him in days prior. In plain view, [redacted] could see the air conditioners stolen that evening from Brandy Chase. [redacted] and Perkins noticed shoeprints near the truck similar to those at the scene at Brandy Chase.

Officers responded to the suspect's apartment yet they would not answer the door. Detectives were then summoned to assist with obtaining a search warrant while road patrol officers, Joehnk, Godsey, and Jasper assisted in securing the perimeter, exposed to extreme inclement weather. Entry to the suspects' apartment was gained and the arrests of Daniel Walker and Evan Brooks were made without incident.

Sergeant Rick Wagner called upon and orchestrated various resources of Union Township Police Department during those early hours of January 5, 2010, to include Sergeant Blankenship and the INV staff following up with evidence collection, processing, and interviews leading to a confession.

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Equal Opportunity Employer

Officer Perkins, your initiative and response to a problem that plagued apartment complexes all over Union Township, along with [redacted] recollection and documentation put these two burglars out of business. Brooks' and Walker's crime spree is estimated at $275,000.00 in thefts, damaging, and needed repairs. I am extremely pleased of the outcome and impressed with the ready support you had to bring this event to closure. Teamwork allowed for this 14-hour ordeal to unfold smoothly.

Keep up the good work.

Terrence D. Zinser
Chief of Police.

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

Personnel file

December 9, 2009

[redacted]
Union Township Police Dept.
Operations Bureau
Road Division

[redacted]

I want to commend you on the detection and apprehension of the stolen vehicle out of Brown County occupied by Bret Highfield and Kailee Kain. Your keen observation and ability to maneuver and pursue on narrow roads safely made possible the apprehension of these two juveniles before any harm or damage could occur. I reviewed your report and found it written clearly, in a professional manner.

A copy of correspondence will be placed in your personnel file.
Congratulations, keep up the good work.

Terrence D. Zinser
Chief of Police

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(513) 752-1230 • FAX: (513) 753-2687

Equal Opportunity Employer

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Mike Mills

Appraisal Period: July 2008 **to** June 2009

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] has been employed with the Agency for [redacted]. He has a positive attitude and presents a professional image when in uniform. He is upbeat and displays a positive attitude towards his work. He relates and communicates well with the public, co-workers and supervisors. He is team oriented and works well with other officers, assisting when needed. [redacted] takes direction well from supervisors and always follows through with roll call tasks. He has good common sense and is a hard worker. He is very dependable, honest and loyal to the Agency. His quarterly activity for all categories has been at or above the shift average. [redacted] had no sick occurrences in the past 12 months.

Weakest Performance Areas:
[redacted] reports are thorough, but he needs to continue to improve the neatness of the reports. Although improvement has been noted, neatness continues to be a weakness as reported on previous evaluations. The neatness is sometimes sacrificed for speed. If he continues to slows down slightly and takes a little more time, his neatness will continue to improve. Although not overweight, [redacted] self-admittedly needs to get into better shape. Some time in the gym would easily satisfy this weakness.

Work Related Interests/Goals:
[redacted] has short term goals to become an FTO, SRT member and range officer. All are attainable with time and vacant positions. I would recommend training over the next few years to begin to prepare for those opportunities. His long term goal is Patrol Sergeant, which is also attainable with time, training, education, and vacant positions.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
No disciplinary actions taken during evaluation period.

Career Development/Recommendations:
[redacted] has his Associates Degree in Criminal Justice from the University of Cincinnati and has a desire to continue his education towards a Bachelors Degree. I recommend that he not procrastinate and begin work towards the degree. His previously mentioned short term goals of becoming an FTO, SRT member and range officer can be attained with training and desire. I would recommend focusing on becoming an FTO first and apply for the training. During the evaluation period he attended Advanced Firearms and Intoxilyzer 8000. He is scheduled for Undercover Tactics and Techniques in August 2009. He also has a desire to attend Death Investigation and Core Criminal Investigations to become a better patrol officer. [redacted] has his young career on track and needs to continue to perform at a high level and continue to build his base knowledge by attending various training opportunities.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

I have participate[redacted]ce appraisal conference.

[redacted]

Employee [redacted]ature — Date: 9/22/09

Supervisor signature — Date: 7/29/09

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature — Date

Form # 3-09e (01/08)

Union Township Police Department

Performance Appraisal

Sworn Employee

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Mills

Appraisal Period: July 2007 **to** June 2008

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] has been employed with the Agency for just [redacted] He reflects a positive and professional image when in uniform. He is upbeat and displays a positive attitude towards his work. He relates and communicates well with the public, co-workers and supervisors. He has a team oriented attitude and works well with other officers. [redacted] takes direction well and always follows through with his CAF file. He has good common sense and is a hard worker. [redacted] takes great pride in his aggressive style of patrol. He is very dependable, honest and loyal to the Agency. His quarterly standards for traffic stops, citations, warnings, criminal and warrant arrests are typically at or above average. [redacted] has 2 sick occurrences in the past 12 months.

Weakest Performance Areas:
Although [redacted] reports are thorough, he needs to improve the neatness of his reports. Neatness continues to be a weakness and the same was reported on his June 2007 evaluation. Slowing down continues to be the issue. If he slows down slightly and takes a little more time, his penmanship will improve. [redacted] interviewing skills has improved since the last rating period; however, continued improvement is necessary. Time, experience and training will be beneficial in this area. [redacted] failed to meet minimum standards for traffic arrest and warrant services during the second quarter of 2006; however, exceeded minimum standards in all categories during the next three quarters.

Work Related Interests/Goals:
[redacted] interests are in drugs and drug interdiction. He would like to continue involvement in the Hotel/Motel Unit. He would also like to be a member of the Union Township Drug Unit, if ever created. [redacted] is satisfied with performing his patrol duties and wants to gain more experience before narrowing into a specialty. If the opportunity arises, he would like to be an FTO.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
*Counseled by Sgt. Brown on 7/3/07 for Quarterly Activity (traffic arrests & warrant services)

Career Development/Recommendations:
[redacted] has his Associates Degree in Criminal Justice from the University of Cincinnati. His interest leads him towards drug enforcement and attending additional courses in that field would be beneficial. During the rating period he attended four outside training courses: Dealing with the suicidal, latent print development, Ohio liquor laws, and Arrest, Search & Seizure.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:

I have participated in a performance appraisal conference.

[redacted]
Employee signature — Date: 7/15/08

Supervisor signature 83 — Date: 07/15/08

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Bureau Commander Signature — Date: 7/23/08

Finney Stagnaro Saba & Patterson Co., LPA
FSSP

Shareholders
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Peter A. Saba, Esq.*†
Paul T. Saba, Esq. •
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• *Also admitted in Michigan*
^ *Certified Labor & Employment Law Specialist*

01-07-08P12:33 RCVD

Hyde Park office: 2623 Erie Avenue Cincinnati, OH 45208 Anderson office: 7373 Beechmont Avenue Suite 100 Cincinnati, OH 45230

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(513) 533-2980 Direct Dial
(513) 533-2990 Direct Fax

January 4, 2008

VIA ORDINARY MAIL
Terry Zinser, Chief of Police
Union Township Police Department
4312 Glen-Este Withamsville Road
Union Township, OH 45245

Re: Personnel File for Union Township Police [redacted] Badge Number [redacted]

To Whom It May Concern:

Under the Public Record's Law 149.43, I am requesting the complete Personnel File and Internal Investigation Reports for Union Township Police [redacted] Badge Number [redacted]

From his Personnel File, I am requesting copies of everything including, but not limited to disciplinary records, psychiatric and/or psychological reports, examinations, tests, evaluations, opinions, and notes.

I am also requesting copies of any past or current Internal Investigation reports or filings with respect to [redacted]

Thank you in advance for your attention to this matter. I would like to have this material no later than January 18, 2008. Please contact me or my Assistant with any questions you may have.

Very truly yours,

FINNEY, STAGNARO,
SABA & PATTERSON CO., L.P.A.

By: _____
Christopher P. Finney, Esq.

CPF/kmf

Union Township Police Department
Employee Performance Appraisal
Sworn Employees

Employee Name [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. Mike Mills

Appraisal Period: July 2006 **to** June 2007

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:

[redacted] has been employed with the Police Department for [redacted]. He reflects a positive and professional image when in uniform. He is upbeat and displays a positive attitude towards his work. He relates and communicates well with the public and supervisors. He is team oriented and works well with other officers [redacted] takes direction well and always follows through with orders. He was commended in March 2007 by Lt. Madsen for his thorough follow up and documentation reference restitution owed to the Police Department. He takes thorough reports and actively follows up with his CAF file. He has good common sense and works hard. [redacted] takes great pride in his active and aggressive style patrol. [redacted] is very dependable, honest and loyal to the Police Department. His quarterly standards for traffic stops, citations, warnings, criminal and warrant arrests are typically at or above average. [redacted] went the extra mile for the agency, when he spend several hours of his own time creating the Patrol Division roll call board.

Weakest Performance Areas:

Although [redacted] reports are thorough, he needs to improve the neatness of his reports. If he slows down slightly and takes a little more time, his penmanship will improve. [redacted] interviewing skills, particularly getting confessions, also needs some improvement. Time, experience and training will be beneficial in this area.

Work Related Interests/Goals:

[redacted] is still relatively new to policing and enjoys working uniform patrol. His interests are in drugs and drug interdiction. He would like to help develop the Hotel/Motel Unit into being a more aggressive and active unit. He would also like to be a member of the Union Township Drug Unit, if ever created. [redacted] is content with performing his patrol duties and wants to gain more experience before narrowing into a specialty.

Disciplinary Actions Taken: (Actions taken during rating period. Include specifics.)

None

Career Development/Recommendations:

[redacted] has his Associates Degree in Criminal Justice from the University of Cincinnati. He enjoys drug interdiction and has attended one course related to it. His interest leads him towards drug enforcement and attending additional courses in that field would be beneficial.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
n/a

I have participate[redacted]praisal conference.

[redacted]

Employee [redacted]ature — Date: 7-7-07

Sgt [illegible] 83

Supervisor signature — Date: 07/07/07

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

Lt. [illegible] 88

Bureau Commander Signature — Date: 7/9/07

Union Township Police Department
Employee Performance Appraisal
Sworn Employees

Employee Name: [redacted] **Employee Number:** [redacted]

Division/Section: Patrol **Rating Supervisor:** Sgt. A. Rees

Appraisal Period: July 2005 **to** June 2006

Category	Meets Standard	Does Not Meet Standard
Productivity	☒	☐
Job Knowledge	☒	☐
Criminal/Prelim Investigation	☒	☐
Traffic Enforcement	☒	☐
Judgment and Discretion	☒	☐
Crisis Intervention	☒	☐
Problem ID and Resolution	☒	☐
Dealing with the Public	☒	☐
Report Writing	☒	☐
Relations With Co-Workers	☒	☐
Relations with Other Agencies	☒	☐
Attendance	☒	☐
Appearance	☒	☐
Physical Readiness	☒	☐
Maintenance of Equipment	☒	☐
Attitude and Loyalty	☒	☐

Any category marked "Does Not Meet Standard" must be explained on the addendum.

Sworn Employee Performance Appraisal (page 2)

Employee Name: [redacted]

Strongest Performance Areas:
[redacted] strongest attribute is his willingness to work hard every time he comes to work. [redacted] never fails to execute a 35X request or BOLO given at Roll Call and is attentive to what the Sergeant requests be done during his shift. [redacted] is also very eager to help out other officers and will disregard officers if he is able to expedite a call for service easier or faster. Testament to this was a call that [redacted] responded to where he rendered aid to a citizen waiting for squad by performing CPR and by use of his AED. [redacted] was not dispatched to this call. [redacted] uses good judgement and makes good decisions for his lack of experience on the job and handles calls in a timely manner. [redacted] standards of performance continued to increase throughout the rating year which is evidence of his growing experience on the job. He performed at or above the average on his shift in all but two categorys and was above the minimum standard in both.

Weakest Performance Areas:
[redacted] can be abrasive at times with the public and the way he handles or speaks to them. There is room for improvement in his communications skills.

Work Related Interests/Goals:
[redacted] has expressed interest in getting his Intoxilyzer Certification. He also wishes to get certified in marijuana identification and NIK testing and take Basic Crash Investigation.

Disciplinary Actions Taken: **(Actions taken during rating period. Include specifics.)**
None

Career Development/Recommendations:
[redacted] was just released from probation in May 2005. He has progressed well and continues to develop as an officer. [redacted] has also had the chance to work both day and night shift and has exposed himself to a variety of criminal activity which has enhanced his development. In the last yea[redacted] has had Reid Interview Training and ADAP. He is scheduled to take Basic Police Survival and Weapon Retention in July and October. [redacted] has expressed interest in drug interdiction and identification and wants to gain more confidence in traffic crash investigation. I would recommend him for any drug enforcement type training and believe that he would be well suited for this kind of patrol work. A basic crash investigation class would also help him to be a more well rounded officer.

Sworn Employee Performance Appraisal (page 3)

Employee Name: [redacted]

Addendum:
NA

I have participa[redacted]erforma[redacted]e appraisal conference.

[redacted]
Employee [redacted]ature — Date: 7-17-06

S A A. Doug
Supervisor signature — Date: 7/13/06

I have reviewed this performance appraisal and have determined that it was completed in a fair and impartial manner.
CALEA 35.1.14

L.T. Douglas
Bureau Commander Signature — Date: 7/18/06

9-5-06

Union Township Police

Established in 1965
Chief of Police Terrence D. Zinser

RECEIVED
UNION TOWNSHIP
05 APR 28 PM 4:16

[redacted]

[redacted]

[redacted]

It is my pleasure to advise you that the Township Trustees agreed with my recommendation that you be removed from probationary status. You have been appointed to your current rank as a permanent full-time employee. This change is effective one year from your date of appointment to the probationary position.

I want to congratulate you on your accomplishment. You have done a good job, and the Township is pleased to reward your efforts.

Please keep up the good work!

Yours Very Truly,

Terrence Zinser
Chief of Police

cc: personnel file

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245

(513) 752-1230 • FAX: (513) 753-2687

Equal Opportunity Employer

STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

08-16-05P01:05 RCVD

August 9, 2005

Chief Tom Knox
Union Twp. Police Department
4312 Glen Este-Withamsville Road
Cincinnati, OH 45245

Re: *Certification Status of* [redacted]

Dear Chief Knox:

This is in response to your inquiry concerning the updating of peace officer training to maintain Ohio peace officer certification.

According to Rule 109:2-1-12(D) of the Ohio Administrative Code, persons who have previously been certified by the Ohio Peace Officer Training Commission and have had a break in peace officer service for less than one year may be re-appointed as a peace officer, but must complete any specialized training that has been mandated for re-appointed officers. In the case of the above-referenced individual, no such training mandates apply. Accordingly, no additional training is required at this time.

Note that this determination is made based upon information and documents submitted by you and the individual in question. Should the information provided prove inaccurate, this determination becomes void.

See the enclosure for information concerning requirements for annual firearms re-qualification.

Sincerely,

Brenda Jill Gregory
Certification Officer
Certification & Standards Division

BG/vlf

Ohio Peace Officer Training Academy

P.O. Box 309
London, OH 43140
Telephone: (740) 845-2700
(800) 346-7682
Facsimile: (740) 845-2675

An Internationally Accredited
Law Enforcement Training Academy

4055 Highlander Pkwy., Ste. B
Richfield, OH 44286
Telephone: (888) 436-7282
(330) 659-2311
Facsimile: (330) 659-2401

www.ag.state.oh.us

STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

FIREARM REQUALIFICATION

House Bill 271, which was effective April 10, 1991, amended the Ohio Revised Code to require that all officers identified in ORC Section 109.801(A)(1) must requalify with any and all weapons they will use under the auspices of the agency/department with whom they are affiliated.

ORC Section 109.81(A)(2) indicates that no person listed in ORC Section 109.801(A)(1) shall carry a firearm during the course of his/her duties if they have not complied with the requirement for annual firearm requalification in a program approved by the Ohio Peace Officer Training Commission.

Update training evaluations furnished by the Ohio Peace Officer Training Commission in accordance with Rule 109:2-1-12, Ohio Administrative Code, will address training mandated by ORC Section 109.77 and Section 109:2-1-12, Ohio Administrative Code, for those persons requiring training as a result of an additional peace officer appointment, or a peace officer reappointment following a break in service.

Update training evaluation letters furnished by the Ohio Peace Officer Training Commission will not address or assign training necessary to comply with requirements for annual firearm requalification. This determination should be made at the local level by the individual concerned in conjunction with the appropriate officials of the agency/department.

SF198

Effective 1/1/2000

Ohio Peace Officer Training Academy
P.O. Box 309
London, OH 43140
Telephone: (614) 466-7771
(740) 852-4848
(800) 346-7682
Facsimile: (614) 728-5150

An Internationally Certified Law Enforcement Training Academy

www.ag.state.oh.us

4055 Highlander Pkwy., Ste. B
Richfield, OH 44286
Telephone: (888) 436-7282
(330) 659-2311
Facsimile: (330) 659-2401

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Police Chief/Fire Chief, or Administrator.

Approved by Township Administrator — Date: Sept 9, 1998

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. Unless explicitly implied by bargaining contract or statutes, I understand that I am an at-will employee and that I may be terminated at any time by the Board of Trustees.

[redacted]'s Signature — Date: 5-2-05

Developed by Clemans, Nelson & Associates, Inc.
Columbus, Ohio 43235

FORM #7 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file.

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Union Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective **FEBRUARY 2003,** govern me,

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

[redacted]ployee Signature

5-2-05
Date

FORM #3 DRUG FREE WORKPLACE NOTICE

Union Township supports the Drug Free Workplace Act of 1988. Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on these premises by employees is strictly prohibited and violators will be subject to corrective action and criminal prosecution.

This policy is to be regarded as a condition of employment. Any employee convicted of a work related drug offense must notify the Township Administrator no later than five (5) calendar days after conviction.

DRUG FREE WORKPLACE POLICY RECEIPT

The purpose of this document is to verify that I have received a copy of the Township's Drug Free Workplace Notice and Policy.

[redacted] 5-2-05

[redacted]oyee Signature Date

Union Township Police Department
Receipt for General Orders Manual

I [redacted] have received General Orders Manual number
name

54 on 5-2-05 and agree to abide by the
manual number date
standards of conduct, policies, and procedures therein.

I understand that this manual is the property of my employer and that I will be held responsible in the event of its loss or damage. I agree to maintain this manual in orderly condition and will insert and/or replace new or revised general orders as they are issued.

I understand that the CEO reserves the right to change these general orders in the future to reflect changes in laws, work environment, operations and other circumstances affecting economic, operational, and administrative needs.

I understand that, unless otherwise stated, all general orders are in effect upon date of issue.

I understand that under no circumstances may this manual or its contents be lent, given away, or copied in any manner by any person without the explicit permission of my employer. I understand that this manual must be returned to my employer upon demand.

[redacted]
Signature of employee

Signature of issuing supervisor

Union Township Police Department
Code of Ethics for Sworn Members

As a law enforcement officer, my fundamental obligation is to protect the constitutional rights and freedoms of the people whom I have been sworn to protect.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow members, and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend on my honesty. I will obey the very laws that I am sworn to uphold. I will seek affirmative ways to comply with the standards of my agency and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible and professional and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a law enforcement officer. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of the law enforcement profession.

Employee Signat[redacted]

Witness Signature Heather Brown

Date 5-2-05

Union Township Police

Established in 1965

Chief of Police Tom Knox

April 6, [redacted]

[redacted]

Dear Mr. [redacted]

You will attend the Trustee Meeting on [redacted] at 7:00 p.m. You can meet Chief Knox at the Civic Center at 6:45pm. You should dress in professional attire. On Wednesday, April 13, at 8:00 a.m. you have an appointment for a physical. Your appointment is at Concentra, 2702 East Kemper Rd., 771-2233. I have included a map. Be sure to take a picture I.D. and **do not eat or drink anything after 10:00 p.m.** the night before your appointment. Your Stress test will be at 1:30pm, that same day, at University Point in West Chester. You are not supposed to eat anything 2 hours prior to that appointment. They will be able to give you directions at Concentra.

If you have any questions, please call me at 753-2211.

Sincerely,

Heather Brown

Heather Brown
Administrative Assistant

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245
(513) 752-1230 • FAX: (513) 753-2687

Equal Opportunity Employer

Dear Chief Knox,

I would like to thank you for the opportunity to interview with your department for the position of Police Officer. I look forward to hearing from you about the position as I am eagerly waiting to begin my career in law enforcement. Again, thank you for your time.

Sincerely,

[redacted]

12-14-04P12:32 RCVD

Updated
12-8-04

[redacted]

Dear Chief Knox,

I am looking for a challenging new career in law enforcement. I believe that I have the core values, moral beliefs, dedication, and training that is necessary to be an effective member of your team. I currently work in a fast paced and demanding job setting where I perform well. I am recognized by my peers and employees as a motivational leader, able to instill confidence and a strong work ethic in a fun environment. Although stable in my current position, I am eager to begin a new career in law enforcement. I would like to thank you for your time and consideration.

Sincerely,

[redacted]

[redacted]

Objective

To become a law enforcement professional in this community by providing its citizens with the highest quality of service, dedication to the department and its goals, and be an exemplary member of the community.

Qualifications

Strong leadership skills, consistent exemplary performance reviews, dedicated and loyal employee, level headed problem solving skills, detail oriented, and quality job training.

Education

[redacted] *High School Diploma, Turpin High School*
Associate of Applied Science -Criminal Justice, University of Cincinnati
American Traffic Safety Services Association, Worksite Supervisor
OPOTA Certification University of Cincinnati - Clermont Branch
Graduated [redacted] with a 98% GPA.

Experience

[redacted] ***Graphic Engineer Lead, A&A Safety Inc.***
Responsible for production of signs, decals, and logos, ordering materials, department paperwork, supervision of employees, daily operations, customer service, and annual department goals.

[redacted] ***Lawn Crew, Wiley Lawn Care***
Responsible for weekly maintenance of accounts, landscape installations, equipment maintenance and repair, and customer satisfaction.

[redacted] ***Yard Foreman, Furrow Building Materials***
Responsible for all yard personnel, opening and closing store, daily operations, customer service, and loss prevention.

Honors

Deans List -University of Cincinnati
Honor Roll - Turpin High School

References

Professional

Bill and Tom Luttmer, A&A Safety, 513-943-6100
1126 Ferris Road, Amelia, OH 45102

David Wiley, Wiley Lawn Care, 513-474-2895
7977 Executive Dr, Cincinnati, OH 45255

John Kiskaden, Union Township Police Department, 513-752-1230
4312 Glen Este-Withamsville Rd, Cincinnati, OH 45245

Personal

Bob and Marcy Franco, [redacted]
2432 Royalview Ct Cincinnati, OH 45244

James and Maryanne Stockmeier, [redacted]
1791 Rusticwood Dr Cincinnati, OH 45255

Tom and Toni English, [redacted]
2163 Flaxen Dr Cincinnati, Oh 45244

Vince and Amy Rahnfeld, [redacted]
7941 Heatherglen Dr Cincinnati, OH 45255

EMPLOYMENT APPLICATION and PERSONAL HISTORY QUESTIONNAIRE

Instruction and Reminder

There are legal obligations to complete this Employment Application and Personal History Questionnaire in a truthful, fully informative manner. All questions must be answered. If a question does not apply to your particular circumstance, insert "DNA" (Does not Apply) in the proper blank. You may add additional sheets if more space is needed.

Please be aware that ALL information is subject to verification via home visits, source documentation, polygraph (lie detector) examination, etc. Be fully truthful and do not evade questions. The Ohio Revised Code (ORC) provides penalties for making false statements of a material fact or for practicing fraud or deception in obtaining or attempting to obtain employment. Such penalties include rejection for appointment, discharge after appointment, and/or prosecution under Ohio Revised Code Section 2921.13.

UNION TOWNSHIP POLICE DEPARTMENT

Chief Tom Knox

4312 Gleneste-Withamsville Road●Cincinnati, Ohio 45245
(513)752-1230 (513)753-2687 (FAX)

APPLICATION FOR EMPLOYMENT

revised 09/2003

UNION TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Today's Date 12-12-04

Name Last [redacted]	First [redacted]	M.I. [redacted]	Social Security Number [redacted]	
Present address [redacted]	City	State	Zip code	
How long have you lived at your present address? 2 yrs. 8 mos.	Home phone number	Alternate phone number		
Are you a US citizen? YES ☒ NO ☐				
Are you 21 years of age or older? YES ☒ NO ☐				
Are you legally eligible for employment in the US? YES ☒ NO ☐				
Position applying for: ☒ Police Officer ☐ Civilian (Communications, Secretarial)				

Education

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	LAST GRADE COMPLETED	COURSE OF STUDY	DATES	DEGREE OR DIPLOMA
ELEMENTARY	Wilson Elementary	6	N/A	[redacted]	N/A
HIGH SCHOOL	Turpin High School	12	College Prep General/Spanish		Diploma
COLLEGE	University of Cincinnati	Sophomore	Criminal Justice		Associates
LAW ENFORCEMENT	U.C. Clermont Police Academy	N/A	Law Enforcement		OPOTA cert.

Are you continuing your education? YES ☐ NO ☒

If yes, please indicate how

Scholastic honors or scholarships received

Honor Roll, Deans List

Employment History

Please list all employment, starting with present or most recent employer.
Account for all periods, including all unemployment or time not spent in school or military service.

1 Name and address of employer: A+A Safety, Inc. 1126 Ferris Rd Amelia OH 45102 — ☒ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: 943-6100 | Supervisor name and title: Bill Luttmer Vice President

Final salary $ 15.60 ☒ Hour ☐ Month ☐ Year | Job Title: Graphic Engineer Lead | Reason for leaving: seeking new career

Describe type of business and duties:
Traffic control company where I am responsible for production of signs, logos, + decals. Also responsible for supervision of employees, purchasing, billing, time sheets, + department goals.

2 Name and address of employer: Wiley Lawn Care 7977 Executive Dr. Cincinnati OH 45255 — ☒ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: 474-2895 | Supervisor name and title: David Wiley - owner

Final salary $ 12.50 ☒ Hour ☐ Week ☐ Month | Job Title: Lawn Crew | Reason for leaving: Poor weather

Describe type of business and duties: Lawn and Landscape service
weekly maintenance of accounts and equipment, landscape installations, customer service

3 Name and address of employer: Furrow Building materials 905 Ohio Pike Cincinnati OHio 45245 — ☒ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: N/A | Supervisor name and title: Gerald Mullins - Asst. manager

Final salary $ 12.50 ☒ Hour ☐ Week ☐ Month | Job Title: Yard Foreman | Reason for leaving: Store closing

Describe type of business and duties:
Home improvement store where I was responsible for helping customers, loading + unloading trucks, ordering product, supervision + scheduling employees, customer service, and loss prevention

4 Name and address of employer: LaRosa's 2333 Beechmont Avenue Cincinnati OHio 45230 — ☐ Full time ☒ Part time

Dates of employment: [redacted] | Phone number: 347-1111 | Supervisor name and title: Shawn Fucito - Manager

Final salary $ 6.50 ☒ Hour ☐ Week ☐ Month | Job Title: Cook | Reason for leaving: Wanted a better job

Describe type of business and duties:
Resteraunt where I was responsible for cooking food, cleaning kitchen, preparing items for next day, and closing kitchen.

Continued on next page

Employment History (cont.)

5 Name and address of employer: DNA

☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
Final salary $ ☐ Hour ☐ Week ☐ Month	Job Title	Reason for Leaving

Describe type of business and duties:

6 Name and address of employer: DNA

☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
Final salary $ ☐ Hour ☐ Week ☐ Month	Job Title	Reason for leaving

Describe type of business and duties:

7 Name and address of employer: DNA

☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
Final salary $ ☐ Hour ☐ Week ☐ Month	Job Title	Reason for leaving

Describe type of business and duties:

8 Name and address of employer: DNA

☐ Full time ☐ Part time

Dates of employment	Phone number	Supervisor name and title
Final salary $ ☐ Hour ☐ Week ☐ Month	Job Title	Reason for leaving

Describe type of business and duties:

I hereby give my permission to contact the employers I have listed concerning my present and prior work experience.

Signature [redacted] Date 12-12-04

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) and explain:

Previous Address(s)

Starting with your present address, list ALL addresses where you have lived for the past ten (10) years. Include your address while in military service.

Dates	Street Address	City	County	State
4-02 - Present	[redacted]			
2-01 - 3-02				OH
4-00 - 2-01				OH
4-99 - 4-00				OH
12-95 - 4-99				OH

Military Service

Have you served in the US Armed Services? ☐ YES ☒ NO	Branch of Service	Date entered	Rank
Date Discharged			
Duties and special training in Service		Present draft status	

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

REFERENCES (Do not list persons related to you)

1	Name: Bob and Marcy Franco		Phone Number: [redacted]
	Address: 2432 Royalview Ct	City: Cincinnati	State/Zip: OH 45244
	Relationship: Parents of my best friend		

2	Name: James and Maryanne Stockmeier		Phone Number: [redacted]
	Address: 1791 Rusticwood Dr	City: Cincinnati	State/Zip: OH 45255
	Relationship: Friend of family		

3	Name: Tom and Toni English		Phone Number: [redacted]
	Address: 2163 Flaxen Dr	City: Cincinnati	State/Zip: OH 45244
	Relationship: Friend of Family		

4	Name: Vince and Amy Rahnfeld		Phone Number: [redacted]
	Address: 7941 Heatherglen Dr	City: Cincinnati	State/Zip: OH 45255
	Relationship: Neighbor / Friend growing up		

5	Name: David Wilkey		Phone Number: [redacted]
	Address: 7977 Executive Dr	City: Cincinnati	State/Zip: OH 45255
	Relationship: Former Employer / Friend		

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

PERSONAL HISTORY QUESTIONNAIRE

Explanation of the Purpose and Use

Thank you for taking the time and thoughtful effort to complete this Personal History Questionnaire. We want you to understand the purpose of this form and the objective, professional manner in which we will treat the information you provide.

We want you to consider the Personal History Questionnaire as an opportunity to organize and present relevant information about yourself. This information will assist us in gaining an accurate picture of your background to be used as one of the bases for our appraisal of the "goodness of fit" between you and the position for which you are applying. Other bases are your physical ability and health, your self-presentation in interviews, a polygraph (lie detector) examination, and a psychological examination.

Additionally, we want you to know that we not only consider the facts presented, but we also consider your explanations surrounding the facts. That is why it is so critically important that you make a special effort to answer all questions completely, truthfully, and thoughtfully. There are many opportunities within the form for you to offer an explanation of facts and/or circumstances.

We will take an overview of the information you provide and treat it in a "profile" manner which enables us to make judgments about your background as well as analyze specific areas. Using a full scope of information, we can evaluate the overall balance of your strengths and limitations so that our conclusions about your eligibility are not unduly influenced by narrow or isolated bits of information.

Our profile approach to your background leads us to look at the balance of factors in the following areas:

I. **Financial Status**
II. **Moving Traffic Violations**
III. **Memberships in Organizations Conspiring and/or Advocating Use of Violence or Illegal Activity**
IV. **Use of Narcotics**
V. **Sexual Behavior Patterns**
VI. **Criminal History, Gambling, Arson, etc.**
VII. **Prior Applications for a Position with any Police Department**

In analyzing your background in the various profiled areas we are looking for evidence of your sense of responsibility, self-discipline, emotional maturity, and the ability to exercise good judgment as you meet the demands of living in our contemporary society.

Please feel free to ask any questions you may have about the instructions for completing this Personal History Questionnaire. We have personnel available to insure that you understand the instructions. However, the personnel cannot answer how your responses to the questions will be interpreted.

Please acknowledge your reading and fully understanding of the **Employment Application** and the **Explanation of the Personal History Questionnaire** by signing in the space below.

Signature [redacted] Date 12-12-04

I. Financial Status

Indebtedness (Check as many as apply today)

☒ own ☐ rent/lease ☐ living with parents

☐ living with other ☐ other

All yes answers require an explanation (use additional sheet if necessary)

Yes	No	
☐	☒	Have you ever had your wages attached or garnished? If yes, when _____
☐	☒	Have you ever been a defendant in small claims court? If yes, explain _____
☐	☒	Do you have any civil action pending against you? If yes, explain _____
☐	☒	Have you ever filed for bankruptcy or been declared bankrupt? If yes, When _____
☐	☒	Have you ever been declared delinquent in child support payments ordered by the court? If yes, explain _____
☐	☒	Have you ever been refused credit? If yes, explain _____
☐	☒	Have you ever had property repossessed? If yes, explain _____
☐	☒	Do you owe past taxes? If yes, explain _____
☐	☒	Have you written checks within the last twelve (12) months that you knew would be returned for insufficient funds but wrote them anyway? If yes, how many _____
☐	☒	Have you skipped paying bills or debts on time? If yes, explain all occurrences _____
☐	☒	Are any of your bills in the hands of a bill collection agency? If yes, explain _____

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-7-04

Financial Status (cont)

Obligation	Company (name, city, state)	Amount owed / overdue/ past due
Home Loan	Fifth Third Bank Cincinnati ohio	111,426.93
Personal Loan	Equity - Fifth Third Bank Cincinnati Ohio	11,561.00
Auto Loan #1	Fifth Third Bank Cincinnati ohio	9,458.41
Auto Loan #2		
Finance Co.		
Finance Co.		
Mastercard	Capital One Richmond Virginia	5,254.82
VISA		
Department Store		
Department Store		
Credit Union		
Obligation	**Court of Jurisdiction**	
Child Support		
Child Support		
Chapter 13		
Bankruptcy		
Small Claims		
FRA (traffic)		
Civil Suits		
Alimony		

Yes	No	
☒	☐	Do you have a personal checking account? If yes, institution name Fifth Third Bank
☒	☐	Do you have a personal savings account? If yes, institution name Provident Bank

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

II. Moving Traffic Violations

List the number of Moving Violations you have had since age 16.

Offense	Number	Ohio	Non- Ohio
D.U.I.			
Speed			
Driving w/o License			
Reckless Driving			
Driving Under Suspension			
Other	Improper Backing ACDA	Cincinnati Cincinnati	

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

III. Memberships in Organizations

YES NO

☐ ☒ Are you now or have you ever been a member of an organization that advocates or practices violence and/or unlawful acts (including, but not limited to, bombing or burning structures, murder, mayhem, rioting, kidnapping, extortion, or terrorism) to effect political or social change?

If yes, give names and dates of memberships

Organization	Dates of Membership

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

IV. Narcotics

	YES	NO	
1.	☐	☒	Have you ever used illegal narcotics (marijuana not included)? If so, when (month/year) _____
2.	☒	☐	Have you ever used marijuana? If so, when (month/year) Between 1996-1998
3.	☐	☒	Have you ever sold illegal narcotics? If so, when (month/year) _____
4.	☐	☒	Have you ever sold marijuana? If so, when (month/year) _____
5.	☐	☒	Have you ever transported illegal narcotics? If so, when (month/year) _____
6.	☐	☒	Have you ever transported marijuana? If so, when (month/year) _____
7.	☐	☒	Have you ever used any narcotics or prescription drugs, not including marijuana, without a doctor's prescription?
8.	☐	☒	Have you ever purchased any narcotics or prescription drugs, not including marijuana, without a doctor's prescription?
9.	☐	☒	Have you ever sold narcotics or prescription drugs, not including marijuana, to anyone else?
10.	☐	☒	Have you ever possessed narcotics or prescription drugs, not including marijuana, that you obtained without a prescription?
11.	☐	☒	Have you ever operated a motor vehicle while under the influence of drugs, narcotics, or marijuana?

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

Narcotics (cont.)

For each of the following narcotics listed, fill in the appropriate column(s) to reflect any activity you may have had with that particular drug.

Drug	Largest amount bought	Largest amount used	Largest amount sold	How often	Date most recent occurrence
Marijuana a. Marijuana	1/4 oz	1/8 oz	DNA	Approx 30	1998
b. Hash					
c. Hash Oil					
Stimulants / Amphetamines a. Bennies					
b. Uppers					
c. Speed					
d. Whitecrosses (caffeine type P.U.)					
e. Other(s) _____ _____					
Cocaine a. Crack					
b. Freebase					

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

Narcotics (cont)

Drug	Largest amount bought	Largest amount used	Largest amount sold	How often	Date most recent occurrence
Hallucinogens a. Micro Dot/ Blue Micro					
b. LSD					
c. Blotter Acid					
d. Gelatin Squares					
e. Window Pane					
f. Other(s) _____ _____					
Depressants / Downers a. Ludes					
b. Sophors					
c. Morphine					
d. Heroin					
e. Talwin					
f. Pyrobens-Zamine/T's & B's					
g, Other(s) _____ _____					

Yes	No	
☐	☒	Any misuse of prescribed drug?
☐	☒	Any other illegal drug?

Any explanation of the preceding information on Use of Narcotics may be put on an additional sheet.

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

V. Sexual Behavior Patterns

1. Have you ever participated in a sexual act in a public place? No
   Explain the circumstances _____

2. Have you ever participated in the following:

Act	YES	NO	Date
Sex with animals	☐	☒	
Soliciting for prostitution	☐	☒	
Voyerism	☐	☒	
Exposing yourself	☐	☒	

YES NO

☐ ☒ Have you ever had sexual contact with another person who was twelve (12) years of age or younger at the time?

Your age at the time _____

Partner's age at the time _____

☐ ☒ Have you ever had sexual contact with another person who was a juvenile and four (4) or more years younger than yourself?

Your age at the time _____

Partner's age at the time _____

☐ ☒ After reaching your eighteenth (18th) birthday, have you ever had sexual contact with another person who was fifteen (15) years of age or younger at the time?

Your age at the time _____

Partner's age at the time _____

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

VI. Criminal History

1. Have you ever been convicted of a criminal offense (misdemeanors and felonies) as a juvenile? NO

When	Nature of Offense	Where	Disposition

2. Have you ever been convicted of a criminal offense (misdemeanors and felonies) as an adult? NO

When	Nature of Offense	Where	Disposition

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

Criminal History (cont)

	YES	NO	
3.	☐	☒	Are you currently wanted by the police or courts? (This includes traffic and parking capiases)? If yes, explain _____
4.	☐	☒	Have you been convicted of a crime and been placed on one of the following?

Case Disposition	Yes	No	Date(s)
House arrest			
Probation			
Parole			
Community- service			
work			
weekend detention			
other			

	YES	NO	
5.	☐	☒	Have you been convicted of one of the following crimes?

Crime	Yes	No	Date(s)
Felony			
Misdemeanor			
Military charge			
Drug related			
Non- traffic payout			

	YES	NO	
6.	☐	☒	Have you committed or been an accomplice to an undetected / unprosecuted crime?

When	Nature of Offense	Where	Why

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

Criminal History (cont)

	YES	NO	
7.	☐	☒	Have you ever committed a crime of violence (assault, assault and battery, rape, criminal damaging, acts involving use of a weapon) for which you were never caught or prosecuted?

When	Nature of Offense	Where	Why

8. Have you ever stolen from:

YES	NO		If yes, explain on attached sheet
☐	☒	Employer (past)	
☐	☒	Employer (present)	
☐	☒	Relatives	
☐	☒	Co-workers	
☐	☒	Customers	
☐	☒	Strangers	
☐	☒	Neighbors	
☐	☒	Government	
☐	☒	Military	
☐	☒	Friends	
☒	☐	Businesses	I stole a pocket knife from True value hardware, I believe I was 12 or 13 at the time.
☐	☐	Other	

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

Criminal History (cont)

	YES	NO	
9.	☐	☒	Have you ever committed arson? If yes, explain _____
10.	☐	☒	Have you set or attempted to set a fire with the intent to destroy property or cause injury to another person? If yes, explain _____
11.	☐	☒	Have you ever intentionally turned in a false alarm or caused one to be transmitted? If yes, explain _____
12.	☐	☒	Have you ever worked an illegal gambling operation or booked any bets? If yes, explain _____
13.	☐	☒	Have you ever used another person's money (money you were not entitled to) to gamble without their knowledge? If yes, explain _____

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

VII. Prior Applications

YES ☒ NO ☐ Have you ever applied for a police position with any police department in the US?
If yes,

Date	Department	Position	Hired?
[redacted]	City of Mason	Police officer	Pending
	Green Township	Police officer	Pending
	City of Silverton	Police officer	No
	Village of Newtown	Police officer	No
	Hamilton Co. Park Rangers	Ranger / officer	Pending

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 12-12-04

CERTIFICATION OF AUTHENTICITY

I CERTIFY THAT THE STATEMENTS CONTAINED IN THIS QUESTIONNAIRE ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSIONS OR FALSE STATEMENTS MADE ON THIS QUESTIONNAIRE MAY BE CAUSE FOR DISAPPROVAL OF MY APPOINTMENT, OR FOR DISCHARGE AFTER APPOINTMENT. I FURTHER REALIZE THAT ANY FALSEHOODS MAY SUBJECT ME TO PROSECUTION UNDER OHIO REVISED CODE SECTION 2921.13.

Signature of Applicant [redacted] Date 12-12-04

UNION TOWNSHIP POLICE DEPARTMENT

Chief Tom Knox

4312 Gleneste-Withamsville Road●Cincinnati, Ohio 45245
(513)752-1230 (513)753-2687 (FAX)

Dear Sir,

I, [redacted], permit any authorized representative of the UNION TOWNSHIP POLICE DEPARTMENT, Clermont County, Ohio, bearing this release, or copy thereof, within one (1) year of it's date, to obtain any information in your files pertaining to employment, including personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use of Employment Investigation.

I hereby release you, as the custodian of such records, both individually and collectively, from any and all liability for damages whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

Signed [redacted]

Dated: 12-12-04

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
DATE: 7/20/26
FROM: Chief Rees
RE: Released for Duty

COPY

I received a letter from Dr. Birkley's office indicating that Clinician Emily Fumarola has approved your return to duty, effective July 22, 2026. Thus, you are authorized to return to work starting on July 22, 2026.

Chief Anthony Rees
Union Township Police Department

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: [redacted]
DATE: 7/16/26
FROM: Chief Rees
RE: Administrative Leave

COPY

This letter serves to inform you that, effective immediately, you are being placed on paid administrative leave. According to PM 6-02 Response to Resistance, Sections XIX and XX, when any member is involved in a response to resistance incident or takes any action resulting in a death or serious injury, that member will be removed from field duty upon completion of the preliminary investigation and placed on administrative leave until the incident has been reviewed by the CEO.

Additionally, you will be required to attend a debriefing with a psychologist at a date and time to be determined in the near future. This session is intended to help you address any moral, ethical, or psychological after-effects of the incident. Please remain available at all times for official agency interviews and reports related to this matter.

I encourage you to refer to and review your rights as a member as outlined in the current collective bargaining agreement, the Union Township Policy and Procedure Manual, and the Union Township Employee Handbook.

If you have any questions or concerns, please feel free to contact me.

Chief Anthony Rees
Union Township Police Department

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

Title: Police Officer

Reports To: Police Sergeant

Employment Status: Full-time

FLSA Status: Non-exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED), or equivalent.
2. Must be at least twenty-one (21) years of age.
3. Satisfactory background investigation.
4. The ability to work flexible hours/shifts as necessary.
5. Must be computer literate.
6. Valid Ohio driver's license.

GENERAL DESCRIPTION:

Under direction, protects the lives and property of the citizens of Union Township; enforces the laws of the local, state, and federal government; serves the citizens of the Township within the scope of his or her particular assignment.

ESSENTIAL FUNCTIONS:

1. Responds to all dispatched calls and requests for assistance from citizens, establishments, etc.

2. Patrols assigned area, studies geographical layout, and conducts observations of businesses, various establishments, etc.

3. Prepares and maintains file of daily activity reports, incident reports, and all required paperwork.

4. Initiates reports and reads and evaluates correspondence/memoranda relative to operational activities and police hazards.

5. Observes traffic flow for violations and issues warnings or citations to violators.

6. Conducts investigations of traffic accidents, crime scene analysis, etc., and gathers

evidence, interviews complainant, witnesses, and victims and performs laboratory work as assigned.

7. Detains, arrests, transports, and processes prisoners.

8. Gives counseling to citizens in answer to radio calls or when summoned on the street.

9. Establishes and maintains continuous communication with internal elements of the department through various communication media (e.g., by submitting a 5wh report through the Chain of Command).

10. Actively participates in training programs as an instructor and/or student.

11. Performs crowd control at parades, festivals, riots, etc.

12. Conducts undercover and surveillance operations as required.

13. Serves as liaison between the court, victim(s), witness(es), and prosecutor; and, testifies in court when necessary.

14. Follows all safety policies and procedures of Union Township.

15. Maintains all required licenses and/or certificates.

16. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.

2. Performs other duties as assigned by supervisor (e.g., See Position Assignment Addendum for Crime Prevention Officer, K-9 Handler, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: LEADS computer operations; two-way radio operations; Township policies and procedures; safety practices and procedures; department policies and procedures; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; surveillance techniques; security practices and procedures; criminal justice; public relations; office practices and procedures; records management; workplace safety; supervisory principles and practices; local geographical

area.

Skill in: computer operation; motor vehicle operation; operation and care of firearms; law enforcement equipment operation; use of restraint devices.

Ability to: interpret policies, rules, and regulations; carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; subdue and/or restrain adults, children, etc.; maintain fitness standards.

EQUIPMENT OPERATED:

Police vehicles, law enforcement weapons, handcuffs, flashlight, computer.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the vicinity of:

1. Medical and First Aid.
2. Portable Fire Extinguishers.
3. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

1. Uses or works in proximity to the use of firearms.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to hot, cold, wet, humid or windy weather conditions.
4. Has exposure to hazardous driving conditions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Police Chief/Fire Chief, or Administrator.

Approved by Township Administrator — Date: 12/22/25

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. Unless explicitly implied by bargaining contract or statutes, I understand that I am an at-will employee and that I may be terminated at any time by the Board of Trustees.

[redacted]
Employee's Signature — Date: 11/17/25

PERSONNEL ACTION FORM

Effective Date: 7/10/25

Name: [redacted]		Employee ID:
Address:		Date of Birth:
City, State, Zip:		SSN:
Home Phone:	Cell Phone: :	Emergency Number:
Email Address:		

REASON FOR ACTION:

☐ New Hire	☐ Rehire	☐ Leave of Absence ☐ Personal ☐ FMLA ☐ Workers' Comp ☐ STD ☐ LTD ☐ Military Leave
☐ Adjustment	☐ Review	
☐ Position Change	☐ Promotion ☐ Transfer	
☒ Rate Change		
Termination: ☐ Voluntary ☐ Involuntary Last Day Worked:		The Change of Personal Information form will need to be filled out by employee if changing their address, phone numbers and/or name.

OLD		NEW	
Position: Police Officer		Position: Police Officer	
Department:		Department:	
Division/Subsidiary: Prob		Division/Subsidiary: 12 month	
Pay Rate: $ 36.25	☒ Hourly ☐ Annually	Pay Rate: $ 39.00 Amount of Change:	☒ Hourly ☐ Annually % of Change:
Shift ID:	Shift Differential:	Shift ID:	Shift Differential:
Class: ☐ Non-Exempt ☐ Exempt		Class: ☐ Non-Exempt ☐ Exempt	
Status: ☐ Full Time ☐ Part Time: # Hrs. Wkly.: ☐ Regular ☐ Temporary		Status: ☐ Full Time ☐ Part Time: # Hrs. Wkly.: ☐ Regular ☐ Temporary	
Marital Status: ☐ Single ☐ Divorced ☐ Widowed		Marital Status: ☐ Single ☐ Divorced ☐ Widowed	
Supervisor:		Supervisor:	
		Next Review Date:	

COMMENTS:

APPROVALS:

Supervisor:	Date:	Department Head:	Date: 7/6/25
Administrator:	Date:	Human Resources:	Date:

HR: Date Changes Completed: _____ **Signature:** _____

Payroll: Date Changes Completed: _____ **Signature:** _____

√ updated

Union Township Police

Established in 1965
Chief of Police Anthony Rees

[redacted]

[redacted]

[redacted]

[redacted]

It is my pleasure to advise you that you have been removed from probationary status. You have been appointed to your current rank as a permanent full-time employee. This change is effective one year from your date of appointment to the probationary position.

I want to congratulate you on your accomplishment. You have done a good job, and the Township is pleased to reward your efforts.

Please keep up the good work!

Sincerely,

Anthony Rees
Chief of Police

cc: personnel file

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245
(513) 752-1230 • FAX (513) 753-2687

Equal Opportunity Employer

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO: Fiscal Dept./ Cindy White
DATE: 7/15/25
FROM: Chief Rees
RE: [redacted] Tuition Reimbursement

Pursuant to Article 30, section 30.02 of the Collective Bargaining agreement I am approving [redacted] for reimbursement of tuition for the Ohio Basic Police Officer Training Academy. Total cost of reimbursement will be in the amount of $1251.33 paid over the following four equal installments:

7/10/25	$312.83
1/10/26	$312.83
7/10/26	$312.83
1/10/27	$312.83

Anthony S. Rees
Chief of Police

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, [redacted], hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (Amended June 11, 2024).*

[redacted]
Signature

5-14-25
Date

[redacted]
Print Name

Union Township Police Department
Department/Agency

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO [redacted]
DATE: 4/7/25
FROM: Chief Rees
RE: Return to Duties

COPY

[redacted]

We have received a response from Dr. Birkley regarding your debriefing with her on April 7, 2025, at 4:30 PM. Dr. Birkley has indicated that you may return to work with no restrictions.

This letter serves to inform you that you should resume your assigned responsibilities effective immediately. If you have any questions or concerns, please don't hesitate to reach out to me.

Best regards,

Chief Anthony Rees
Union Township Police Department

Form # 1-09 (01/08)

Union Township Police Department
Administrative Communication

TO [redacted]
DATE: 4/2/25
FROM: Chief Rees
RE: Administrative Leave

COPY

This letter serves to inform you that, effective immediately, you are being placed on paid administrative leave. According to PM 6-02 Response to Resistance, Sections XIX and XX, when any member is involved in a response to resistance incident or takes any action resulting in a death or serious injury, that member will be removed from field duty upon completion of the preliminary investigation and placed on administrative leave until the incident has been reviewed by the CEO.

Additionally, you will be required to attend a debriefing with a psychologist at a date and time to be determined in the near future. This session is intended to help you address any moral, ethical, or psychological after-effects of the incident. Please remain available at all times for official agency interviews and reports related to this matter.

I encourage you to refer to and review your rights as a member as outlined in the current collective bargaining agreement, the Union Township Policy and Procedure Manual, and the Union Township Employee Handbook.

If you have any questions or concerns, please feel free to contact me.

Chief Anthony Rees
Union Township Police Department

THE STATE OF OHIO

KEITH FABER
OHIO AUDITOR OF STATE

The Ohio Auditor of State's Office

certifies that

[redacted]

has successfully completed

Fraud Reporting and Training

July 12, 2024

Keith Faber
Ohio Auditor of State

Acknowledgement of receipt of Auditor of State fraud-reporting system information

Pursuant to Ohio Revised Code Section 117.103(B), the auditor of state shall create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The auditor of state shall provide the training material to employees and elected officials of a political subdivision.

Current employees and elected officials shall complete the training within ninety days of date specified by the auditor of state as noted in Bulletin 2024-005. No exceptions will be allowed unless good cause exists for noncompliance. Each new employee or elected official shall confirm receipt of this material within thirty days after taking office or beginning employment. The training shall be required every four years for each employee or elected official.

By signing below, you are acknowledging both that the Auditor of State provided you information about the fraud-reporting system as described by Section 117.103(B) of the Revised Code and that you have completed review of the training material.

I, [redacted], have been provided and reviewed materials regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt and review of this information.

[redacted]	Police officer	Union Township
NAME	TITLE	DEPARTMENT
[redacted]		7-12-24
SIGNATURE		DATE

[redacted]

From: AOS Training <do_not_reply@on24event.com>
Sent: Friday, July 12, 2024 5:08 PM
To: [redacted]
Subject: Thank you for registering for Fraud Training!

OHIO AUDITOR OF STATE
KEITH FABER

Thank you for registering for Fraud Reporting and Training. Use the link below to enter the webcast.

WEBCAST
LINK: https://event.on24.com/wcc/r/4639162/0BBE3A000E697ADE6D20B0E3D7CC4B79?mode=login&email=[redacted]@utclermont.gov
EMAIL: [redacted]@utclermont.gov

This is an auto-generated email - please do not reply. If you have questions regarding the training, please contact the AOS Training Department directly at fraudtraining@ohioauditor.gov

FORM #7 RECEIPT OF POLICY MANUAL

Please sign the attached and present the acknowledgment slip below to your supervisor for inclusion in your personnel file.

Unless explicitly implied by bargaining statutes, I understand that I am an at-will employee and that the Board of Trustees may terminate me at any time.

I have also reviewed a copy of Union Township's Personnel Policy Manual that outlines my privileges and obligations as an employee of the Township. I will familiarize myself with the information in these directives and understand that they, effective **May 2024,** govern me as an employee and I am responsible for complying with all relevant policies.

Since the information in these directives may be subject to change by action of the Board of Trustees, it is understood that I will be notified through the usual channels of dissemination.

_____ _____

Employee Signature Date

Electronically signed by:
[redacted]
IP Address: 209.212.255.210

Union Township

UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CELLULAR TELEPHONE POLICY

I, _____, hereby acknowledge that I have received a copy of the *Union Township Cellular Telephone Policy*, as amended, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005),* as amended, and any other penalties, whether in law or in equity, as provided within the Ohio Revised Code.

_____ _____

Signature Date

_____

Print Name

_____

Department/Agency

Electronically signed by
[redacted]
IP Address: 209.212.255.210



UNION TOWNSHIP EMPLOYEE ACKNOWLEDGEMENT RECEIPT OF CONFLICT OF INTEREST POLICY

I, _____, hereby acknowledge that I have received a copy of the *Union Township Conflict of Interest Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005)*, and any other penalties, whether in law or in equity, as provided within the Ohio Revised Code.

_____ _____

Signature Date

_____

Print Name

_____

Department/Agency

Electronically signed by:
[redacted]
07/11/2024 8:34:39 AM
IP Address: 209.212.255.210

Acknowledgement of receipt of Auditor of State Fraud Reporting System information

Pursuant to Ohio Revised Code §117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging Union Township provided you information about the fraud-reporting system as described by Ohio Revised Code §117.103(A), and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Ohio Revised Code §124.341 and the protections you are provided as a classified or unclassified employee if you use the fraud reporting system.

I, _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

_____

PRINT NAME, TITLE, AND DEPARTMENT

_____ _____

PLEASE SIGN NAME DATE

Electronically signed by:
[redacted]
07/11/2024 8:34:39 AM
IP Address: 209.212.255.210

Union Township Employee Acknowledgement
Receipt of Public Records Policy Handbook

I, _____, hereby acknowledge that I have received a copy of the *Union Township Public Records Policy Handbook*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Union Township, Clermont County, Ohio (January 2005).*

_____ _____

Signature Date

_____

Print Name

_____

Department/Agency

Electronically signed by:
[redacted]
07/11/2024 8:34:39 AM
IP Address: 209.212.255.210

FORM #3 DRUG FREE WORKPLACE NOTICE

Union Township supports the Drug Free Workplace Act of 1988. Consequently, any unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on these premises by employees is strictly prohibited and violators will be subject to corrective action and criminal prosecution.

This policy is to be regarded as a condition of employment. Any employee convicted of a work related drug offense must notify the Township Administrator no later than five (5) calendar days after conviction.

DRUG FREE WORKPLACE POLICY RECEIPT

The purpose of this document is to verify that I have received a copy of the Township's Drug Free Workplace Notice and Policy.

_____ _____

Employee Signature Date

Electronically signed by:
[redacted]
07/11/2024 8:34:39 AM
IP Address: 209.212.255.210

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

Title:	Police Officer
Reports To:	Police Sergeant
Employment Status:	Full-time
FLSA Status:	Non-exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED), or equivalent.
2. Must be at least twenty-one (21) years of age.
3. Satisfactory background investigation.
4. The ability to work flexible hours/shifts as necessary.
5. Must be computer literate.
6. Valid Ohio driver's license.

GENERAL DESCRIPTION:

Under direction, protects the lives and property of the citizens of Union Township; enforces the laws of the local, state, and federal government; serves the citizens of the Township within the scope of his or her particular assignment.

ESSENTIAL FUNCTIONS:

1. Responds to all dispatched calls and requests for assistance from citizens, establishments, etc.

2. Patrols assigned area, studies geographical layout, and conducts observations of businesses, various establishments, etc.

3. Prepares and maintains file of daily activity reports, incident reports, and all required paperwork.

4. Initiates reports and reads and evaluates correspondence/memoranda relative to operational activities and police hazards.

5. Observes traffic flow for violations and issues warnings or citations to violators.

6. Conducts investigations of traffic accidents, crime scene analysis, etc., and gathers evidence, interviews complainant, witnesses, and victims and performs laboratory work as assigned.

7. Detains, arrests, transports, and processes prisoners.

8. Gives counseling to citizens in answer to radio calls or when summoned on the street.

9. Establishes and maintains continuous communication with internal elements of the department through various communication media (e.g., by submitting a 5wh report through the Chain of Command).

10. Actively participates in training programs as an instructor and/or student.

11. Performs crowd control at parades, festivals, riots, etc.

12. Conducts undercover and surveillance operations as required.

13. Serves as liaison between the court, victim(s), witness(es), and prosecutor; and, testifies in court when necessary.

14. Follows all safety policies and procedures of Union Township.

15. Maintains all required licenses and/or certificates.

16. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.

2. Performs other duties as assigned by supervisor (e.g., See Position Assignment Addendum for Crime Prevention Officer, K-9 Handler, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: LEADS computer operations; two-way radio operations; Township policies and procedures; safety practices and procedures; department policies and procedures; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws;

surveillance techniques; security practices and procedures; criminal justice; public relations; courtroom procedures; court filing procedures; office practices and procedures; records management; workplace safety; supervisory principles and practices; local geographical area.

Skill in: computer operation; motor vehicle operation; operation and care of firearms; law enforcement equipment operation; use of restraint devices.

Ability to: interpret policies, rules, and regulations; carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; subdue and/or restrain adults, children, etc.; maintain fitness standards.

EQUIPMENT OPERATED:

Police vehicles, law enforcement weapons, handcuffs, flashlight, computer.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

JOB DESCRIPTION

Union Township
An Equal Opportunity Employer

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Police Chief/Fire Chief, or Township Administrator.

Approved by Township Administrator Date 6/3/2024

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. Unless explicitly implied by bargaining contract or statutes, I understand that I am an at-will employee and that I may be terminated at any time by the Board of Trustees.

[redacted]

Employee's Signature Date 07/10/2024

Union Township Police Department
Code of Ethics for Sworn Members

As a law enforcement officer, my fundamental obligation is to protect the constitutional rights and freedoms of the people whom I have been sworn to protect.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow members, and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend on my honesty. I will obey the very laws that I am sworn to uphold. I will seek affirmative ways to comply with the standards of my agency and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible and professional and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a law enforcement officer. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of the law enforcement profession.

Employee Signature [redacted]

Witness Signature Ofc. M. Cooper 453

Date 7/10/24

Union Township Police Department
Acknowledgment of General Orders

I [redacted] have been informed that the General Orders
Name
are available on Power DMS and the templates drive. On 07/10/24 I have
Date
been shown the General Orders and agree to abide by the standards of conduct, policies, and procedures therein.

I understand that a physical copy of this manual will be available to me in my place of work; in addition to the digital versions outlined above.

I understand that the CEO reserves the right to change these general orders in the future to reflect changes in laws, work environment, operations and other circumstances affecting economic, operational, and administrative needs.

I understand that, unless otherwise stated, all general orders are in effect upon date of issue.

I understand that under no circumstances may these General Orders and its contents be lent, given away, or copied in any manner by any person without the explicit permission of my employer. I understand that any digital or physical copies of the General Orders will be returned to my employer upon request.

[redacted]
Signature of employee

Ofc. M. Cooper 453
Signature of issuing supervisor

OHIO PUBLIC SAFETY
EDUCATION · SERVICE · PROTECTION

Ohio Department of Public Safety
Division of Homeland Security
http://www.homelandsecurity.ohio.gov

PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME [redacted]	FIRST NAME [redacted]	MIDDLE INITIAL [redacted]
HOME ADDRESS [redacted]		
CITY [redacted]	STATE [redacted]	ZIP [redacted] COUNTY [redacted]
HOME PHONE [redacted]	WORK PHONE	

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☑ No

Union Township Police

Established in 1965
Chief of Police Anthony Rees

[redacted]

[redacted]

Dear Mr. [redacted]

You will attend the Trustee Meeting on [redacted] at 6:00 p.m. Please meet Chief Rees at the Civic Center at 5:30pm, dressed in professional attire. You will need a pre-employment physical at Concentra, 2884 East Kemper Rd., 771-2233. Their hours are 8:00am – 5:00pm. (They ask that you not show up any later than 2:00pm) I have included a map. Be sure to take a picture I.D. and **do not eat or drink anything 12 hours prior.**

If you have any questions, please call me at 753-2211.

Sincerely,

Heather Brown

Heather Brown
Administrative Assistant

4312 Glen Este-Withamsville Road • Cincinnati, Ohio 45245
(513) 752-1230 • FAX (513) 753-2687
Equal Opportunity Employer

[redacted]

Skills

- Team player
- Work ethic
- Empathetic

Police Academy

I am currently enrolled in Butler Tech's Police Academy with a graduation date of June 7th. I am being sponsored through the Miamisburg Police Department. Loyalty is really big to me but Union Township is where I grew up and has always been a dream department of mine to begin and end my career at. I feel this may be an opportunity I do not want to miss out on.

Experience (Three most recent Jobs)

[redacted]

B&B Lawn and Landscape - Amelia , OH – *Co Owner/Supervisor*

- Made day to day sales, selling landscaping and mowing services to a 40 + customers
- Supervised 8 employees on a day to day basis making sure each job got run correctly
- I lead our mow team every day ensuring to provide the highest quality of service
- Provide exceptional leadership within the company while maintaining positive relationships with each employee

[redacted]

Mariemont Local School District – *Varsity assistant coach/JV head coach*

- Conducted all of the Junior Varsity practices, as well lead all pregame film sessions
- Communicated to parents via email making sure there was always positive communication on my goals for the year.
- Motivated, Lead, & Mentored all student athletes that stepped on the court

[redacted]

Daley Build & Design – *Carpenter*

- Assisted the carpentry side of the company everyday through effort, discipline and hard work.
- Responsible for the trim, cabinet placing, and demo work in million dollar homes.

RECEIVED APR 29 2024

UNION TOWNSHIP POLICE DEPARTMENT

Chief Anthony S. Rees

4312 Gleneste-Withamsville Road●Cincinnati, Ohio 45245

(513)752-1230 (513)753-2687 (FAX)

APPLICATION FOR EMPLOYMENT

Revised 03/2023

UNION TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Today's Date 5-22-24

Name Last [redacted]	First [redacted]	M.I [redacted]	**Social Security Number** [redacted]
Present address [redacted]	**City**	**State**	**Zip code**
How long have you lived at your present address? ____ yrs. 10 mos.	**Home phone number** [redacted]	**Alternate phone number**	
Are you a US citizen? YES ☑ NO ☐			
Are you 21 years of age or older? YES ☑ NO ☐			
Are you legally eligible for employment in the US? YES ☑ NO ☐			
Position applying for: ☑ Police Officer ☐ Civilian (Communications, Secretarial)			

Education

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	LAST GRADE COMPLETED	COURSE OF STUDY	DATES	DEGREE OR DIPLOMA
ELEMENTARY	Summerside elementary 4639 Vermona Dr Cincinnati oh 45245	5th	N/A	[redacted]	
HIGH SCHOOL	Gleneste/west clermont highschool 4101 Bach-Buxton Cincinnati oh	12th		[redacted]	Diploma
COLLEGE	UC clermont - Batavia 4200 clermont college Drive Batavia oh 45103		middle education		NO Degree
LAW ENFORCEMENT					

Are you continuing your education? YES ☐ NO ☑

If yes, please indicate how

Scholastic honors or scholarships received

Employment History

Please list all employment, starting with present or most recent employer.
Account for all periods, including all unemployment or time not spent in school or military service.

1
Name and address of employer: B&B Lawn and landscape 30 Lawson Dr Amelia oh 45102
☑ Full time ☐ Part time
Dates of employment: [redacted]
Phone number: 513 830 4362
Supervisor name and title: Andrew Bingham - owner
Final salary $ ☐ Hour ☐ Month ☑ Year
Job Title: Supervisor / co owner
Reason for leaving: Chasing my Dream career
Describe type of business and duties: Provided landscaping and mowing services across the tristate of Cincinnati. Made sales to clients, managed 2-3 employees on a every day basis.

2
Name and address of employer: Mariemont Local school district 1 warrior way cincinnati oh 45227
☐ Full time ☑ Part time
Dates of employment: [redacted]
Phone number: 513-763-9809
Supervisor name and title: Dave Caldwell Head Coach
Final salary $ ☐ Hour ☐ Week ☑ Month
Job Title: JV head Coach, assistant Varsity coach
Reason for leaving: Chasing my dream career
Describe type of business and duties: Conducted all JV practices, watch film for varsity team created scouting reports and game plans for varsity team, Led varsity practices motivated, Led and mentored the student Athletes in the program.

3
Name and address of employer: Daley Build & Design
☑ Full time ☐ Part time
Dates of employment: [redacted]
Phone number: 513-702-5625
Supervisor name and title: Chuck Daley
Final salary $ ☑ Hour ☐ Week ☐ Month
Job Title: carpenter
Reason for leaving: Seasonal Job for the winter
Describe type of business and duties: Assisted the carpentry side of the company through effort discipline and hard work. Reasponsible for the trim, cabinet work and demo work in million dollar homes.

4
Name and address of employer: Divisions inc
☐ Full time ☑ Part time
Dates of employment: [redacted]
Phone number: 513-708-2896
Supervisor name and title: Manager of the Property
Final salary $ ☑ Hour ☐ Week ☐ Month
Job Title: Midnight shift front desk
Reason for leaving: Seasonal Job for winter
Describe type of business and duties: responsible for being there for overnight shift

Continued on next page

Employment History (cont.)

5 Name and address of employer: Coldstream Country Club 400 asbury RD cincinnati oh 45255 — ☑ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: 859 816 9346 | Supervisor name and title: Andrew Miller

Final salary $ ☑ Hour ☐ Week ☐ Month | Job Title: Groundskeeper | Reason for Leaving: Better pay

Describe type of business and duties: Groundskeeper of tees, approaches, fairways and bunkers

6 Name and address of employer: Mane inc 1093 mane way 45036 — ☑ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: 513 628 0862 | Supervisor name and title: Steve floccari - Manager

Final salary $ ☑ Hour ☐ Week ☐ Month | Job Title: Dry Blends operator | Reason for leaving: Breathing issues with powders

Describe type of business and duties: Mixed batches of ingredients to make flavored powders on a day to day basis.

7 Name and address of employer: Fed Ex — ☐ Full time ☑ Part time

Dates of employment: [redacted] | Phone number: 513 266 8821 | Supervisor name and title: Mark Pedicord Manager

Final salary $ ☑ Hour ☐ Week ☐ Month | Job Title: | Reason for leaving: New job closer to home

Describe type of business and duties: Met guidlines day to day handling of packages around the world

8 Name and address of employer: Bard Nurseries 1316 St route 125 45102 — ☑ Full time ☐ Part time

Dates of employment: [redacted] | Phone number: 513 515 9200 | Supervisor name and title: Doug Bard

Final salary $ ☑ Hour ☐ Week ☐ Month | Job Title: Foreman | Reason for leaving: Better pay, tuition remsursment

Describe type of business and duties: Landscape foreman, made rock walls, landscape designs, mulched laid rock, planted trees, hauled gravel.

I hereby give my permission to contact the employers I have listed concerning my present and prior work experience.

Signature [redacted] Date 5-22-24

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) and explain:

Previous Address(s)

Starting with your present address, list ALL addresses where you have lived for the past ten (10) years. Include your address while in military service.

Dates	Street Address	City	County	State
July 2023 - present	[redacted]	[redacted]	[redacted]	OH
September 22 July 2023				OH
July 2014 - Sept 2022				OH

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

REFERENCES (Do not list persons related to you)

1	Name: Craig Reick		Phone Number: [redacted]
Address: 1109 Billingsly Dr	City: Batavia	State/Zip: Oh 45103	
Relationship: Highschool basketball coach			

2	Name: Eric Ernst		Phone Number: [redacted]
Address: 5772 Eagleridge Ln	City: Cincinnati	State/Zip: Oh 45230	
Relationship: Former coworker			

3	Name: Jake Long		Phone Number: [redacted]
Address: 1522 brooke ct Amelia	City: Amelia	State/Zip: Oh 45102	
Relationship: Highschool teamate, friend			

4	Name: Doug Bard		Phone Number: [redacted]
Address: 571 Sherry ln	City: Cincinnati	State/Zip: Oh 45255	
Relationship: Former boss, family friend			

5	Name: Dave Caldwell		Phone Number: [redacted]
Address: 854 truppers crossing	City: milford	State/Zip: Oh 45150	
Relationship: Boss/supervisor at Mariemont highschool			

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

EMPLOYMENT APPLICATION and PERSONAL HISTORY QUESTIONNAIRE

Instruction and Reminder

There are legal obligations to complete this Employment Application and Personal History Questionnaire in a truthful, fully informative manner. All questions must be answered. If a question does not apply to your particular circumstance, insert "DNA" (Does not Apply) in the proper blank. You may add additional sheets if more space is needed.

Please be aware that ALL information is subject to verification via home visits, source documentation, polygraph (truth verification) examination in which questions will be derived from this application booklet and a pre-screening polygraph booklet. Be fully truthful and do not evade questions. The Ohio Revised Code (ORC) provides penalties for making false statements of a material fact or for practicing fraud or deception in obtaining or attempting to obtain employment. Such penalties include rejection for appointment, discharge after appointment, and/or prosecution under Ohio Revised Code Section 2921.13.

PERSONAL HISTORY QUESTIONNAIRE
Explanation of the Purpose and Use

Thank you for taking the time and thoughtful effort to complete this Personal History Questionnaire. We want you to understand the purpose of this form and the objective, professional manner in which we will treat the information you provide.

We want you to consider the Personal History Questionnaire as an opportunity to organize and present relevant information about yourself. This information will assist us in gaining an accurate picture of your background to be used as one of the bases for our appraisal of the "goodness of fit" between you and the position for which you are applying. Other bases are your physical ability and health, your self-presentation in interviews, a polygraph (lie detector) examination, and a psychological examination.

Additionally, we want you to know that we not only consider the facts presented, but we also consider your explanations surrounding the facts. That is why it is so critically important that you make a special effort to answer all questions completely, truthfully, and thoughtfully. There are many opportunities within the form for you to offer an explanation of facts and/or circumstances.

We will take an overview of the information you provide and treat it in a "profile" manner which enables us to make judgments about your background as well as analyze specific areas. Using a full scope of information, we can evaluate the overall balance of your strengths and limitations so that our conclusions about your eligibility are not unduly influenced by narrow or isolated bits of information.

Our profile approach to your background leads us to look at the balance of factors in the following areas:

I. **Financial Status**
II. **Moving Traffic Violations**
III. **Memberships in Organizations Conspiring and/or Advocating Use of Violence or Illegal Activity**
IV. **Prior Applications for a Position with any Police Department**

In analyzing your background in the various profiled areas we are looking for evidence of your sense of responsibility, self-discipline, emotional maturity, and the ability to exercise good judgment as you meet the demands of living in our contemporary society.

Please feel free to ask any questions you may have about the instructions for completing this Personal History Questionnaire. We have personnel available to insure that you understand the instructions. However, the personnel cannot answer how your responses to the questions will be interpreted.

Please acknowledge your reading and fully understanding of the **Employment Application** and the **Explanation of the Personal History Questionnaire** by signing in the space below.

Signature [redacted] Date 5-22-24

I. Financial Status

Indebtedness (Check as many as apply today)

☐ own ☐ rent/lease ☑ living with parents

☐ living with other ☐ other

All yes answers require an explanation (use additional sheet if necessary)

Yes	No	
☐	☑	Have you ever had your wages attached or garnished? If yes, when _____
☐	☑	Have you ever been a defendant in small claims court? If yes, explain _____
☐	☑	Do you have any civil action pending against you? If yes, explain _____
☐	☑	Have you ever filed for bankruptcy or been declared bankrupt? If yes, When _____
☐	☑	Have you ever been declared delinquent in child support payments ordered by the court? If yes, explain _____
☐	☑	Have you ever been refused credit? If yes, explain _____
☐	☑	Have you ever had property repossessed? If yes, explain _____
☐	☑	Do you owe past taxes? If yes, explain _____
☐	☑	Have you written checks within the last twelve (12) months that you knew would be returned for insufficient funds but wrote them anyway? If yes, how many _____
☑	☑	Have you skipped paying bills or debts on time? If yes, explain all occurrences I missed a credit card payments once I forgot it was due.
☐	☑	Are any of your bills in the hands of a bill collection agency? If yes, explain _____

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

Financial Status (cont)

Obligation	Company (name, city, state)	Amount owed / overdue/ past due
Home Loan		
Personal Loan	Yard card	$4,845
Auto Loan #1	Exeter Finance	$18,870
Auto Loan #2		
Finance Co.		
Finance Co.		
Mastercard	Capital One	$351
VISA	Discover	$134
Department Store	Kay Jewlers card	$1,481
Department Store		
Credit Union		
Obligation	**Court of Jurisdiction**	
Child Support		
Child Support		
Chapter 13		
Bankruptcy		
Small Claims		
FRA (traffic)		
Civil Suits		
Alimony		

Yes	No	
☑	☐	Do you have a personal checking account? PNC Bank If yes, institution name _____
☑	☐	Do you have a personal savings account? PNC Bank If yes, institution name _____

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

II. Moving Traffic Violations

List the number of Moving Violations you have had since age 16.

Offense	Number	Ohio	Non- Ohio
D.U.I.			
Speed			
Driving w/o License			
Reckless Driving			
Driving Under Suspension			
Other	Seatbelt 2023	Ohio	

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

III. Memberships in Organizations

YES NO

☐ ☑ Are you now or have you ever been a member of an organization that advocates or practices violence and/or unlawful acts (including, but not limited to, bombing or burning structures, murder, mayhem, rioting, kidnapping, extortion, or terrorism) to effect political or social change?

If yes, give names and dates of memberships

Organization	Dates of Membership

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

IV. Prior Applications

YES ☑ NO ☐ Have you ever applied for a police position with any police department in the US?
If yes,

Date	Department	Position	Hired?
[redacted]	Miamisburg	Police officer	Yes
	Warren County Sheriffs office	correctional officer	NO
	Mason	Police officer	NO
	city of fairfield	Police officer	No
	forest Park	Police officer	No
	Norwood	Police officer	NO
	Cincinnati PD	Police officer	NO

I certify that the above information is true to the best of my knowledge.

Signature [redacted] Date 5-22-24

CERTIFICATION OF AUTHENTICITY

I CERTIFY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION/QUESTIONNAIRE ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSIONS OR FALSE STATEMENTS MADE ON THIS QUESTIONNAIRE MAY BE CAUSE FOR DISAPPROVAL OF MY APPOINTMENT, OR FOR DISCHARGE AFTER APPOINTMENT. I FURTHER REALIZE THAT ANY FALSEHOODS MAY SUBJECT ME TO PROSECUTION UNDER OHIO REVISED CODE SECTION 2921.13.

Signature of Applicant [redacted] Date 5-22-24