

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



2025-2243 Officer Involved Critical Incident - 3013 Mohawk Street,

Middletown, Ohio 45044 (L)

| Investigative Activity:   | Records Received, Review of Records   |  |  |
|---|---|--|--|
| Involves:   | (S)   |  |  |
| Date of Activity:   | 07/21/2025  |  |  |
| Activity Location:  | Bureau of Criminal Investigation Main Office – Business – 1560<br>State Route 56 SW, London, OH 43140   |  |  |
| Author:   | SA Steven Seitzman  |  |  |
|   |   |  |  |
| Narrative:  |   |  |  |
| Seitzman received the per-<br>reviewing the file, SA Seitz  | , Ohio Bureau of Criminal Investigation Special Agent Steven sonnel file for Middletown Police . Upon man observed that it contained typical application and onboarding officer. The personnel file reflected that was sworn officer on |  |  |
| personnel file contained two letters of commendation and no disciplinary actions taken against him or civilian complaints. His most recent employee evaluation demonstrated that he met or exceeded standards in most categories. |   |  |  |
| The personnel file is attack  | hed to this investigative report for further review.  |  |  |
| References:   |   |  |  |
| No references.  |   |  |  |
| Attachments:  |   |  |  |
| Attachment # 01:  | Personnel File  |  |  |
|   |   |  |  |

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## DEPARTMENT OF PUBLIC SAFETY

## Division of Police

June 16, 2022

TO: Megan Ellis, Human Resources Specialist/Civil Service Secretary

FROM: David Birk, Chief of Police

SUBJECT: Appointment of Police Officer

I would like to recommend that be appointed to the position of Police Officer in the Division of Police at the next City Council meeting scheduled for Mr. will fill the vacancy that was created by the retirement of Larry Fultz. If you need any additional information, please contact my office.

David Birk
Chief of Police

## OATH OF POLICE OFFICER

## STATE OF OHIO, County of Butler/Warren:

| I, employed by the City of Middletown, Division                                |
|--|
| of Police, do solemnly swear that I will support the Constitution and laws of  |
| the United States, the State of Ohio, and the Charter and Ordinances of the    |
| City of Middletown, Ohio; that I will in all respects faithfully discharge the |
| duties of Police Officer of the City of Middletown, Ohio.                      |
|  |
|  |
|  |
|  |
|  |
|  |
| Sworn to before me and subscribed in my presence this day                      |
| $\circ f$  |

Notary Public



Variessa Clark Notary Public, State of Ohio My Commission Expires May 8, 2026





## NOTICE OF PEACE OFFICER APPOINTMENT

| Check Box if: ☐ Correction to   | Record   | □ Name Change   |   | ooper to Peace Off<br>rtificate <u>must</u> be attache   |                            |
|---|--|---|---|--|----------------------------|
| Within ten days of the appointment or status of<br>\$F400@OhioAGO.gov, fax, or mail.  |  |   |   |  |                            |
| <ol> <li>Type or print legibly and complete all blanks. (*NOTE: The officer's email address will be used).</li> <li>Submit pages 1 and 2 when an officer is newless. (Submit only page 1 when an officer continues or is promoted to Chief.)</li> </ol> | ed for all OPOTC corr<br>y-appointed to your ag<br>to be appointed by yo | espondence, including ac<br>gency, or has previously !<br>our agency, but has a cha                                 | lvanced training course<br>eft the agency and retur<br>inge from one status, as | registration.<br>ns.<br>: listed in Box 15, to a diff  |                            |
| 5. Enter any necessary information for a Correct  | ion to Record, submit  | AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.   |   |  |                            |
| OFFICER INFORMATION 1 Name (Last)   |  | (First)   | ( Middle)   | 2. Social Security Numb  | er (last 5 only)           |
| 3, Previous Name(s) or Alias (Last)   |  | (First)   |   | (W.UGIE)   |                            |
| 4. Sirth date (mm/dd/yyyy) 5. Officer's 08/27/1999  | ndividual Email Address*   |   |   | 6. Phone Number  |                            |
| 7, Horns Mailing Address (#/Street/PO Box)  |  | (Uily)  | (State)   | (Zip Code) (County Nam   |                            |
| 8, Basic Training Academy (Academy Name (Only complete if this is the officer's first appointment or OSP)   | )  | Middletown<br>(Academ   | OH<br>y Number) (Date   | 45042 Butle is of Training)  |                            |
| AGENCY INFORMATION 9. Agency Name Middletown  | n Division of Po   |   |   |  |                            |
| 10. Recarting Authority's Email Address<br>vanessac@cityofmiddletown.org  |  | 11. Agency Phone Numb<br>513-425-7756   |   |  |                            |
| 12. Agency Mailing Address (#IStreet/PO Box) One Donham Plaza   |  | (Cily)<br>Middletown  | (Zlp Cade)<br>45042   | (County Name<br>Butler   | 1)                         |
| APPOINTMENT INFORMATION (Compte   | te Dale, Status <u>and</u> ORC)  | 13. New Appointment D   | ate 14  | Status Channe Date   |                            |
| 15, Select New Status  Full-Time For the purpose of this form, full-time means those in active par compensation and benefits for 40 hours in a work week or 80 h 16, Select New ORC   | Part-Time<br>y stalus (including those on<br>ours In a 14-day period.    | Auxiliary<br>vacaton, sick, berea ement, p  | _Reserve<br>ersonal or administrative leave                                     | Special Se; on compensatory time or hol  | easonal<br>days) recelving |
| City Full-Time/Part-Time (737.02)   | City Auxil   | iary/Reserve/Special (73  | 7.051) City C   | hief (737.02)  |                            |
| Village Full-Time/Part-Time/Special (737.16   | )Village Au  | ıxillary/Reserve (737.161   | )Village  | e Chief (737.15)   |                            |
| Township Police Officer (505.49)  | Township   | Constable (509.01)  | Other   | Chief - List ORC/Charte  | r                          |
| Other - List ORC/Charter  | Deputy Si  | heriff (311,04)   | Sherifi   | f (311.01)   |                            |
|   |  |   |   | The state of the s |                            |
| ATTESTATION OF REPORTING AUTHO  | ORITY own  | ve carefully read this doc<br>free will and volition. I at<br>correct and is based on r<br>nowledge that submission | test that the information<br>my personal knowledge                              | provided on this docume<br>or inquiry. I further unde<br>criminal violation.   | nt is true                 |
| 17. Signature of Reporting Authority  | 18. Printed Name and Tit   | le .  |   | 19. Date   |                            |
| K/STUND   | David Birk/Chi   |   |   | 07 /05 /22   |                            |
| 20. Stignature of Witness   | 21. Printed Name (First, I   |   |   | 22. Date   |                            |
| Valena Dals Clist   | Vanessa Nicol  | e Clark   |   | 07,05,22   |                            |



# Ohio Public Employees Retirement System

277 East Town Street, Columbus, Ohio 43215-4642 1-800-222-PERS (7377) www.opers.org



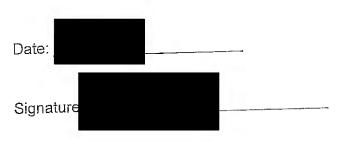
# Personal History Record/Elected Official Membership

- 1. As a public employee you are required to complete this Form and return it to your employer within 30 days of commencing employment. Failure to do so may limit the options available to you as well as delay transactions. Please fill out the form in blue or black ink.
- 2. For elected officials: An elected official, or person appointed to a publicly elected position, who is not retired from an Ohio retirement system and does not have contributions on deposit with OPERS through previous elected service, has the option of contributing to OPERS or Social Security. Elected officials who choose OPERS membership are required to contribute to OPERS for all subsequent elected positions. Completion of this form indicates the elected official's irrevocable membership election.
- 3. Be sure your date of birth and Social Security Number, which are used to identify your account, are entered correctly.
- 4. Sign the form in SECTION 3 EMPLOYEE CERTIFICATION. DO NOT print or type.
- 5. The employer is required to complete SECTION 4 EMPLOYER CERTIFICATION.
- 6. The employer is required to return the completed form to OPERS no later than 30 days from when the public employee commenced employment.

| Section 1 - Personal Information   | MAN SALES AND ASSESSED. |
|--|-------------------------|
| Social Security Number   |                         |
| First Name  MI Last Name   | Suffix                  |
|  | ot. Number              |
| Street or Maining Address  |                         |
| State ZIP Code   |                         |
| Country Postal Code  |                         |
| Province   |                         |
| Date Of Birth Month Day Year  OS  2-7 1999  OS  OS  OS  OS  OS  OS  OS  OS  OS |                         |
| Work Phone Number  Home Phone Number  Cell Phone Number                        |                         |
| E-mail Address   |                         |

| Section 2 - Other Retirement System Inform   |  | · 计1000年1968  |                                     | tide id                   | bit           |
|--|--|---|-------------------------------------|---------------------------|---------------|
| Are you currently receiving a disability benefit or an systems? If applicable, please check all that apply.  | age and service reti                               |   |                                     | etirement                 |               |
|  | Receiving a<br>Disability Benefit                  | Receiving a<br>Retirement Benefi  | t                                   |                           |               |
| Ohio Police and Fire Pension Fund (OP&F)   |  |   |                                     |                           |               |
| State Highway Patrol Retirement System (HPRS)  |  |   |                                     |                           |               |
| Cincinnati Retirement System (CRS)   |  |   |                                     |                           | ntasa         |
| Section 3 - Employee Certification   | 中野 100   |   |                                     |                           |               |
| I state that the information contained in this form is complete  | and true to the best of                            | of my knowledge and b   | elief.                              |                           |               |
| Additionally, if an elected official, my signature below indicate pursuant to Section 145.20 of the Ohio Revised Code. The sign  | es that I am applying f<br>ature date indicates th | or membership in OPEI<br>ne date application is n                       | RS for my electiv<br>nade for membe | e service<br>rship.       |               |
|  |  | _   |                                     |                           |               |
|  |  | 76-1  |                                     |                           |               |
| imployee Signature (Do not pri   | int or type)                                       |   |                                     |                           |               |
| The second secon |  |   |                                     |                           |               |
| Section 4 - Employer Certification   | 時が一番の  | 15 Hay 176  |                                     |                           | 10,000        |
| Employer Code  |  |   |                                     |                           |               |
| Employer Name CityOfMiddiretow   |  |   |                                     |                           |               |
| Month Day Year  Salary Begin Date 07050000   |  |   |                                     |                           |               |
| Is this an elected position? Yes No No   |  |   |                                     |                           |               |
| Job Position Title   |  |   |                                     |                           |               |
| Is this a full-time law enforcement position? Yes  | No (C)   |   | _                                   |                           |               |
| If employed in a firefighting position, is firefighter trai  | ning required? Ye                                  | es O No O   |                                     |                           |               |
| I certify that if the compensation paid to this individual is ea<br>above employer on the salary begin date indicated above, or<br>officials, and the statements set forth are true and accurate   | arnable salary, that OP                            | ERS retirement contrib<br>that contains the signa<br>moloyer's records. | utions are dedu<br>ture date on thi | cted with t<br>s form for | he<br>elected |
| Marie Marie  |  |   |                                     | or trucken                |               |
| Signature of Certifying Officer (If Certifying Officer is the new member   | er, form should be signed by                       | both the Certifying Officer ar  | o a conucit wewner.                 | of daster.)               |               |
| Print Certifying Officer's Name  |  |   | <del></del>                         |                           |               |
| Hannan moore   |  |   |                                     |                           | 1             |

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer with The City of Middletown Division of Police.





## OATH OF OFFICE

| UAITI   | OF OFFICE  |
|---|--|
| 1, _  | , do solemnly swear that l   |
| will support the Constitution and law                                 | s of the United States and of the State of   |
| Ohio, and the Charter and Ordinance                                   | es of the City of Middletown; that I will not  |
| make or authorize expenditures of p                                   | ublic money other than for adequate  |
| consideration and efficient service;                                  | and that I will in all respects faithfully   |
|   | ent or office for the City of Middletown,  |
| Butler/Warren Counties, Ohio.   | Police office  |
| State of Ohio County of Butler, ss: Sworn to and subscribed before me | e this   |
| WE STED OF CHARLES  | Mulanu Commission Expires $\frac{\partial}{\partial x} = \frac{\partial}{\partial x} = \partial$ |

# Employee Orientation Checklist

| Employee Name _            |      |      |
|----------------------------|------|------|
| Department/Division Patrol | Date | Mark |

|           | The following items are to be discussed with the new employee at in-processing | Discussed | Sign up<br>Employee |
|-----------|--|-----------|---------------------|
|           | Form I-9, Employment Eligibility Verification                                  | V,        |                     |
|           | OPERS Personal History Record  | 1/        |                     |
|           | OPERS Personal History Record  |           |                     |
|           | OP&F Fund Personal History Record  | 1         |                     |
|           | Not Covered by Social Security Form (SSA-1945)                                 |           |                     |
|           | Federal Withholding Form (W-4)   | 1         |                     |
|           | State of Ohio Tax Form (IT 4)  |           |                     |
|           | Non-Middletown Resident Municipal Tax Form                                     |           |                     |
|           | Direct Deposit Authorization Form  |           |                     |
| )         | Emergency Contact Form   | -         |                     |
| 0         | Fraud Reporting Information  |           |                     |
| 1         | Compensatory Time Off  |           |                     |
| 2         | CDI Previous Employer Request Form   |           | _                   |
| 3         | Employees' Association Voluntary Contribution Form                             |           |                     |
| 4         | Beneficiary Designation/Change Form  |           |                     |
| 15        | Ooth of Office   |           |                     |
| 16        | Health Insurance Enrollment Documents (Medical, Dental, Vision)                |           |                     |
| 17        | Health Insurance Marketplace Coverage Packet                                   |           |                     |
| 18        | Spouse's Employer Statement of Coverage  |           |                     |
|           | Spousal Waiver Acknowledgement Form  |           |                     |
| 19        | FMLA Leave (Family and Medical Leave)  |           |                     |
| 20        | General Notice of COBRA  |           |                     |
| 21        | - <del> </del>   | /         | 9                   |
| <u>22</u> | Holiday List   |           | V                   |
| 23        | Deferred Compensation Summaries  |           |                     |
| 24        | Compensation/Benefits Summary Sheet  |           |                     |
|           | • Salary   |           |                     |
|           | Probationary Period  |           |                     |
|           | Classified/Unclassified  |           |                     |
| _         | Exempt/Non-Exempt  |           |                     |
|           | Health Insurance   |           |                     |
|           | Life Insurance   |           |                     |
|           | OPERS of Ohio/OP&F Fund Account  |           |                     |
|           | TT 1' 1  |           |                     |
|           | C: I T   |           |                     |
|           |  |           |                     |
|           | Injury Leave   |           |                     |
|           | Funeral Leave  |           |                     |
|           | Vacation / PTO Leave   |           |                     |
|           | Clothing and Equipment Maintenance Allowance                                   |           |                     |
|           | Employee Assistance Program (EAP)  |           |                     |
| _         | Deferred Compensation Program  |           |                     |
|           | Miscellaneous Benefits   |           |                     |
|           | Transit Drug & Alcohol Policy  |           |                     |

|                  | The following items are to be discussed with the new employee at in-processing  | Discussed                             | <u>Sign up</u><br>Employce |
|------------------|---|---------------------------------------|----------------------------|
|                  | City of Middletown Policies and Procedures  |                                       |                            |
| 26               | CDL Policy  |                                       |                            |
| 27               | CDL Drug & Alcohol Policy   |                                       |                            |
| 28               | Ohio Ethics Law & Related Statutes  |                                       |                            |
| 29               | Ethics & Conflict of Interest Policy  |                                       |                            |
| 30               | Information Systems Policy  |                                       |                            |
| 31               | Vehicle/Equip Accident Reporting Procedure  |                                       |                            |
| 32               | Harassment Policy   |                                       |                            |
| 33               | Drug-Free Workplace Policy  | 1                                     |                            |
| 34               | On-the-Job Injury   |                                       |                            |
| 35               | Workplace Violence and Firearms   |                                       |                            |
| -                | Videos  |                                       |                            |
|                  | • Ethics  |                                       |                            |
|                  | Harassment  |                                       |                            |
|                  | Defensive Driving   |                                       |                            |
|                  | Intranet  |                                       |                            |
|                  | Online Forms  |                                       |                            |
|                  | Service Award Program   |                                       |                            |
|                  | Employee Policies & Procedures  |                                       |                            |
| 36               | Parking Facilities  |                                       |                            |
| 37               | United Way  |                                       |                            |
| 38               | Employee ID Card  |                                       |                            |
| 39               | Health Insurance Plan Selections  |                                       |                            |
|                  | Health Insurance Option:  |                                       |                            |
|                  |   |                                       |                            |
|                  | Coverage Level: PPO 10  |                                       |                            |
| ļ                | 10 10   |                                       |                            |
|                  | Dental Plan: OUTUP Vision: OUTUP  |                                       |                            |
|                  |   |                                       |                            |
|                  | Other (FSA/HSA etc):  |                                       | 1                          |
| 40               | Position Description  |                                       |                            |
| 41               |   |                                       |                            |
|                  | requirements to be obtained within a certain timeframe.   |                                       | <u> </u>                   |
|                  | In-Processed by: (Please initial)   |                                       |                            |
|                  | III 1100055000 031 (1100000 Minister)   |                                       |                            |
| rec<br>be<br>acl | cknowledge that during my in-processing the above information has been discussed verived information on each of the policies. I understand that the City implemented the st interest of all concerned and that as a City employee I am obligated to follow these knowledge that I have viewed the required videos during the in-processing; and receivable description. | ese policies in t<br>policies. I also | )                          |
| Er               | nployee Signature Date  |                                       | ····                       |

To be placed in employees' permanent file.

#### Section 6

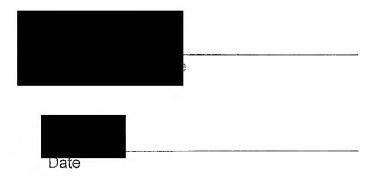
## OVERTIME PAY

- An employee working in excess of forty (40) hours in one week, as defined by the Fair Labor Standards Act, as amended (provided that holidays, funeral leave, and injury leave for which the employee is paid shall be counted in the forty (40) hours), shall, as determined by supervision, either be paid time and one-half his regular rate, or receive compensatory time off on the basis of one and one-half hours off for each hour of overtime worked. Time off to use earned compensatory time will be granted within sixty (60) days of the request made by the employee. When compensatory time is used, it shall not count as hours worked during the applicable work period for purposes of determining overtime. No employee shall be permitted to accrue more than two-hundred forty (240) hours of unused compensatory time and any employee who has accrued two-hundred forty (240) hours of compensatory time shall be paid in cash for all overtime in excess thereof, at the employee's regular rate at the time of payment, except that public safety employees may accrue up to four hundred and eighty (480) hours of compensatory time. Upon termination of employment, unused compensatory time shall be paid at the employee's average regular rate for the last three (3) years of employment or the employee's final regular rate, whichever is higher. This provision shall not apply to exempt employees, a list of such job titles which is attached hereto as Exhibit A.
  - (B) Except as otherwise provided in a collective bargaining agreement, all non-exempt employees who are scheduled to work, and do work, on any holiday or day observed as a holiday, as determined by the City Manager, other than employee's birthday, shall be paid an amount equal to one and one-half (1-1/2) times the amount which they receive for any other regular work day, in addition to their regular holiday pay, or receive compensatory time off on the basis of one and one-half hours off for each holiday hour worked, at the discretion of the department director.
  - (C) All employees who work on a rotating shift at the Water and Wastewater Treatment Plants and whose seventh consecutive eight hour day falls on any holiday, shall receive compensation equal to two (2) times their regular hourly rate in addition to their regular holiday pay.
  - (D) Employees who work on a rotating shift at the Water and Wastewater Treatment Plants shall receive 1-1/2 times the regular rate of pay for the seventh day when working seven consecutive eight (8) hour days. Those employees who are working the midnight shift during the change to daylight saving time will work only seven (7) hours; however, this will still constitute an entire shift for calculation of seven consecutive eight (8) hour days. Hourly rates to be thus paid shall be determined by dividing the biweekly salary by eighty (80).
  - (E) Any hour for which an employee receives overtime or premium compensation eliminates that hour from consideration for overtime or premium payment on any other basis. If the time worked falls under two or more overtime and/or premium pay classifications, the higher rate shall prevail. This section shall not eliminate shift premium, where applicable during overtime hours.

#### COMPENSATORY TIME OFF NOTICE

In accordance with the Fair Labor Standards Act, the City of Middletown has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or other permissible work schedules for law enforcement, firefighting, emergency management, seasonal and other employees. This policy is set forth in Section 6 (a) and (b) of the City's pay policy and benefits ordinance, a copy of which is attached. The compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week or other permissible work schedules. The compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I acknowledge receipt of this notice and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.



# 117.103 [Effective5/4/2012] Auditor of state's system for reporting fraud.

(A) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's web site, or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

The auditor of state shall keep a log of all complaints filed under this section, which is a public record under section 149.43 of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the auditor of state. If section 149.43 of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

- (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 shall confirm receipt of this information within thirty days after beginning employment. The auditor of state shall provide a model form on the auditor of state's web site to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section 117.11 of the Revised Code, that new employees have been provided information as required by this division.
- · (2) On the effective date of this section, each public office shall make all its employees aware of the fraud-reporting system required by this section.
  - (3) Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.

Added by 129th General Assembly File No. 73, HB 66,  $\S$  1, eff. 5/4/2012.

## 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.

| information.  |
|---|
| By signing below, you are acknowledging that the City of Middletown provided you information about the fraud-reporting system as described by Section 117.103(A) of the Ohio 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 Ohio Revised Code and the protections you are provided as a classified or unclassified employee if you use the beforementioned 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.  |
|   |
|   |
| Police officer Division of Police   |
|   |
| PRINT NAME, TITLE AND DEPARTMENT  |
|   |
|   |
|   |

# Work Order (200's PBO)

| e of Order <u>07/</u> |   | Title Patrol Officer   |
|-----------------------|---|--|
| ne                    | 99.3  | the state of the s |
| Appointment           | ☐ Retirement                                | ☐ Disability Retirement ☐ Raise  ■ Full Time ☐ Health Insurance  |
| Promotion             | ☐ Resignation                               | ☐ Part-Time ☐ Beneficiary  |
| Demotion              | ☐ Dismissal                                 |  |
| Classification        | Change Transfer (From                       | NTP Operators Hrly Rate \$   |
| partment Pol          |   | Division Uniform Patrol Dept. #923   |
|                       |   | Budget Account 100,224,51110   |
| Number                | DO1 CHA A                                   | Hourly Rate \$27.9985 Bwkly Rate \$2239:88   |
| ployee #              | Range FOT Step K                            | Houry race 9   |
| Lorn                  | Fultz                                       | Initiated By Hannah Moore  |
|                       | Fultz                                       |  |
| DITIONAL CO           | MMENTS                                      |  |
|                       |   | Insurance  |
| - Constant and a      | Personnel                                   | Vision Buy-Up  |
| 06/07/2022            | Council Approved                            | \$2.29 Per Pay (24)  |
|                       | Official Letter                             |  |
|                       | Physical (Approved)                         | Dental Buy-Up<br>\$14.01 Per Pay (24)  |
| 922120                | OBES  | \$14.01 Per Pay (24)   |
| 4c                    | EEOC  | City Paid Life \$22,500  |
| V                     | Classified                                  |  |
| - conjusts            | Unclassified                                | Additional Life Insurance  |
| V                     | Orientation                                 | Employee Amount \$ DOB   |
| V                     | Oath of Office                              | Amount \$ DOB<br>Per Month   |
| V                     | I-9 Form                                    | Ψ  |
| V                     | Recorded in Abra                            | Spouse DOB   |
| V                     | Entered in BenXpress                        | Amount \$  |
| V                     | COBRA                                       | ,  |
|                       | Retirement Letter Resignation Letter        | Child(ren) Amount \$ Per Month \$  |
|                       | Exit Interview                              | Amount \$ ref would be   |
| * = 10 5 10 0 0 0     | Health Insurance Start/End Date             | FSA (Health)   |
| 07/05/2022            | 20 hours PTO Start Date                     | Amount \$ Per Pay \$   |
| o succession de la    | TOTAL PRINCIPLE PRINCIPLE AND ALL PRINCIPLE | FSA (Dependent Care)   |
| 3 vacation days       | Finance                                     | Amount \$ Per Pay \$   |
|                       | W-4 and IT 4 Tax Forms                      | Amount 5   |
| V                     | SSA-1945 Form                               | HSA  |
| V                     | Direct Deposit                              | Amount \$Per Pay \$  |
| V                     | OPERS (copy)                                | ,  |
| V                     | OP&F (original)                             | UNUM Critical Care/Cancer  |
| V                     | Non-Resident Tax Form                       | S Per Pay  |
|                       | Insurance                                   | UNUM Accident  |
| Health Ins            |   |  |
| 10 Oct                | ion AFSCME Waive Coverage                   | \$ Per Pay   |
| Орг                   | TEL (Child (ren) Family                     | UNUM Hospital Indemitity   |
| EE EE/                | Spouse EE/Child(ren) Family                 | \$ Per Pay   |
|                       | Per Pay (24 / 48)                           |  |

#### **HUMAN RESOURCES**

TO:

Paul Lolli, Acting City Manager

FROM:

Megan Ellis, Human Resources Manager

SUBJECT: APPOINTMENT - PATROL OFFICER

We are recommending the appointment of to the position of Patrol Officer in the Department of Public Safety, Division of Police. He was selected from the eligibility list as a result of Civil Service testing procedures, and will fill the vacancy created by the retirement of Larry Fultz.

Mr. Swanger will be assigned to Range PO1, Step A, which provides a salary of \$2,239.88 biweekly, \$58,236.86 annually.

/cs

c: Amy Schenck, Clerk of Council David Birk, Police Chief Human Resources Finance (Payroll)

file

ccmtg06/21/22

POLICE OFFICER
Authorized Strength – 58
Current Staff Level – 55



August 23, 2022

TO:

FROM:

Chief Birk

SUBJECT: Letter of Commendation

and Austin Renner were dispatched to the Red Roof Inn in reference to a family that was refusing to leave the property after being kicked out. Upon arrival they located a single mother and 3 children, one of which was autistic. This mother had no money, credit card or way of helping them get a hotel for the night. Due to them not having anywhere else to go, the officers brought them to the police lobby to seek further help. took his own money and went to get them all something to eat from McDonald's. Officer came into dispatch where they advised Sgt. Gibson of the situation. , as well as Dispatcher Green, Crank, Kirsch and Conner, began Mooney and Officer Mooney and calling area churches, homeless shelters and any other resources they could think of to find this mother and her children a place to stay. During this time, the weather had turned for the worse and it had begun to rain. After approximately an hour of being unable to find some resources, it was determined the best option was to get them a hotel room for the night. Officers Mooney, A. Renner and Patterson, along with Dispatchers Green, Crank, Kirsch and Conner collected their own money together. They were able to locate a hotel in Franklin with a vacancy where they were able to get a room. They also used the extra money collected to get the family some food so they would be able to eat over the next few days. Upon initially contacting resources to help for the night, it was advised to get contact info for the family and since they were staying at a hotel, they would be able to receive more help first thing Monday morning.

Your compassion and willingness to go above and beyond to help this mother and her children to keep them from sleeping outside in the rain and to have something to eat is very commendable. A great job was done by all on this call. Keep up the great work!

Sincerely, (

David Birk Chief of Police



August 23, 2022

TO:

FROM: Chief Birk

SUBJECT: Letter of Commendation

Officer Mooney, and Austin Renner were dispatched to the Red Roof Inn in reference to a family that was refusing to leave the property after being kicked out. Upon arrival they located a single mother and 3 children, one of which was autistic. This mother had no money, credit card or way of helping them get a hotel for the night. Due to them not having anywhere else to go, the officers brought them to the police lobby to seek further help. Officer Renner took his own money and went to get them all something to eat from McDonald's. Officer came into dispatch where they advised Sgt. Gibson of the situation. as well as Dispatcher Green, Crank, Kirsch and Conner, began Mooney and calling area churches, homeless shelters and any other resources they could think of to find this mother and her children a place to stay. During this time, the weather had turned for the worse and it had begun to rain. After approximately an hour of being unable to find some resources, it was determined the best option was to get them a hotel room for the night. Officers Mooney, , A. Renner and Patterson, along with Dispatchers Green, Crank, Kirsch and Conner collected their own money together. They were able to locate a hotel in Franklin with a vacancy where they were able to get a room. They also used the extra money collected to get the family some food so they would be able to eat over the next few days. Upon initially contacting resources to help for the night, it was advised to get contact info for the family and since they were staying at a hotel, they would be able to receive more help first thing Monday morning.

Your compassion and willingness to go above and beyond to help this mother and her children to keep them from sleeping outside in the rain and to have something to eat is very commendable. A great job was done by all on this call. Keep up the great work!

Sincerely, (

David Birk Chief of Police

## EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

**DEPARTMENT**: Police

DIVISION: 0923 Uniform Patrol

POSITION: Patrol Officer

1/5/2023 REPORTING PERIOD: 7/5/2022 TO

REPORTING TYPE: Mid Probationary Evaluation

## PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

## **EXPLANATION OF QUALITATIVE RATINGS**

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

OUTSTANDING: performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

EXCEEDS STANDARDS: regularly meets and exceeds normal position requirements: routinely delivers above average performance.

MEETS STANDARDS: regularly meets normal position requirements: average performance: meets position description duties and responsibilities: no major problems with performance.

NEEDS IMPROVEMENT: does not regularly meet standards expected of position: below average performance requiring corrective action on the employee.

UNSATISFACTORY: consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of NEEDS IMPROVEMENT or UNSATISFACTORY, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.

# PERFORMANCE EVALUATION REPORT MID-PROBATION

All probationary employees will be evaluated at least two times. The first evaluation will be conducted the conclusion of one-half of the probation period. This is the purpose of this evaluation.

Specify whether they should be released or what training is needed to utilize them more advantageously.

Areas to be remarked on should be quality and quantity of employee's work, how well they follow orders and directions, their work habits, initiative, dependability, attendance and ability to work with others to get the job done.

Please state employee's weak and strong points.

| TO THE EMPLOYEE BEING RATED: |  |
|------------------------------|--|
| Please check all that apply. |  |

| Please check all that apply.                       |  |
|--|--|
| I have been given the opportunity to read th       | is performance report and comment on its contents. |
| I have discussed the contents with my supe         | rvisor and understand what is expected of me.      |
| I request a review of this evaluation. Please      | e be sure to state your specific reasons.          |
| Employee's Signature                               | Date 1/24/23                                       |
| Rater's Signature SST/WW                           | K3 ( Date 1 )                                      |
| Rater's Position SEIZ GEANT                        | Date 1 24 23                                       |
| The next performance evaluation will be at the con | clusion of the probationary period. $1 - 18 - 23$  |
| Department Kead                                    | Date   |
| Human Resources                                    | Date 127/23  |

# THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

# PERFORMANCE APPRAISAL

# MIDDLETOWN DIVISION OF POLICE

| DEPARTMENT: Police  | POSITION: PATROL OFFICER  DIVISION: PATROL  DATE HIRED: |
|---|---|
| REPORTING PERIOD: (From)  | (to) <u>01-05-23</u><br>FULL TIME                       |
| RATER/TITLE: Sgt. Anthony  This written Performance Appraisal established | is to be completed in accordance with procedures        |
| Lt. Maled Tast 538  Deputy Chief  | Chief of Police  Human Resources                        |

| lidays _  |             |          |             | Fro         |                       |          |            |          |         |          |    | Si       | ick            | Ho                           | 1111                         | =               |              |       |     | SSI                    | V                            |                      |                       |             |          |      |      |   |     |     | _        |     | _        |            |          |     |
|---|-------------|----------|-------------|-------------|-----------------------|----------|------------|----------|---------|----------|----|----------|----------------|------------------------------|------------------------------|-----------------|--------------|-------|-----|------------------------|------------------------------|----------------------|-----------------------|-------------|----------|------|------|---|-----|-----|----------|-----|----------|------------|----------|-----|
|   |             |          |             |             |                       |          |            |          |         |          |    |          |                |                              |                              |                 |              |       |     |                        |                              |                      |                       |             |          |      |      |   |     | VAC | I,C      | NG  | HOL      | SIC        | K .      | AC( |
|   | 2           | 3 4      | 5           | 6           | 7                     | 8        | 9          | 10       | 11      | 12       | 13 | 14       | 15             | 16                           | 17                           | 18              | 18           | 20    | 21  | 2.4                    | 20                           | 24                   | 2.5                   | 20          |          | 20   |      |   |     |     |          |     |          |            |          |     |
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| AR  |             | +        | -           |             |                       | $\dashv$ |            | +        | -       | +        |    | _        | _              |                              |                              |                 |              |       |     |                        |                              |                      |                       |             |          |      |      |   |     |     |          |     |          |            |          |     |
| PR  |             | +        | +-          | H           | -                     | +        | $\dashv$   | -        |         | $\neg$   |    |          |                | $\neg$                       | _                            |                 | _            | _     | Г   |                        | _                            |                      |                       |             |          |      |      |   |     |     |          |     |          |            |          |     |
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| /WE_  | ——-<br>Carr | ried :   | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    |          | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   |     |     |          |     | -        | 20_        | <u> </u> | 3   |
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| AME_<br>tlance to<br>blidays                                    | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    |          | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | . <u>Г</u> С | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_tlance to blidays   | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | . <u>Г</u> С | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_<br>dance d<br>blidays<br>1<br>JAN                          | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | . <u>Г</u> С | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_<br>dlance oblidays<br>1<br>JAN<br>FEB                      | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_<br>dance dolidays<br>1<br>JAN<br>FEB                       | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_clance collidays  1 JAN FEB MAR APR                         | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_<br>dlance oblidays<br>1<br>JAN<br>FEB<br>MAR<br>APR<br>MAY | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_clance oblidays  1 JAN FEB MAR APR MAY JUN JUL              | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME dance oblidays  JAN FEB MAR APR MAY JUN JUL AUG             | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |
| AME_dlance delidays  1 JAN FEB MAR APR JUN JUL AUG SEP          | Carr        | ried     | Ove         | r Fr<br>Lon | om<br>ge <sup>1</sup> | <br>Las  | st Y<br>Da | /eai     | r:<br>( | <u></u>  |    | 9        | EL<br>H        | - Le<br>- De<br>- He<br>- In | eati<br>olid<br>jury         | hin<br>lay<br>/ | Fai          | mily  |     |                        | V<br>S<br>E                  | 6C -                 | · Co                  | nve<br>thda | rted     |      |      |   | 31  |     |          |     | -        | 20_        | <u> </u> | 3   |

| - OFF | 1 UNACCEPTABLE IMPROVEM | IMPROVEMENT NEEDED     | MEETS STANDARDS            | EXCEEDS EXPECTATION |
|-------|-------------------------|------------------------|----------------------------|---------------------|
| 1-    | OWPO CHE THEFTH         | 3 3 3                  |                            |                     |
|       |                         | Written or oral        | X Usually communi-         |                     |
| LLS   |                         | communications some-   | cates in a logical, clear, |                     |
| KI    |                         | times lack clarity or  | and easy to understand     |                     |
| N S   |                         | appropriate grammar.   | manner in both oral        | =                   |
| 10    |                         | Listens but interrupts | and written form. Usu-     |                     |
| A T   |                         | unnecessarily. Some-   | ally exhibits good lis-    |                     |
| IIC   |                         | times is uninterested, | tening/writing skills.     |                     |
| UN    |                         | impatient, or unpleas- |                            |                     |
| MМ    |                         | ant.                   |                            |                     |
| CC    |                         |                        |                            |                     |

COMMENTS:

Handles sponeing

W. T.

public WELL

| COMMENTS                                | KNOWLEDGE  | N                   |
|---|--|---------------------|
| ENTS                                    |  | UNACCEPTABLE        |
| HAS good Knowledge for his Time Working | Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.   | IMPROVEMENT NEEDED  |
| for his Time Working                    | knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns. | MEETS STANDARDS     |
| 40                                      | & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.  | EXCEEDS EXPECTATION |
|   |  | OUTSTANDING         |

| ω   | UNACCEPTABLE | IMPROVEMENT NEEDED           | MEETS STANDARDS          | EXCEEDS EXPECTATION      |
|-----|--------------|------------------------------|--------------------------|--------------------------|
|     |              | Lacking in judg-             | X Adequately evalu-      | Thinks ahead and         |
| ;   | 1            |                              | ates circumstances       | acts with decisiveness   |
| NG  |              | sense. Allows personal       | and takes appropriate    | & authority. Uses good   |
| KI. |              | bias to affect decisions.    | action. Makes reason-    | judgment to make rap-    |
| M A |              | Avoids making decisions      | able decisions based     | id, reliable decisions   |
| N . |              | or requires assistance for   | on information avail-    | with confidence. Re-     |
| 10  |              | TOULTIE GECISIONS: Nakes     | able. Makes routine      | Tator part rollitions to |
| IS  |              | necisions based on pop-      | decisions without assis- |                          |
| EC  |              | טומוזוץ וסנוופו נווסוז וטכנ. | tonce Percentions of     | ปี ย่งยาก งาเนนเบาง.     |
| D I |              | Makes repeated judg-         | ימווכב: ו פו כבף ווסווס  |                          |
|     |              | mental errors in similar     | situations are consis-   |                          |
|     |              | situations.                  | tently accurate.         |                          |

COMMENTS: No ISSUES AT THIS TIME

| INTERPERSONAL RELATIONS   | 4                   |
|---|---------------------|
|   | UNACCEPTABLE        |
| Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization. | IMPROVEMENT NEEDED  |
| working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.  | MEETS STANDARDS     |
| Frequently displays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.              | EXCEEDS EXPECTATION |
|   | OUTSTANDING         |

| C          | CTTORY TRXTORMENT ST. SQUEST |                           |                             |                        |             |
|------------|------------------------------|---------------------------|-----------------------------|------------------------|-------------|
| M          | IINACCEPTABLE                | IMPROVEMENT NEEDED        | MEETS STANDARDS             | EXCEEDS EXPECTATION    | OUTSTANDING |
|            |                              | Complaine about           | X Usually asserts           | Readily adapts         |             |
| rs         |                              | nolicies & procedures.    | new & changing poli-        | to new & changing      |             |
| ON         |                              | Responds negatively to    | cies & procedures with      | policies & procedures. |             |
| CE<br>ATI  |                              | suggested improvements    | little initial questioning. | Encourages others to   |             |
| N O        |                              | ing constructive criti-   | Makes every attempt to      | comply. Exhibits posi- |             |
| LIZ<br>E.G |                              | cism. Constantly must     | adhere to existing rules    | tive attitude towards  |             |
| MP         |                              | be counseled to adhere    | & regulations.              | rules & regulations.   |             |
|            |                              | Has received written rep- |                             |                        |             |
| 1 F        | -                            | rimand or suspension &    |                             |                        |             |
| ₹ <b>U</b> |                              | had grievance for same    |                             |                        |             |
|            |                              | denied.                   |                             |                        |             |
| _          |                              |                           |                             |                        |             |

COMMENTS:

|                       | INITIATIVE   | e                    | 57                  |
|-----------------------|--|----------------------|---------------------|
|                       |  |                      | IINACCEPTABLE       |
| Marie Start Francisco | lated activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.              | Avoids police-re-    | IMPROVEMENT NEEDED  |
| STONE PROGRAMMENT     | & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.                                | X Usually undertakes | MEETS STANDARDS     |
|                       | yond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures. | Investigates be-     | EXCEEDS EXPECTATION |
|                       |  |                      | OUTSTANDING         |

| 1          | CHARLE STREET CONTRACTOR OF THE PROPERTY OF |  |   |   |             |
|------------|---|--|---|---|-------------|
| 7          | UNACCEPTABLE                                | IMPROVEMENT NEEDED   | MEETS STANDARDS   | EXCEEDS EXPECTATION   | OUTSTANDING |
| ATTENDANCE |   | Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute. | Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness. | Consistently pre- pared & available for work prior to assigned time. Uses minimal sick time barring extended illness. |             |
| COMI       |   | Hairs Due 70 Chill E   | Bith otherwise was a  | TAKE OF TAKEN SHOWS   | OUTSTANDING |
| 00         | UNACCEPTABLE                                | IMPROVEMENT NEEDED  Dress & appearance are unkempt.  | TIS STANDAR  Dress & app  are neat &  | EXCEEDS EXPECTATION  Consistently presents a neat, polished   | OUTSTANDING |
| APPEARANCE |   | ance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.   | ance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.   | ents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.                      |             |

COMMENTS: Uniform

books gaily

COMMENTS: Work Any Assignment Sweet with ax 15000

| UNACCEPTABLE  IMPROVEMENT NEEDED  MEETS STANDARDS  EXCEEDS EXPECTATION  METS STANDARDS  EXCEEDS EXPECTATION  Can be relied pleting assignments. pletes assignments on on the complete any importance of time with minimal sultance of pervisory prompting. Supervision. Assesses potential problems & when necessary. Accapts alternate work iton without supervision. Assesses potential problems & assignments & accepts sion. Able to take on burdens caused by new or complex tasks. shortage of personnel. |
|---|
| MEETS STANDARDS  Consistently completes assignments on time with minimal supervisory prompting.  Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.   |
|   |
| EXCEEDS EXPECTATION  Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.   |
|   |

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

| 1. Communication Skills:              |        | 3  | pts. |
|---------------------------------------|--------|----|------|
| 2. Knowledge:                         |        | 3  | pts. |
| 3. Decision Making:                   |        | 3  | pts. |
| 4. Interpersonal Relations:           |        | 3  | pts. |
| 5. Compliance of Rules & Regulations: |        |    | pts. |
| 6. Initiative:                        |        | 3  | pts. |
| 7. Attendance:                        |        | 3  | pts. |
| 8. Appearance:                        |        | 3  | pts. |
| 9. Job Performance:                   |        | 3  | pts. |
| 10. Dependability:                    |        | 3  | pts. |
|                                       | TOTAL: | 30 | pts. |
|                                       | x .2   | 6  |      |
| GRAND '                               | TOTAL: | 6  |      |
|                                       |        |    |      |

| Performance Development Plan of     | Action (Mandatory): 1 CUANT TO   |
|-------------------------------------|--|
| CONTINUE TO IMPROVE IN MY VERBAS    | SE AND IN GUOLLY DAYPROFORMANCE.   |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     | and the first state of the first |
|                                     | IWANT TO BE ANDFRICER THAT OTHERS  |
| CAN hoto IN THE FAULE FOIL AMULE,   |  |
|                                     |  |
|                                     |  |
|                                     |  |
| SATAVA. Gibson KS7                  | 1/14/23  |
| Evaluating Supervisor               | Date   |
| C : Office of Commontor             | 15 DEVELOUS INTO A   |
| Superior Officer's Comments.        | 15 Developing into A   |
|                                     |  |
| MEXT FEW YEARS.                     |  |
|                                     |  |
| (Please check one box)              |  |
| I have read this Performance App    | raisal and fully understand its comments.  |
| I request a review of this Performa |  |
| request a review of this remotine   | 21100 7 App. 4.000 2 200 200   |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     | 1/18/23  |
| Employee's Signature                | Date   |



# Certificate of Completion

Has successfully completed High Threat Close Quarters Training

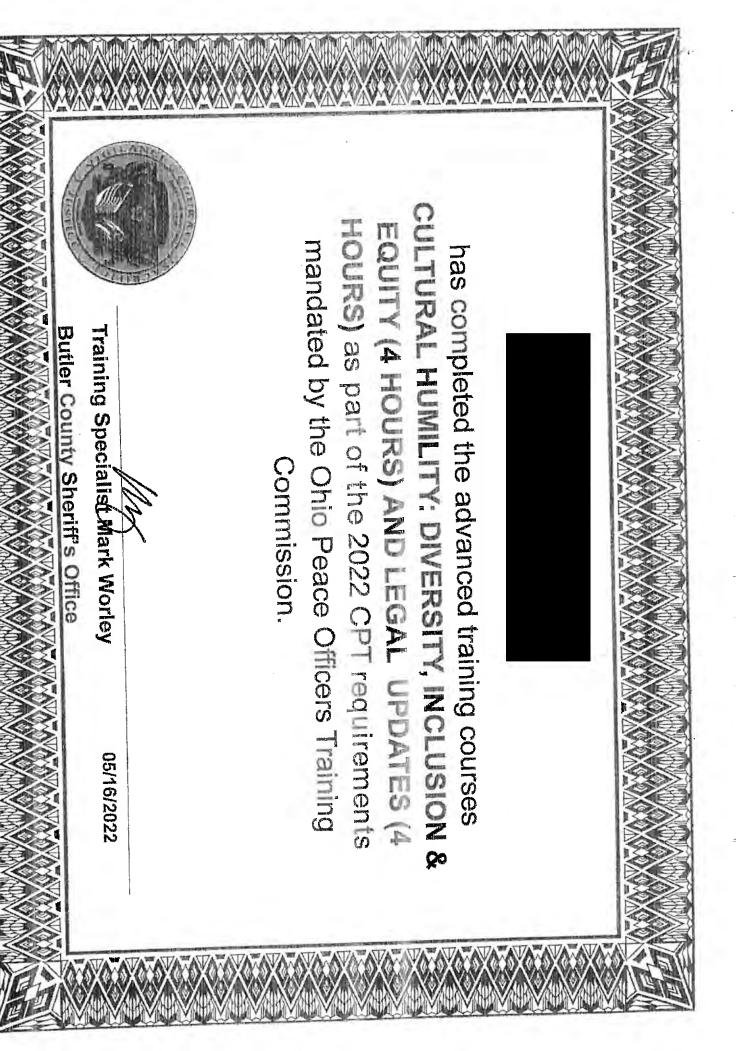
December 27-29, 2022

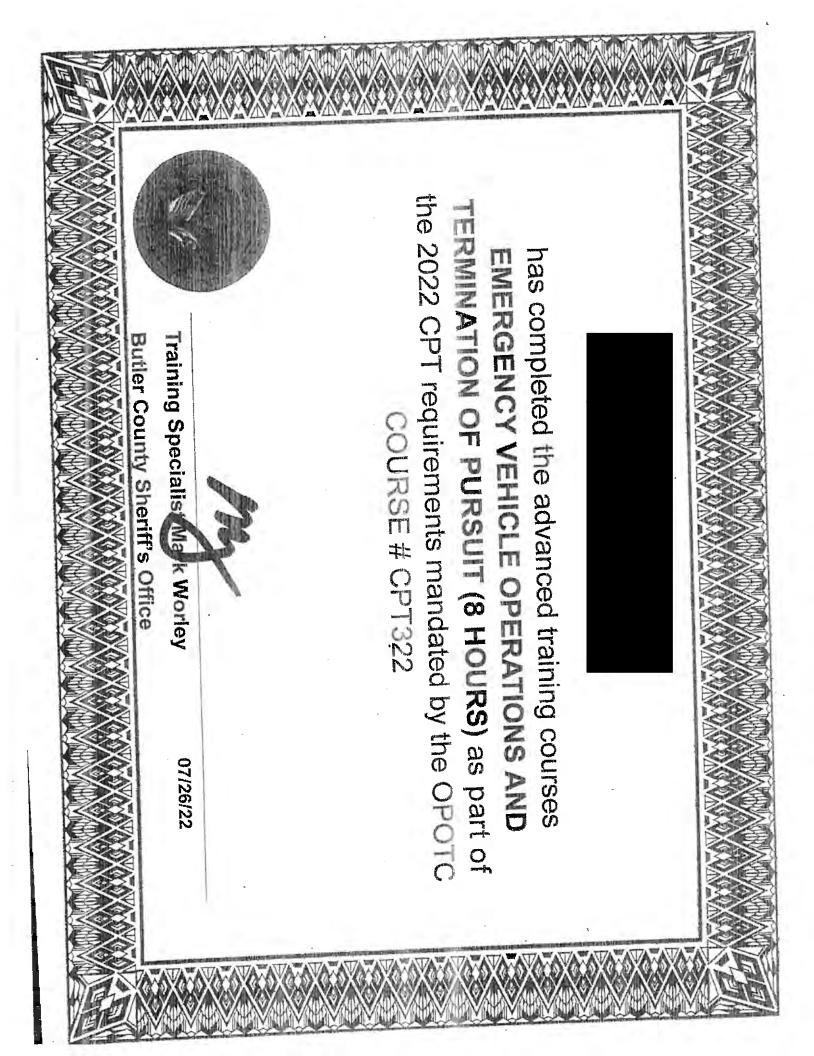
Adam Cox

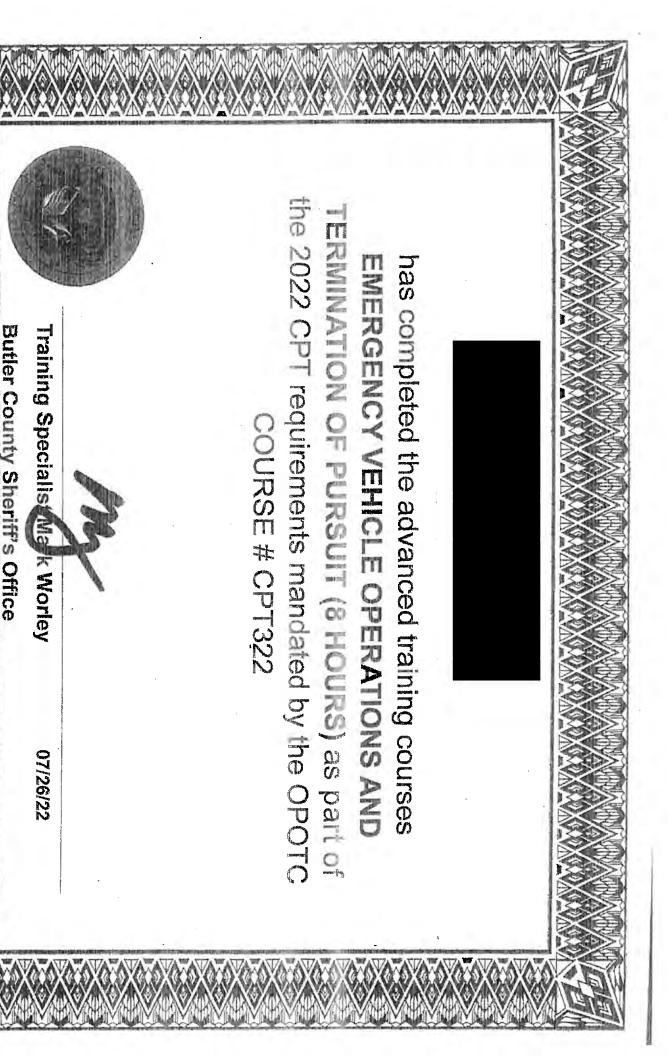
Instructor

Stew Crank

Instructor









Certificate of Completion

Has completed In-Service Training to certify use in Taser, Asp / Baton, OC Spray, and Firearms Qualification - 8 Hours

10-26-2022

David Birk

Chief of Police

Date



This is to certify that

THE OFFICE OF THE ATTORNEY GENERAL

has successfully met the prescribed program requirements for

Ethics and Professionalism

April 25, 2022

Date:

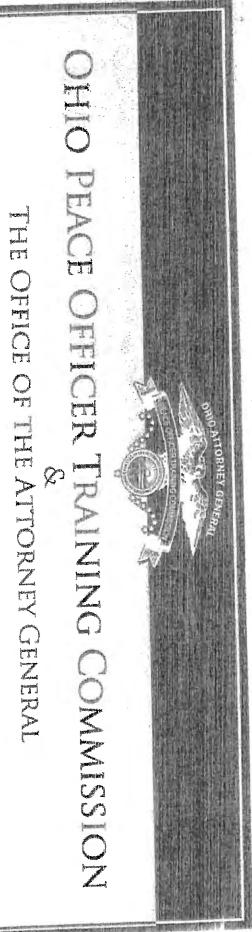
Vernon P. Stanforth, Chairperson
Onio Peace Officer Training Commission

Dwight A. Holcomb, Executive Director

Ohio Peace Officer Training Commission

Dave Yost Attorney General

https://opotaonline.inquisiglms.com/dashboard/



This is to certify that



has successfully met the prescribed program requirements for

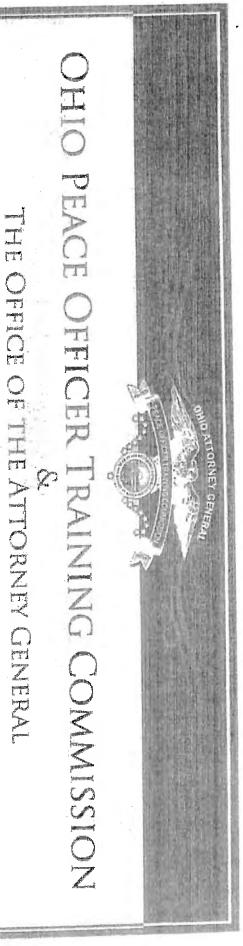
Response to Mass Violence and Mass

Dave Yost Attorney General

Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson

January B. Alex Por

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



BCI Lethal Use of Force and OIS Investigations

has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost / Attorney General

Vermon P. Stanforth, Chuttperson

Vermon P. Stanforth, Chuttperson

Officer Training Commission

Samon G. Red John

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



THE OFFICE OF THE ATTORNEY GENERAL

has successfully met the prescribed program requirements for

Critical Thinking in Use of Force Situations

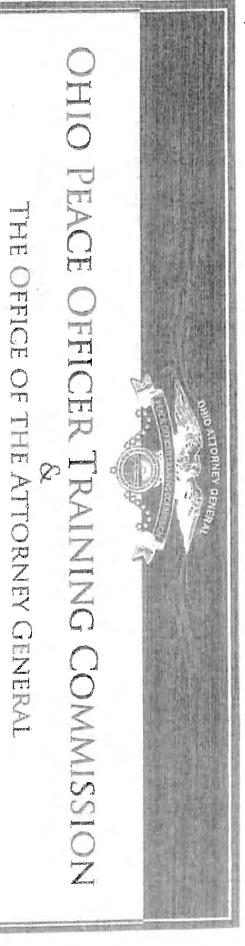
Date: September 20, 2022

Vernon P. Stanforth, Champerson

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

A. Hales Dhio Peace Officer Training Commission

Dave Yost / Attorney General



Objective Reasonableness has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost Attorney General

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

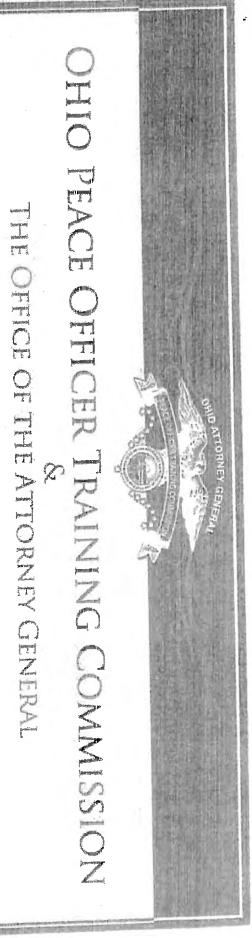
Vernon P. Stanforth, Chairperson

Wernon P. Stanforth, Chairperson

On Peace Officer Training Commission

=

https://opotaonline.inquisiqIms.com/dashboard/





has successfully met the prescribed program requirements for

Qualified Immunity

Date: September 20, 2022

Vernon P. Stanforth, Chairperson

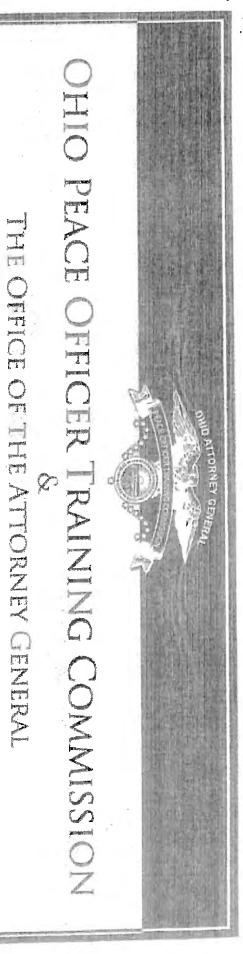
Vernon P. Stanforth, Chairperson

Officer Training Commission daning 6. AR Jak

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

Dave Yost/ Attorney Gereral

https://opotaonline.inquisiqlms.com/dashboard/



Use of Deadly Force and Legal Guidelines

has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost/ Attorney General

Vernon P. Stanforth, Chariperson
Ohio Peace Officer Training Commission James G. FR. Rich

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



# Certificate of Completion

Has successfully completed the Pistol - Red Dot Training Course February 20, 2023

Adam Cox #S&

Instructor

Fyan Mosley

Instructor

### RECOMMENDATION FOR SALARY INCREASE H \$31.7051 D \$7,536-41 A \$ 65,946-61

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to

DATE: 6/27/2023

TO:

Birk, David M

| step increase. To accomplish this change i complete and return this form and the perfoleast one week before the date shown in its Director and the Human Resources Director   | n a timely manner, the Department Director House to<br>ormance evaluation to the Human Resources Division at<br>om 7 below. Approval must be granted by the Department<br>or before the increase becomes effective. |
|---|---|
| <ol> <li>Name of Employee:</li> <li>Classification:</li> <li>Union or Non-Union:</li> <li>Present Range and Step:</li> <li>Recommended Range and Step:</li> <li>Date of Last Evaluation:</li> <li>Date Eligible for Next Increase:</li> <li>Does the employee's work perform</li> </ol> | Patrol Officer Union - Fraternal Order of Police P01.A P01.B 1/5/2023 7/5/2023 nance justify a step increase?   |
| taken to improve the employees  | ormance evaluation form, to include what action is being  |
| NVA: There are no requiren agreement (other than YES: Please enclose copy   | nents for step increases under the collective bargaining<br>n performance)  |
| Migran Olis   | 6-28-23<br>DATE /5/23   |



### **HUMAN RESOURCES**

June 30, 2023

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

Congratulations, your department director has recommended your advancement to Salary Range P01, Step B, which provides a salary of \$2,536.41 bi-weekly and \$65,946.61 annually.

This increase will be effective July 7, 2023 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan E∦s

Human Resources Manager

/cs

cc: 201 File

### THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

### PERFORMANCE APPRAISAL

### MIDDLETOWN DIVISION OF POLICE

extitus

| EMPLOYEE:  | POSITION: PATROL Offices   |
|--|--|
|  |  |
| DEPARTMENT: Police                                     | DIVISION: TATEOL   |
|  | DATE HIRED:  |
|  |  |
|  |  |
| REPORTING PERIOD: (From)                               | (to)   |
| PROBATIONARY   | FULL TIME  |
|  |  |
| RATER/TITLE: SST A, Gobson #1657                       |  |
|  | •  |
| This written Performance Appraisal is<br>established k | to be completed in accordance with procedures<br>by the Division of Police |
|  |  |
| Lt. Mulul Tit S8                                       | miN.Con  |
| Deputy Chief   | Chief of Police  |
|  | Ellis  |
| / // Hur   | man Resources  |

| NAN                     |          |     |          |          |           |          |         |          |          |         | ₽Đ      | '<br>    |          | <del></del>  | 1                            | <u>)(</u>   | )E           |          | 0        | harp<br>[ | 0            | <u>5</u>                         | 2.           | 2        |                |     |  |            |          | -       |              | 21   | 0_2             | 2             |
|-------------------------|----------|-----|----------|----------|-----------|----------|---------|----------|----------|---------|---------|----------|----------|--------------|------------------------------|-------------|--------------|----------|----------|-----------|--------------|----------------------------------|--------------|----------|----------------|-----|--|------------|----------|---------|--------------|------|-----------------|---------------|
| Balance Car<br>Holidays |          |     |          |          |           |          |         |          |          |         |         | Sic      | kН       | our          | rs                           |             |              |          | SS       | N         |              |                                  |              |          |                |     |  |            |          |         |              | _    |                 |               |
|                         |          |     |          | _        | _         |          |         |          |          |         |         |          |          |              |                              |             |              |          |          |           |              |                                  |              |          |                |     |  | 11 1//     | AC .     | LONE    | - 1 -        | HOL  | SICK            | (2° 60        |
| 1 2                     | 3        | 4 5 | 6        | 7        | 8         | 8        | 10      | 11       | 12       | 13      | 14      | 15       | 16       | 17           | 18                           | 19          | 20           | 21       | 22       | 23 2      | 4 2          | 25   2                           | 6 2          | (   2    | 8 29           | 3 3 | 31   | <u>`</u>   | , .      | LONE    |              | .,01 | JICK.           | SICK          |
| JAN                     | $\dashv$ |     | ╀        | -        | ┼-        | -        | -       | $\vdash$ | $\vdash$ | -       | -       | +        | +        | +            | -                            | _           |              | $\dashv$ | -        | -         | +            | +                                | +            | -        | ╁              | +   | ╁  | ╟          |          |         | +            |      |                 | <del> </del>  |
| FEB                     | -        | +   | ╁-       | -        | -         |          | -       | -        |          | -       | -       | +        | -        |              | -                            |             |              |          | $\dashv$ | +         | +            | +                                | +            | ╁        | +              | -   | -  |            |          |         | +-           |      |                 | -             |
| MAR                     | $\dashv$ |     | -        | -        | -         | -        | -       | -        |          |         | +       | +-       | -        | -            | -                            |             |              |          | -        |           | -            | +                                | -            | -        | +              | +   | +  |            |          |         | +            |      |                 | -             |
| APR                     | -        |     | -        | -        | -         | $\vdash$ | -       | -        |          | _       | -       | ╁        | -        | +            | -                            | -           |              | -        | -        | +         | +            | +                                | +            | +        | -              | -   | -  | -          |          |         | -            |      |                 |               |
| MAY                     | $\dashv$ | -   | -        | -        | $\vdash$  | $\vdash$ | -       |          | -        |         |         | $\vdash$ | -        | -            |                              |             |              | -        | $\dashv$ |           | -            |                                  | -            | - -      | +              | -   | -  | -          |          |         | +            |      |                 | -             |
| JUN                     | $\dashv$ | EX  | -        | ļ        | -         |          | -       |          |          | _       | -       | -        | +        | -            | _                            |             | -            | $\dashv$ | +        | +         | +            | _                                | +            | -        | -              | -   | +-   | -          |          |         | -            |      |                 | -             |
| JUL                     | _        | A   | -        | -        | -         | -        | _       | -        |          |         | -       | ╁        | -        | -            | <u> </u>                     | 4           |              |          |          | _         | -            | +                                |              | -        | +              | -   | +  | -          | V        | <u></u> | <u> </u>     | v    | ^               | -             |
| AUG                     | +        | -   | -        | -        | -         |          | -       |          | _        | _       |         | +        | -        | -            | H                            | -           |              | _        | 4        | +         | +            | +                                | +            | +        | <del> </del> - | -   | $\vdash$                                     | <u> </u>   | V        |         | 4            | V    | 'n              | 10            |
| SEP                     |          | _   | -        | -        | -         | -        |         | -        | -        | _       | -       | -        | -        | -            | -                            |             |              | $\dashv$ | _        | 1         | $\downarrow$ | +                                | +            | +        | +              | +   | +  |            | v        | _       | 4            | 17   |                 | 20            |
| ОСТ                     |          | _   | -        | -        |           | _        | _       | _        | _        | _       | -       | <br>     | 1        | 56           | اري                          | -           |              | 50E      | لعاد     | इस्र ८०   | 0            | - -                              | +            | -        | <u> </u>       | Cle | <del>,</del>                                 |            |          |         | y-           |      | , 10            | 30            |
| NOV                     | _        |     | -        | -        | -         | $\vdash$ |         |          | -        | _       | -       | 12       | PŽ       | PLZ          | SP2<br>PAN                   |             | _            | PL Z     | Z        | 22 P      | 2            | +                                | +-           | +        | P              | No. | PD   |            | -4       |         | 4            |      | 40              | 0             |
| DEC                     |          |     | <u> </u> | <u>_</u> |           |          |         |          |          | <u></u> | <u></u> |          |          | <u></u>      |                              |             |              |          |          |           |              |                                  | -            |          |                |     | 图图   | -          | V        |         | <u> </u>     | 1/   |                 | 110           |
|                         |          |     |          |          |           |          |         |          |          |         |         | C        | - C      | omi          | e wit<br>o/Etv               | ,           |              |          |          | L<br>S    | - 8          | Sick                             |              |          |                |     |  | 0          | 200      | 0       | v l          | Q.   | ,40             | 10            |
|                         |          |     |          |          |           |          |         |          |          |         |         | LW<br>FL | - D      | eave<br>eath | e witi<br>n in F             | hou!<br>Fam | t pay<br>ily | У        |          | SF<br>V   | - S          | Sick<br>/aca                     | n Fa<br>tion | amil     | У              |     |  | ii –       |          |         | ?L.Y         | / T  | ОТД             | LS            |
| AME                     |          |     |          |          |           |          |         |          |          | _       |         | H        | - H      | olld         | ау                           |             | •            |          | 4        | SC        | - (          | Conv<br>Birth                    | erte         | d si     | ck d           | ay  |  |            |          |         |              |      |                 |               |
|                         |          |     |          |          |           |          |         |          |          |         | 1       | 12       | - 11     | ıjuı y       |                              |             |              |          |          | 55        | _            | 211 51 14                        | au y         |          |                |     |  | 61         |          |         |              |      |                 |               |
| AMEalance Can           | ied      | Ove | r Fr     | om       | La        | st `     | /ea     | r:       |          |         |         |          |          |              |                              |             |              |          |          |           |              |                                  |              |          |                |     |  |            |          |         |              |      | ) <u> &amp;</u> | ············· |
| olidays(                | 0        | !   | Lon      | gev      | /ity      | Da       | ys      | (        | 2        |         | _ 5     | Sick     | (H       | our          | s                            | 0           |              | -        |          |           |              |                                  |              |          |                |     |  |            |          |         |              |      | -               | ν             |
| 1 2                     | 3        | 4 5 | 6        | 7        | 8         | 9        | 10      | 11       | 12       | 13      | 14      | 15       | 16       | 17           | 18                           | 19          | 20           | 21       | 22       | 23 2      | 4 2          | 5 20                             | 27           | 28       | 29             | 30  | 31   | VA<br>Z    | c C      | LONG    | H            | (OL  | SICK            | SICK          |
| JAN                     |          |     |          |          |           |          |         |          |          |         |         |          | L        | _            |                              |             |              |          |          |           |              |                                  | _            | 1        | _              |     | _  | <u> </u>   |          | - ,     | 4            | - 10 |                 | 20            |
| FEB                     |          |     |          |          |           |          |         |          |          |         |         |          |          |              |                              |             |              |          | _        |           |              |                                  | _            | _        | _              | ļ   |  | <u> </u>   | <u> </u> |         | 1            |      |                 | 30            |
| MAR                     |          |     |          |          |           |          |         |          |          |         |         | <u></u>  |          |              |                              |             |              |          |          |           |              |                                  | _            |          | <br>           | Į.w |  |            | _1/      | . 1     | 4            | 6    |                 | 40            |
| APR                     |          |     | ١,       |          | <b>0.</b> | 1701     |         |          |          | 15.1    | A.      |          |          |              |                              |             |              |          | _        |           | A            | 3                                | _            | B        | 6              | 8   |  | _          |          |         | _            |      |                 | ļ             |
| MAY B B                 | 8        |     | 8        | 8        | B         | 3        | 6       |          |          | 1       | 8       | NB<br>B  |          |              |                              |             | _            |          | 4        | _         | _            | _                                | -            | -        |                |     | <u> </u>                                     | _          |          |         | $\downarrow$ |      |                 | ļ             |
| JUN                     |          |     |          |          |           |          |         |          |          |         |         |          | _        |              |                              | _           |              | _        | _        | _         |              | _                                | _            | _        | _              |     |  | _          | _        |         | _            | _    |                 |               |
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| OCT                     |          |     |          |          |           |          |         |          |          |         |         |          |          | _            |                              |             | _            | _        | 4        | _         | - -          | _                                | _            | _        | -              |     |  |            | _        |         | -            |      |                 | ļ             |
| NOV                     |          |     |          |          |           |          |         |          |          |         |         | _        |          | _            |                              |             |              |          | _        | _         |              | _ _                              | -            | _        | _              |     | <u>                                     </u> | -          | _        |         | -            | _    |                 | _             |
|                         | - 1      |     |          |          |           |          |         |          |          |         |         |          |          | <u> </u>     |                              |             |              |          |          |           |              |                                  | <u> </u>     | <u></u>  | <u> </u>       |     |  | <u> </u>   |          |         | $\perp$      |      |                 | <u> </u>      |
| DEC                     |          | l_  |          |          |           |          |         |          | _        |         |         |          |          |              |                              |             |              |          |          |           |              |                                  |              |          |                |     |  | 1          | - 1      |         |              |      |                 |               |
| DEC                     |          |     |          |          |           |          | <u></u> |          |          |         |         |          |          |              | with<br>Etw                  |             | У            |          |          | S         | - S          | ong:<br>Sick                     |              |          |                |     |  |            |          |         |              |      |                 |               |
| DEC                     |          |     |          |          |           |          |         |          |          |         |         | C<br>LW  | Ci<br>Le | omp          | with<br>Etw<br>with<br>hin F | r<br>nout   | pay          | y        |          | S         | - S          | .ong:<br>Sick<br>Sick i<br>/acat | n Fa         |          |                |     |  | -          | YE       | EAF     | RLY          | / T( | ATC             | LS            |

### EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

POSITION: Patrol Officer

**DEPARTMENT:** Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD:

REPORTING TYPE: Mid Probationary Evaluation

### PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

### **EXPLANATION OF QUALITATIVE RATINGS**

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

OUTSTANDING: performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

EXCEEDS STANDARDS: regularly meets and exceeds normal position requirements: routinely delivers above average performance.

MEETS STANDARDS: regularly meets normal position requirements: average performance: meets position description duties and responsibilities: no major problems with performance.

NEEDS IMPROVEMENT: does not regularly meet standards expected of position: below average performance requiring corrective action on the employee.

UNSATISFACTORY: consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of NEEDS IMPROVEMENT or UNSATISFACTORY, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.

### PERFORMANCE EVALUATION REPORT MID-PROBATION

All probationary employees will be evaluated at least two times. The first evaluation will be conducted the conclusion of one-half of the probation period. This is the purpose of this evaluation.

Specify whether they should be released or what training is needed to utilize them more advantageously.

Areas to be remarked on should be quality and quantity of employee's work, how well they follow orders and directions, their work habits, initiative, dependability, attendance and ablility to work with others to get the job done.

Please state employee's weak and strong points.

TO THE EMPLOYEE BEING RATED:

| Please check all that apply.                       |  |
|--|--|
| I have been given the opportunity to read to       | this performance report and comment on its contents. |
| I have discussed the contents with my sup          | pervisor and understand what is expected of me.      |
| I request a review of this evaluation. Pleas       | se be sure to state your specific reasons.           |
| Employee's Signatu                                 | Date <u>6/6/27</u> Pate 6/5-23                       |
| Rater's Signature                                  | 2K\$7 Date 615-23                                    |
| Rater's Position                                   | Date   |
| The next performance evaluation will be at the con | nclusion of the probationary period.                 |
| MWW.OW   | 6-12-27  |
| Department Head                                    | Date   |
| Myggy Elis   | 7/5/23   |
| Human Resdurces                                    | Date // /  |

### OFFICER PERFORMANCE APPRAISAL

| Performance Development Plan o   | f Action (Mandatory): 1 WOULD LILEE TO                      |
|--|---|
| DO MOLE RESEARCE AND TRAINING ON   | HOW TO DE COME A GOOD INTERPLETION OF FILE                  |
|  | E CLUES IF THORK IS MORE TO A LAKE ORA                      |
| 570P.  |   |
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|  | : WOLD EVENTURY CILLE TO TRYOUT                             |
| FOR THE SWAT TEAM ONLY AFRE TO   | BE MORE PERMICIEN OF THE STREET AND                         |
| ON TACTICIS.   |   |
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|  | 6-18-22   |
| 535 help & 1657  | 6-13-23<br>Date   |
| Evaluating Supervisor  | Date  |
| Superior Officer's Comments: IS  | A QUALTY Offiler Who \$11005 ALOT                           |
| of Romanal. As   | A QUALITY OFFICE Who \$11005 ALOT<br>Gains More Knavinge HE |
| and the state of t | DEPT  |
| Lill BE AN ASSIST TO THE   |   |
|  |   |
| (Please check one box)   |   |
| •  | praisal and fully understand its comments.                  |
| 7  |   |
| I request a review of this Perforn   | nance Appraisal based on:                                   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | Le115/23  |
| Employee's Signature   | Date  |
| F(1)P(0) 00 0 - 0  |   |

| APPRAISAL   |
|-------------|
| PERFORMANCE |
| OFFICER     |

| r=4     | UNACCEPTABLE       | IMPROVEMENT NEEDED         | MEETS STANDARDS         | EXCEEDS EXPECTATION       | OUTSTANDING |
|---------|--------------------|----------------------------|-------------------------|---------------------------|-------------|
| ន       |                    | Written or ord             | Usually communi-        | -ffactively orde-         |             |
| TI      |                    | communications some-       |                         | nizes and presents oral   | 7           |
| ZK      |                    | times lack clarity or      | and easy to understand  | and written information   |             |
| NO      |                    | appropriate grammar.       | manner in both oral     | in a clear and concise    |             |
| )II     |                    | Listens but interrupts     | and written form. Usu-  | manner. Consistently lis- |             |
| CA      |                    | unnecessarily. Some-       | ally exhibits good lis- | tens well to contrasting  |             |
| IN.     |                    | times is uninterested,     | tening/writing skills.  | information. Considers    |             |
| ΩW      |                    | impatient, or unpleas-     |                         | concerns and feelings     |             |
| MC      |                    | ant.                       |                         | of public.                |             |
| ),)<br> |                    |                            |                         |                           |             |
|         |                    |                            |                         |                           |             |
| COM     | COMMENTS: Speaks W | Speaks With Public Well ON | ON CAILS                |                           |             |

| EXCEEDS EXPECTATION OUTSTANDING | a high ledge & dered a rmation. towards ents &   |   |
|---------------------------------|--|---|
| EXCEEDS E                       | Frequently & maintains level of knowl training. Consi source of infolls pro-active current incidecrime patterns.   |   |
| MEETS STANDARDS                 | knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns. | Knowledge of The  |
| IMPROVEMENT NEEDED              | Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.   | COMMENTS: is An informed your officer Building Knowledge of |
| UNACCEPTABLE                    |  | NTS: 15 AN MARIM  |
| Ø                               | KNOMTEDGE  | COMME   |

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| 0        | UNACCEPTABLE | IMPROVEMENT NEEDED         | MEETS STANDARDS          | EXCEEDS EXPECTATION          | COLSIANDING |
|----------|--------------|----------------------------|--------------------------|------------------------------|-------------|
| •        |              |                            |                          |                              |             |
|          |              | Lacking in judg-           | Adequately evalu-        | I ninks anega and            |             |
| -l       |              | ment & use of common       | ates circumstances       | acts with decisiveness       |             |
| J.N.C    |              | sense. Allows personal     | and takes appropriate    | & authority. Uses good       |             |
| ΙΙΧ      |              | bias to affect decisions.  | action. Makes reason-    | judgment to make rap-        |             |
| [A]      |              | Avoids making decisions    | able decisions based     | id reliable decisions        |             |
| W.       |              | or requires assistance for | on information avail-    | Do One of the one of the one |             |
| NC       |              | routine decisions. Makes   | Able Makes rentine       | Will colliderice: Ne         |             |
| )IS      |              | decisions based on pop-    | מסובי ואימאפט וסמווויס   | lates past solutions to      |             |
| SIS      |              | ularity rather than fact.  | decisions without assis- | present situations.          |             |
| EC       |              | Makes repeated juda-       | tance. Perceptions of    |                              |             |
| <b>a</b> |              | mental errors in similar   | situations are consis-   |                              |             |
|          |              | situations.                | tently accurate.         |                              |             |

| EXCEEDS EXPECTATION OUTSTANDING | Frequently dis-       | plays sensitivity towards | other's needs. Strives              | to maintain & improve             | relations w/subordi-            | nates, peers, supervi-        | sors & public. Discour-     | ages dissemination of      | false, unsubstantiated,         | or personal informa-           | tion about others.       |               |
|---------------------------------|-----------------------|---------------------------|-------------------------------------|-----------------------------------|---------------------------------|-------------------------------|-----------------------------|----------------------------|---------------------------------|--------------------------------|--------------------------|---------------|
| MEETS STANDARDS EXCEE           | X Maintains a good Fi |                           | all subordinates, peers &   other's | supervisors. Consistently   to ma | polite and tactful when relatio | dealing with public.   nates, | Does not disseminate sors & | false or unsubstanti- ages | ated information about   false. | others. Follows chain of or pe | command in work-relat-   | ed areas.     |
| IMPROVEMENT NEEDED              | Sometimes insen-      | sitive, making it hard    |                                     |                                   | hen                             |                               |                             | d, or                      | personal information            | about others. Publicly         | criticizes others or the | organization. |
| UNACCEPTABLE                    |                       | NO                        |                                     |                                   |                                 |                               |                             | os                         |                                 | -                              |                          | 277           |

COMMENTS: GETS HENS USE WILL ALLIC

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| ID.                               | UNACCEPTABLE | IMPROVEMENT NEEDED  | MEETS STANDARDS  | EXCEEDS EXPECTATION  | OUTSTANDING |
|-----------------------------------|--------------|---|--|--|-------------|
| HOTES & HEGOTYLIONS<br>COMPTIVNCE |              | Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied. | X   Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations. | Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations. |             |

|  | OUTSTANDING         |   |
|--|---------------------|---|
| Control of the second s | EXCEEDS EXPECTATION | Usually undertakes  Investigates beampletes necessary  Ins. Develops cases  Observed activity.  It level of initiative maintains a high level of self-initiated activity.  Recognizes problem areas and takes proactive measures. |
|  | MEETS STANDARDS     | & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.   |
|  | IMPROVEMENT NEEDED  | Avoids police-re-<br>lated activities. Limits<br>involvementto assigned<br>tasks. Discourages oth-<br>ers from taking initia-<br>tive. Does not properly<br>follow up observations<br>& situations.                               |
|  | UNACCEPTABLE        |   |
|  | <b>(2)</b>          | INITIATIVE  |

COMMENTS: 15 Always on Top products on STATISTICS

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|            | UNACCEPTABLE | IMPROVEMENT NEEDED   | MEETS STANDARDS   | EACEEDS EAFECIATION   | COLLINGATION |
|------------|--------------|--|---|---|--------------|
| VILENDENCE |              | Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute. | Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness. | Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness. |              |
|            |              |  |   |   |              |
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| 00     | UNACCEPTABLE | IMPROVEMENT NEEDED       | MEETS STANDARDS       | EXCEEDS EXPECTATION    | OUTSTANDING  |   |
|        |              | Dress & appear-          | Dress & appear-       | Consistently pres-     |  |   |
|        |              | ance are unkempt.        | ance are neat & ap-   | ents a neat, polished  |  |   |
|        |              | Equipment is not main-   | propriate within De-  | appearance. Extra care |  |   |
| T () I |              | tained or worn properly. | partmental standards. | is taken in maintain-  |  |   |
| ΛA:    |              | Needs to be prompted     | Keeps equipment clean | ance of equipment &    |  |   |
| HA:    |              | to maintain appear-      | & properly worn.      | appearance.            |  |   |
| Ido    |              | ance.                    |                       |                        |  |   |
| ΙA     |              |                          |                       |                        |  |   |
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| ග                | UNACCEPTABLE | IMPROVEMENT NEEDED   | MEETS STANDARDS   | EXCEEDS EXPECTATION  | OUTSTANDING |
| IOB BEHLOHWWW.CE | ·            | boes just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations. | at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations | Performance level exceeds output of coworkers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.   |             |
|                  |              |  |   |  |             |

COMMENTS: 15 DEDECORDS INTO A SIN OFFICE

| 9   | UNACCEPTABLE                     | IMPROVEMENT NEEDED       | MEETS STANDARDS        | EXCEEDS EXPECTATION    | OUTSTANDING |
|-----|----------------------------------|--------------------------|------------------------|------------------------|-------------|
|     |                                  | Often late in com-       | X Consistently com-    | Can be relied          |             |
|     |                                  | pleting assignments.     | pletes assignments on  | upon to complete any   |             |
| ΙL  |                                  | Has difficulty following | time with minimal su-  | task with little or no |             |
| ITI |                                  | instructions. Creates    | pervisory prompting.   | supervision. Assesses  |             |
| a A |                                  | burdens on others by     | Asks for clarification | potential problems &   |             |
| ΔN  |                                  | avoiding responsibility  | when necessary. Ac-    | takes appropriate ac-  |             |
| bΕ  |                                  | & duties.                | cepts alternate work   | tion without supervi-  |             |
| DE  |                                  |                          | assignments & accepts  | sion. Able to take on  |             |
|     |                                  |                          | burdens caused by      | new or complex tasks.  |             |
|     |                                  |                          | shortage of personnel. |                        |             |
|     |                                  |                          |                        |                        |             |
| COM | COMMENTS: 15 Allways ON TIME AND | _                        | vappy to beadle        |                        |             |

MP-105E

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

| 1. Communication Skills:              | 3        | pts. |
|---------------------------------------|----------|------|
| 2. Knowledge:                         | 3        | pts. |
| 3. Decision Making:                   | 3        | pts. |
| 4. Interpersonal Relations:           |          | pts. |
| 5. Compliance of Rules & Regulations: | 3        | pts. |
| 6. Initiative:                        | _4       | pts. |
| 7. Attendance:                        | 3        | pts. |
| 8. Appearance:                        | 3        | pts. |
| 9. Job Performance:                   | 3        | pts. |
| 10. Dependability:                    | 3        | pts. |
| TOTAL:                                | 31       | pts  |
| × .2                                  | 6.2      | _    |
|                                       | 6.2      | _    |
| GRAND TOTAL:                          | <u> </u> | -    |



### **HUMAN RESOURCES**

February 16, 2024

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

Congratulations, your department director has recommended your advancement to Salary Range P01, Step C, which provides a salary of \$2,735.13 bi-weekly and \$71,113.33 annually.

This increase will be effective January 7, 2024 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan Ḥl**i**is

Human Resources Manager

/cs

cc: 201 File

### THE .

TO:

DATE: 1/24/2024

Birk, David M

### RECOMMENDATION FOR SALARY INCREASE

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to

H 34.1891 B 2,735.13

A 71,113,33

complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective. 1. Name of Employee: en/Stranka Patrol Officer Classification: Union - Fraternal Order of Police 3. Union or Non-Union: P01.B 4. Present Range and Step: 5. Recommended Range and Step: P01.C 7/7/2023 6 Date of Last Evaluation: 1/7/2024 7. Date Eligible for Next Increase: 8. Does the employee's work performance justify a step increase? NO 9. If NO, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance. 10. If YES and a union member, does the step increase conform with collective bargaining agreement rquirements (license, certification, or other accomplishment)? N/A: There are no requirements for step increases under the collective bargaining agreement (other than performance) YES: Please enclose copy of license or certificate NO: Please explain (e.g. license or certification not obtained)

HUMAN RESOURCES

DEPARAMENT DIRECTOR

alailau

DATE

### EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

POSITION: Patrol Officer

**DEPARTMENT:** Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 7/7/2023

TO

1/7/2024

REPORTING TYPE: 6.00 Month Evaluation

### PERFORMANCE EVALUATION INSTRUCTIONS

12 July 10

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

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MEETS STANDARDS: regularly meets normal position requirements: average performance: meets position description duties and responsibilities: no major problems with performance.

NEEDS IMPROVEMENT: does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

UNSATISFACTORY: consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

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The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of NEEDS IMPROVEMENT or UNSATISFACTORY, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.

### THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

### PERFORMANCE APPRAISAL

### MIDDLETOWN DIVISION OF POLICE

| EMPLOYEE:  | POSITION: PATROL OSSICOR                      |
|--|---|
| DEPARTMENT: Police   | DIVISION: PATROL                              |
|  | DATE HIRED:                                   |
|  |   |
| REPORTING PERIOD: (From) <u>07-07-23</u>                         | 3 (to) <u>01-07-24</u>                        |
| PROBATIONARY   | FULL TIME                                     |
| RATER/TITLE: Scat. Demnis  This written Performance Appraisal is | to be completed in accordance with procedures |
| established b  | y the Division of Police                      |
| Lt. Mulul Trit 538   | Emr. am                                       |
| Deputy Chief   | Chief of Police                               |
| - The  | par Clo                                       |
| Hun  | an Resources                                  |

| NAME   | ₽ <i>D</i>  | 20_23_                                      |
|--|---|---|
| Balance Carried Over From Last Year:   |   |   |
| Holidays 6 Longevity Days 6  | Sick Hours 10   |   |
|  | 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 2                         | 28 29 30 31 VAC LONG HOL SICK ACC SICKHRS   |
|  | 12 13 14 15 16 17 16 15 25 27 2   | 20 1  |
| 3 JAN  |   | 30,   |
| TI FEB   |   | 1 V V V 40                                  |
| O MAR  |   | 1 H A 50 V                                  |
| APR OF THE PROPERTY OF THE PRO | HARLE BER   | 60 /  |
| MAY B B B B B B B B B B B B B B B B B B B  | 88 8 8 8 8 8  |   |
| O JUN  |   | 3 3 80 1                                    |
| A JOIL VB/S/S  |   | 90 v  |
| ) AUG  | ┝ <del></del> ╀┼┼┼┼┼┼┼┼┼┼   | V (10)                                      |
| SEP V  | CBC8 V8   | 3 4 4 110                                   |
| О ост 1/8 1/8  |   | H / 1/16/104 V                              |
| 2 NOV 8  | 72 8 Ve Ve 9  | 1140  |
| DEC  | LP - Leave with pay L Longevity of  |   |
|  | C - Comp/Etw S - Sick   | 0 NO NION 12 1111                           |
|  | LW - Leave without pay SF - Sick in Fam FL - Death in Family V - Vacation | YEARLI TOTALS                               |
| NAME   | H - Holiday SC - Converted L - Injury BD - Birthday                       | sick day                                    |
|  |   |   |
|  |   | 22 41                                       |
| 1  | 70  | 20 <u>A4</u>                                |
| NAME   |   |   |
| Balance Carried Over From Last Year:   | Ocale House ///   |   |
| Holidays <u>/B</u> Longevity Days_   | Sick nouts 1/1  | 7 28 29 30 31 YAC LONG HOL SICK ACC SICKHRS |
| 1 2 3 4 5 6 7 8 9 10 1   | 1 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27                         | 20 20 00 07 70                              |
| JAN  |   |   |
| FEB  | <del>+++++++++++++++++++++++++++++++++</del>                              |   |
| MAR  | <del></del>   |   |
| APR  | <del></del>   |   |
| MAY  | <u> </u>  | ++++  |
| JUN  | <u> </u>  | ++++  |
| JUL  | <u> </u>  |   |
| AUG  |   |   |
| SEP  | <u> </u>  | ++++  |
| OCT  | <u> </u>  | ++++  |
| NOV  |   |   |
|  |   |   |
| DEC  | LP - Leave with pay L - Longevi C - Comp/Etw S - Sick                     |   |
|  | LW - Leave without pay V - Vacation                                       | n I LANKE I TO ISSUE                        |
|  | H - Holiday SC - Convert  | ted sick day                                |
| NAME   | IL - Injury   |   |

|   |   | IMPROVEMENT NEEDED MEETS STANDARDS E  Written or oral Sually communications some-cates in a logical, clear, | NAC                | LS               | ILI                        | K                      | S                    | ON S | TION S                 | CATION S                                    | INICATION S  | MUNICATION S.   | OMMUNICATION S   |
|---|---|---|--------------------|------------------|----------------------------|------------------------|----------------------|------|------------------------|---|--|---|--|
|   | MEETS STANDARDS  Usually communicates in a logical, clear, and easy to understand manner in both oral |   | IMPROVEMENT NEEDED | Written or oral  | communications some-       | times lack clarity or  | appropriate grammar. | •    | Listens but interrupts | Listens but interrupts unnecessarily. Some- | Listens but interrupts unnecessarily. Sometimes is uninterested, | Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleas- | Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant. |
| IMPROVEMENT NEEDED  Written or oral communications sometimes lack clarity or appropriate grammar. |   | EXCEEDS EXPECTATION  Effectively organizes and presents oral and written information in a clear and concise | MEETS STANDARDS    | Usually communi- | cates in a logical, clear, | and easy to understand | manner in both oral  |      | and written form. Usu- | ally exhibits good lis-                     | ally exhibits good listening/writing skills.                     | and written form. Usually exhibits good listening/writing skills.                       | and written form. Usually exhibits good listening/writing skills.                          |

| KNOWLEDGE   | 2                   |
|---|---------------------|
|   | UNACCEPTABLE        |
| Requires frequent instruction to accomplish job tasks. Is unaware of/or falls to utilize afternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.                | IMPROVEMENT NEEDED  |
| Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns. | MEETS STANDARDS     |
| Rrequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.  | EXCEEDS EXPECTATION |
|   | OUTSTANDING         |

| COMMENTS: | DECISION MAKING   | ω                   |                                     |
|-----------|---|---------------------|-------------------------------------|
|           |   | UNACCEPTABLE        | OFFICEN FEW ORMANAP AT S WATER      |
|           | ment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations. | IMPROVEMENT NEEDED  | THE R. P. LEWIS CO., LANSING, MICH. |
|           | Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.                              | MEETS STANDARDS     |                                     |
|           | Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.  | EXCEEDS EXPECTATION |                                     |
|           |   | OUTSTANDING         |                                     |

| INTERPERSONAL RELATIONS   | 4                   |
|---|---------------------|
|   | UNACCEPTABLE        |
| sitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.                                | IMPROVEMENT NEEDED  |
| Maintains a good working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas. | MEETS STANDARDS     |
| plays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.  | EXCEEDS EXPECTATION |
|   | OUTSTANDING         |

## OFFICE DEPTODMANCE ADDRAIGAL

page 3/7

| וע        | 5 INACCEPTABLE IMPROVED | IMPROVEMENT NEEDED   | MEETS STANDARDS              | EXCEEDS EXPECTATION  |
|-----------|-------------------------|--|------------------------------|--|
|           | ONACCET HARE            | THAT TO A PRESENT A TANK OF THE PERSON OF TH |                              |  |
|           |                         | Complains about  | Usually asserts              | Readily adapts   |
| S         |                         | Notice & properties  | new & changing poli-         | to new & changing  |
| N         |                         | policies & procedures.   | new & changing poil-         | Guifairain & war   |
| 0.        |                         | Responds negatively to   | cies & procedures with       | policies & procedures.   |
|           |                         | suggested improvements   |                              | Encourages others to   |
|           |                         | or changes without giv-  | little littlidi questioning. |  |
|           |                         | ing constructive criti-  | Makes every attempt to       | comply. Exhibits posi-   |
| LI.<br>EG |                         | cism. Constantly must  | adhere to existing rules     | tive attitude towards  |
|           |                         | be counseled to adhere   | 2. reculations               | rules & regulations.   |
| ΟΛ<br>&   |                         | to rules & regulations.  | Q leganone.                  | 2<br>2<br>3<br>3<br>3<br>3<br>4<br>4<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 |
|           |                         | Has received written rep-  | <del></del>                  |  |
| L E       |                         | rimand or suspension &   | _                            |  |
| R U       |                         | had grievance for same   |                              |  |
| j         |                         | denied.  |                              |  |

| & situations. | follow up observations | tive. Does not properly | ers from taking initia- | tasks. Discourages oth- | involvement to assigned | lated activities. Limits | Avoids police-re- |  |
|---------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------|--|
|               | their peers.           | consistent with t       | Exhibits level of in    | from observed o         | actions. Develops       | & completes nec          | Usually unde      |  |

INITIATIVE

COMMENTS:

co

UNACCEPTABLE

IMPROVEMENT NEEDED

MEETS STANDARDS

EXCEEDS EXPECTATION

OUTSTANDING

| ally undertakes    | Investigates be-            |  |
|--------------------|-----------------------------|--|
| etes necessary     | yand the obvious.           |  |
| Develops cases     | Strives for self improve-   |  |
| served activity.   | ment. Consistently          |  |
| evel of initiative | maintains a high level      |  |
| nt with that of    | of self-initiated activity. |  |
| irs.               | Recognizes problem          |  |
|                    | areas and takes proac-      |  |
|                    | tive measures.              |  |

|  | ATTENDANCE  | 7                   |
|--|---|---------------------|
| 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   |   | UNACCEPTABLE        |
|  | Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.              | IMPROVEMENT NEEDED  |
| The state of the s | Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness. | MEETS STANDARDS     |
|  | Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.   | EXCEEDS EXPECTATION |
|  |   | OUTSTANDING         |

| UNACCEPTABLE     IMPROVEMENT NEEDED     MEETS STANDARDS     EXCEEDS EXPECTATION       Image: are unkempt. ance are unkempt. Equipment is not main-tained or worn properly. Needs to be prompted to maintain appear. ance.     Image: are unkempt. ance are neat & ap-earance. Extra care portiate within De-ents a neat, polished appearance. Extra care portiate within De-ents ance of equipment clean to maintain appear. & properly worn. ance of equipment & ance of equipment & ance. |
|---|
| MEETS STANDARDS  Dress & appearance are neat & appropriate within Departmental standards.  Keeps equipment clean & properly worn.   |
|   |
| EXCEEDS EXPECTATION  Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.  |
|   |

| DEPENDABILITY  | 10                  | COMMENTS:  | 9                       |
|--|---------------------|--|-------------------------|
|  | UNACCEPTABLE        | P  | 9 UNACCEPTABLE IMPROVEN |
| Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.  | IMPROVEMENT NEEDED  | Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations.                         | IMPROVEMENT NEEDED      |
| Consistently completes assignments on time with minimal supervisory prompting.  Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel. | MEETS STANDARDS     | Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/ determines appropriate course of action. Maintains calm & self control in nearly all situations. | MEETS STANDARDS         |
| Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.                     | EXCEEDS EXPECTATION | Performance level exceeds output of coworkers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.                           | EXCEEDS EXPECTATION     |
|  | OUTSTANDING         | JAPK.  | OUTSTANDING             |

COMMENTS: Very dependable

KCI5

 $|\mathfrak{L}|$ 

Anster officer

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

| $\overline{\epsilon}$                 | $\overline{}$ |       |
|---------------------------------------|---------------|-------|
| 1. Communication Skills:              |               | pts.  |
| 2. Knowledge:                         |               | pts.  |
| 3. Decision Making:                   |               | pts.  |
| 4. Interpersonal Relations:           | 4             | pts.  |
| 5. Compliance of Rules & Regulations: | 3             | pts.  |
| 6. Initiative:                        | 4             | pts.  |
| 7. Attendance:                        | 4             | pts   |
| 8. Appearance:                        | 3             | pts   |
| 9. Job Performance:                   | 4             | pts   |
| 10. Dependability:                    | 4             | pts   |
| TOTAL:                                | 36            | _ pts |
| x .2                                  |               | _     |
| GRAND TOTAL:                          | 7.2           | -     |
| Oliver in the                         |               | -     |

### OFFICER PERFORMANCE APPRAISAL

| Perfo     | ormance Development Plan of A       | action (Mandatory):     | 1 WOULD LIME TO   |
|-----------|-------------------------------------|-------------------------|-------------------|
| A-600     | THE WITH POLICIES TO                | 4 ATTENDIVE TRAININ     | 45, CEARN MORE    |
| CASEC     | LAW TO SOCIOIFY MY TUCKAGE !        | THEN DEALLY WI          | 745 POBLIC.       |
|           |                                     |                         |                   |
| Care      | eer Development (Mandatory):        | 1 WOLLD EVENTRALLY      | LIME TO EXPAND    |
| MY        | RESPONGINTING BY BECOMING O SU      | IST TEAM MEMBER         | AND HOPFILLY A    |
| 159       | Aproblem Down The CINE              |                         |                   |
|           |                                     |                         |                   |
|           |                                     |                         |                   |
|           | Hz/53                               | 00/07/24                |                   |
| 361       | T. Donnis Jordan #453               | 02/07/24<br>Date        | -                 |
|           | Evaluating Supervisor               | Dute                    |                   |
| Sup       | perior Officer's Comments:          |                         |                   |
| JUP       |                                     |                         |                   |
|           |                                     |                         |                   |
| ,         |                                     |                         |                   |
|           |                                     | <del>.</del>            |                   |
| (Ple      | ease check one box)                 |                         |                   |
| $\square$ | I have read this Performance App    | aisal and fully underst | and its comments. |
|           | I request a review of this Performa | nce Appraisal based o   | n:                |
| <u></u>   | 1104000                             |                         |                   |
|           |                                     |                         |                   |
|           |                                     |                         |                   |
|           |                                     |                         |                   |
|           |                                     | <u> </u>                |                   |
|           |                                     | 317/24                  | _                 |
|           | Employee's Signature                | Date                    |                   |



### CERTIFICATE OF APPRECIATION

FOR 1 YEARS OF SERVICE

Paul Lolli City Manager



In recognition to your dedicated service to the City of Middletown

Megan Ellis Human Resources



Manager



### **HUMAN RESOURCES**

July 5, 2024

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

Congratulations, your department director has recommended your advancement to Salary Range P01, Step D, which provides a salary of \$2,863.41 bi-weekly and \$74,448.61 annually.

This increase will be effective July 7, 2024 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Human Resources Manager

/cs

cc:

201 File

### RECOMMENDATION FOR SALARY INCREASE

DATE: 6/14/2024
TO: Birk, David M

H \$ 35.7926 B \$ 2,863.41 B \$ 74,448.61

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

| Name of Employee:  |  |  |  |  |  |
|--|--|--|--|--|--|
| 2. Classification:   | Patrol Officer                           |  |  |  |  |
| 3. Union or Non-Union:   | Union - Fraternal Order of Police        |  |  |  |  |
| 4. Present Range and Step:   | P01.C                                    |  |  |  |  |
| 5. Recommended Range and Step: P01.D   |  |  |  |  |  |
| 6. Date of Last Evaluation:  | 1/7/2024                                 |  |  |  |  |
| 7. Date Eligible for Next Increase:  |  |  |  |  |  |
| 8. Does the employee's work perform  | nance justify a step increase?           |  |  |  |  |
| <ul> <li>YESNO</li> <li>9. If NO, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.</li> <li>10. If YES and a union member, does the step increase conform with collective bargaining</li> </ul> |  |  |  |  |  |
| agreement rquirements (license,  | certification, or other accomplishment)? |  |  |  |  |
| WA: There are no requirements for step increases under the collective bargaining agreement (other than performance)  |  |  |  |  |  |
| YES: Please enclose copy   | of license or certificate                |  |  |  |  |
| NO: Please explain (e.g. license or certification not obtained)  |  |  |  |  |  |

DEPARTMENT DIRECTOR

HUMAN RESPURCES

DATE

DATE

### THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

### PERFORMANCE APPRAISAL

### MIDDLETOWN DIVISION OF POLICE

| EMPLOYEE:   | POSITION: Patrol OfficeR |
|---|--------------------------|
| DEPARTMENT: Police  | DIVISION: PATROL         |
|   | DATE HIRED:              |
|   |                          |
| REPORTING PERIOD: (From) 01-07-24 (to) 07-07-24   |                          |
| PROBATIONARY  |                          |
| RATER/TITLE: 65.  | sie Jorda                |
| This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police |                          |
| DC. Milant Tit 538  | al #490                  |
| Deputy Chief  | Chief of Police          |
| Human Resources   |                          |

### EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

POSITION: Patrol Officer

**DEPARTMENT:** Police

**DIVISION:** 0923 Uniform Patrol

REPORTING PERIOD: 1/7/2024 TO 7/7/2024

REPORTING TYPE: 6.00 Month Evaluation

### PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

### EXPLANATION OF QUALITATIVE RATINGS

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

EXCEEDS STANDARDS: regularly meets and exceeds normal position requirements: routinely delivers above average performance.

MEETS STANDARDS: regularly meets normal position requirements: average performance: meets position description duties and responsibilities: no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position: below average performance requiring corrective action on the employee.

UNSATISFACTORY: consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark NA in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of NEEDS IMPROVEMENT or UNSATISFACTORY, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.

|    | NAM            | E          |          |           |     |          |             |                |            |            |           |             | bi       | )       |     |     |                     |                                   |  |                                     |                          |                |    |    |              |           |                        |                            |                  |          |          |              |    |          |          |      |          | 20       | 0 <i>⊴</i> | 4_     |                |     |
|----|----------------|------------|----------|-----------|-----|----------|-------------|----------------|------------|------------|-----------|-------------|----------|---------|-----|-----|---------------------|-----------------------------------|--|-------------------------------------|--------------------------|----------------|----|----|--------------|-----------|------------------------|----------------------------|------------------|----------|----------|--------------|----|----------|----------|------|----------|----------|------------|--------|----------------|-----|
|    | Balan<br>Holid | ice<br>avs | Car      | ried<br>B | 0 E | ver<br>I | · Fr<br>-on | om<br>ige      | La<br>vity | ast<br>, D | Ye<br>Jay | ear<br>'s j | :        | 0       |     | . 5 | icl                 | c He                              | our                                      | s <u>/</u>                          | 1/4                      | ,              | _  |    |              |           |                        |                            |                  |          |          |              |    |          |          |      |          |          |            |        | <u>/</u>       |     |
|    |                |            |          | 3         |     |          |             | <del>, -</del> | ,          | 2          |           | 10          | 11]      | 12      | 13  | 14  | 15                  | 16                                | 17                                       | 18                                  | 19                       | 20             | 21 | 22 | 23           | 24        | 25                     | 26                         | 27               | 28       | 29       | 30           | 31 | VAC      | 7        | LONG | T        | HOL      | SICK       | _      | ACC<br>ICX HRS |     |
| 13 | JAN            |            |          |           |     |          |             |                |            |            | _         |             | <b>၉</b> | _       | _   | _   |                     | _                                 | _  |                                     | _                        |                | 7  |    | Va           | Va.       | V.                     |                            |                  | -        |          |              |    | 3        | 4        |      | 1,-      |          | _          |        | 124<br>34      | _   |
| X  | FEE            | 1          |          |           |     |          | _           | _              | _          | 1          | _         |             |          |         |     |     | _                   | _                                 | -  | -                                   | -                        |                | 8  | _  | 1/2          | 18        | V                      | -                          | -                | -        | -        |              |    | 3        |          |      | <u>/</u> |          |            |        | 07<br>44       |     |
| 4/ | MAR            | !          |          |           |     | _        | _           | _              | _          |            | 4         | _           |          | _       | _   | _   | _                   |                                   | _  | -                                   | $\vdash$                 | _              | -  | -  | 0            |           | 2                      | -                          | -                | -        |          |              |    | <u> </u> | 1        |      | -        |          |            |        | 54             |     |
| 0  | APF            | 2          |          |           | _   | _        |             | _              | -          | 1          | 1         | _           |          |         |     | _   |                     | _                                 |  | -                                   | -                        | _              | -  | CE | -            | _         |                        | -                          | -                | -        | -        | _            |    | -        | 4        |      | <u>/</u> | <u> </u> |            | -   +  | <u>07</u>      | - 8 |
|    | MAY            | 4_         |          |           | _   | _        |             | _              | -          |            | 1         |             | _        | _       |     | _   | -                   |                                   | -  | -                                   | -                        | -              |    | 83 | -            | -         | -                      | -                          | -                | -        | -        | -            |    | -        | +        |      | +        |          | -          | +      |                | _   |
|    |                | 4          | <u> </u> |           | _   |          |             | _              | -          | -          | 1         | _           | _        |         | _   | _   | -                   |                                   | _  | ╁                                   | -                        | -              | -  | _  | -            | -         | -                      | ╀                          | ┼                | $\vdash$ | $\vdash$ | -            | -  | -        | +        |      | +        |          | +          | -      |                |     |
|    | JUI            | -          | <u> </u> | _         | _   | _        | _           | _              | -          | _          | 4         | _           |          |         | _   | _   | _                   | $\vdash$                          | -  | -                                   | -                        | -              | _  | _  | <del> </del> | -         | -                      | \<br>\                     | -                | -        | -        | -            |    | -        | +        |      | +        | —        | -          | +      | -              | -   |
|    | AUC            |            | ┼-       | -         |     | $\vdash$ | -           | -              | $\vdash$   | -          | $\dashv$  |             |          |         | _   | -   | -                   | -                                 | -  | -                                   | -                        | -              | -  | -  | -            | +         | -                      | -                          | -                | +        | ╁        | -            | -  |          | $\dashv$ |      | +        |          | +          | +      |                | _   |
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|    | NAME .         |            |          |           |     |          |             |                |            |            |           |             | 7,       |         | - 1 |     | LP<br>C<br>LW<br>=L | - La<br>- C<br>- La<br>- D<br>- H | eave<br>ompeave<br>eath<br>olida<br>jury | e wi<br>o/Efr<br>e wi<br>i in<br>ay | th p<br>w<br>thou<br>Fam | ay<br>et pa    | ıy |    | \<br>\<br>S  | SF - SC - | - Sic<br>- Sic<br>- Va | ck<br>ck ir<br>cati<br>nve | Fa<br>on<br>rtec | mily     |          | y            | -  | ,        | T<br>YE  |      | SL.      | <br>Y T  | ОТ         | AL     | s              | -   |

| 1            |                     |   |  |
|--------------|---------------------|---|--|
| L/1 agad     | OUTSTANDING         |   | in the state of th |
|              | EXCEEDS EXPECTATION | Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public. | Miles Annual Control of the Control  |
|              | MEETS STANDARDS     | Cates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.   |  |
| APPRAISAL    | IMPROVEMENT NEEDED  | Communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.  |  |
| UNACCEPTARIE |                     |   | SNTS:  |
| II           | ST                  | COMMUNICATION SKI   | COMMENTS:  |

|                | OUTSTANDING           |  | 6.73                                  |
|----------------|-----------------------|--|---------------------------------------|
|                | EXCEEDS EXPECTATION   | & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.  | westing on the does sound be improved |
|                | MEETS STANDARDS       | knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns. | Elme on the does                      |
| IMPRATE        | THE TO VEHIENT NEEDED | instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.                     | 9                                     |
| 2 UNACCEPTABLE |                       | COMMENTS: KNOWLEDGE  | PADO Kaga by 956/Ng                   |

| ?                         | UNACCEDER         |   |  |  | . C . 1     |
|---------------------------|-------------------|---|--|--|-------------|
|                           | Tracting Tracting | IMPROVEMENT NEEDED  | MEETS STANDARDS  | EXCEEDS EXPECTATION  | OUTSTANDING |
| COMMENTS: DECISION WAKING |                   | ment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations. | Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate. | Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations. |             |
| 1                         |                   | makes good decis  | WAS COMMONSUR  | ealstone commonsurate with his time on the   | time on th  |

| The state of the s | OUTSTANDING         |   |
|--|---------------------|---|
|  | EXCEEDS EXPECTATION | Frequently displays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.                              |
|  | MEETS STANDARDS     | Maintains a good working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas. |
| The present  | IMPROVEMENT NEEDED  | Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.                 |
| 4 UNACCEPTARTE   |                     | OMMENTERPERSONAL RELATION   |

| ASIA |          |
|------|----------|
| APPR | -        |
| N.C. |          |
| ORMA |          |
| PERF | The same |
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|                           | IN A STATE OF THE PARTY OF THE |                           |                             |                        | (A) (B) L  |
|---------------------------|---|---------------------------|-----------------------------|------------------------|--|
|                           | CHACCEPTABLE  | IMPROVEMENT NEEDED        | MEETS STANDARDS             | EXCEEDS EXPECTATION    | OUTSTANDING  |
| 7. F.                     | SNO   | Complains about           | about X Usually asserts     | Readily adapts         |  |
| $\underline{\mathcal{Z}}$ | ĮĮ.   | Policies & procedures.    | new & changing poli-        | to new & changing      |  |
| <u>NC</u>                 | AJ  | suggested improvements    | cies & procedures with      | policies & procedures. |  |
| ΑI                        | ΩΞ  | or changes without giv-   | little initial questioning. | Encourages others to   |  |
| 7d)                       | a B   | ing constructive criti-   | Makes every attempt to      | comply. Exhibits posi- |  |
| WO                        | 78  | be cornseled to adhair    | adhere to existing rules    | tive attitude towards  |  |
| <u>၁</u>                  | SA  | to rules & regulations.   | & regulations.              | rules & regulations.   |  |
| .1.                       | TI  | Has received written rep- |                             |                        |  |
| - U                       | ) H   | rimand or suspension &    |                             |                        |  |
|                           |   | had grievance for same    |                             |                        |  |
|                           |   | denied.                   |                             |                        |  |
| Ö                         | COMMENTS:   |                           |                             |                        | THE PARTY NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PARTY NAMED IN |

| OUTSTANDING         |  | h 100                                 |
|---------------------|--|---------------------------------------|
| EXCEEDS EXPECTATION | Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.                | active officer. He leads the shift in |
| MEETS STANDARDS     | Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.   | The Officer He                        |
| IMPROVEMENT NEEDED  | Avoids police-re-<br>lated activities. Limits<br>involvement to assigned<br>tasks. Discourages oth-<br>ers from taking initia-<br>tive. Does not properly<br>follow up observations<br>& situations. | of rear activity                      |
| 6 UNACCEPTABLE      | COMMENTER  | Self INITIATEd &                      |

| PDRAICAI    |     |
|-------------|-----|
| 4           |     |
| PERFORMANCE | E , |
| OFFICER     |     |

| -       | Į       |              |                            |                          |                         |  |
|---------|---------|--------------|----------------------------|--------------------------|-------------------------|--|
|         | -       | UNACCEPTABLE | IMPROVEMENT NEEDED         | MEETS STANDARDS          | EXCEEDS EXPECTATION     | OUTSTANDING                            |
|         |         |              | Displays pattern           | Consistently arrives     | Consistently pre-       |  |
| _       |         |              | of tardiness or failure to | for work at the assigned | pared & available for   | ************************************** |
|         | CE      |              | report to assigned place   | time & place, ready for  | work prior to assigned  | Missed Zero                            |
|         | N E     |              | ready for duty/or leaving  | duty. Remains on duty    | time Uses minimal sick  | Jan 21                                 |
|         | Z (I.)  |              | before properly relieved.  | until properly relieved. |                         |  |
|         | EV      | 4            | Fails to accumulate sick   | Uses moderate amount     | nulle parinig exteriaea |  |
| <u></u> | I J     |              | leave without proper       | of sick time while con-  | illness.                |  |
|         | A<br>—— |              | justification. Fragmently  | tinuing to accumulate    |                         |  |
|         |         |              | requests time off at the   | time over the period of  |                         |  |
|         |         |              | last minute                | evaluation, barring ex-  |                         |  |
|         | $\neg$  |              |                            | tended illness.          |                         |  |
| CO      | MM      | COMMENTS.    |                            |                          |                         |  |
|         |         |              | i                          |                          |                         |  |

| OUTSTANDING         |  |           |
|---------------------|--|-----------|
| EXCEEDS EXPECTATION | Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.          |           |
| MEETS STANDARDS     | Dress & appearance are neat & appropriate within Departmental standards.  Keeps equipment clean & properly worn.           |           |
| IMPROVEMENT NEEDED  | Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance. |           |
| 8 UNACCEPTABLE      | APPEARANCE   | COMMENTS. |

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|-----------------|--------------|--|--|--|-------------|
| <b>3</b>        | UNACCEPTABLE | IMPROVEMENT NEEDED   | MEETS STANDARDS  | EXCEEDS EXPECTATION  | OUTSTANDING |
| 10B PERFORMANCE |              | Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations. | at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations. | Performance level exceeds output of coworkers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations. |             |
| COMMENTS:       |              | Sozys Extremely ha   | had, Takes gra   | Tokes great poide in his week!   | (2024)      |

| ING                 |   |                        |
|---------------------|---|------------------------|
| <br>OUTSTANDING     |   |                        |
| EXCEEDS EXPECTATION | Lask with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.   | or Corre               |
| MEETS STANDARDS     | Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel. | nenthy crise invertor. |
| IMPROVEMENT NEEDED  | Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.   | me do ment             |
| UNACCEPTABLE        |   | S. He helps            |
| 10                  | DEBENDVBITILK   | COMMENTS: We           |

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

|                                       | 3 _      | pts.   |
|---------------------------------------|----------|--------|
| 1. Communication Skills:              | 3        | pts.   |
| 2. Knowledge:                         | ~        | pts.   |
| 3. Decision Making:                   |          | •      |
| 4. Interpersonal Relations:           | 3        | pts.   |
| 5. Compliance of Rules & Regulations: | <u> </u> | pts.   |
| 6. Initiative:                        | 4        | pts.   |
| 7. Attendance:                        | 5        | _ pts. |
| 8. Appearance:                        |          | _ pts. |
| 9. Job Performance:                   | 4        | _ pts. |
| 10. Dependability:                    | 4        | _ pts. |
| TOTAL:                                | 35       | _ pts. |
| x .2                                  | -2       |        |
| GRAND TOTAL:                          | 70       | _      |

| Performance Development Plan of Action (Mandatory): באושישטעם ביים Performance Development Plan of Action (Mandatory): באושישטעם ביים ביים ביים ביים ביים ביים ביים בי |
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| ON AGINT OLDS CASELAW AS IT CHANGE PREDICTING TO EXPAND MY KNOWN   |
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|  |
| Career Development (Mandatory): Sometime Thinks Me THE MERE  |
| I WOLD CHE TO SEE MY SELF IN AN SPECICITY PLUE, BITHER   |
| BEING SET OF 49. WILL THEN I'LL CONTINE TO STRIKE TO BETTER  |
| my Selfi   |
|  |
| Evaluating Supervisor  Date  |
| Superior Officar's C   |
| Superior Officer's Comments:  Acliffgent officer. He takes great prole in his WOZK, While Straving to get butter.  |
| WOZK IN THE FORES Great Alab 1. 1.   |
| while Striving to get butter   |
|  |
| (Please check one box)   |
|  |
| I have read this Performance Appraisal and fully understand its comments.  |
| I request a review of this Performance Appraisal based on:   |
| prediation bused on:   |
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|  |
| Co104/31/<br>Date  |
| - C⊕   |



## OHIO PEACE OFFICER TRAINING COMMISSION & The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024

Dave You Ohio Automby General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vennon P. Stanforth, Chahpedron
Ohio Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

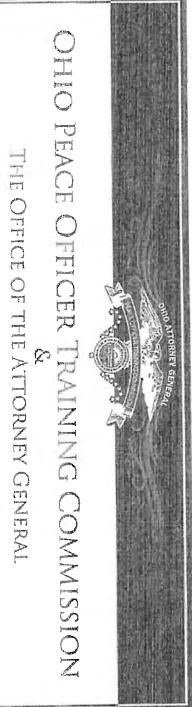
has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024

Thomas Quinlan, Executive Director Ohio Peace Officer Thaining Commission

Venton P. Stanforth, Changedson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

Ethics and Professionalism Course

June 07, 2024

Ohio Anonyky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chaliperson Ohio Peace Officer Training Countilssion



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

CPT 2024 - Responding to Mental Health Issues

August 27, 2024

Ohio Attorycy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargedson
Ohto Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024

Dave York Dave York Ohio Arromsky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chabyectson
Ohio Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024

Dave Viste Ohio Attorgsky General

Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth, Changedson
Ohio Peace Officer Training Commission



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

This is to certify that

has successfully met the prescribed program requirements for

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024

Dave Yort
Ohio Anonyky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chalvedson Ohio Peace Officer Training Commission

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OPOTA Online



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

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has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024

Ohio Arronyley General

· \_...talatare com/dashboard/

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission



OPOTA Online

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

This is to certify that

has successfully met the prescribed program requirements for

Ethics and Professionalism Course

June 07, 2024

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Ohio Attorney General

Vernon P. Stanforth, Charperson Ohio Peace Officer Training Commission January G. Apar John



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

This is to certify that

has successfully met the prescribed program requirements for

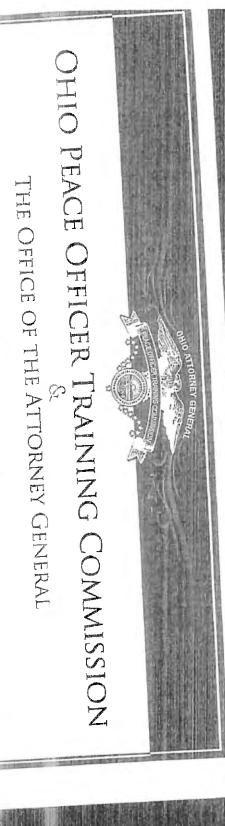
CPT 2024 - Responding to Mental Health Issues

August 27, 2024

Dave You Ohio Anorphy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vernon P. Stanforth, Champetson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024

Ohio Augrey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Home Quinlan

Vernon P. Stanforth, Chaltperson Ohio Peace Officer Training Commission



# OHIO PEACE OFFICER TRAINING COMMISSION & The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024

Dave Yost Ohio Attorrey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Changedson Ohio Peace Officer Training Commission



The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

Responding to Sexual Assault Course

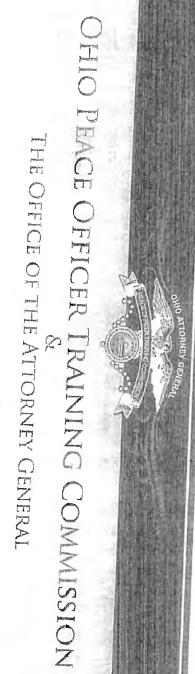
April 28, 2024

Dave YAt
Ohio Attoryky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Composission Fromos Quinlan

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission

OPOTA Online



This is to certify that

has successfully met the prescribed program requirements for

Biological Evidence Collection for Sexual Assaults Course

April 27, 2024

Ohio Artorpey General Dave Your

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Thomas quinlan

Vernon P. Stanforth, Chargedson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

BCI Lethal Use of Force and OIS Investigations Course

April 27, 2024

Dave Yost Ohio Artorpey General

Fromos Quinlan

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission

Middletown Division of Police 2023

We Hereby Honor January 24, 2024

ll part in locking

down the crime scene, collection of evidence, transporting and sitting with the officers involved, as they waited on BCI to begin their investigation. You showed a high level of dedication to each other and the department. You worked tirelessly and effectively to get the job done. Because of your outstanding performance of duty, your actions are

Acting Chief Eric Crank win. Bull



### HUMAN RESOURCES

January 31, 2025

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

Congratulations, your department director has recommended your advancement to Salary Range P01, Step E, which provides a salary of \$2,998.38 bi-weekly and \$77,957.98 annually.

This increase will be effective January 7, 2025 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan Ellis Human Resources Manager

/cs

cc: 201 File

### RECOMMENDATION FOR SALARY INCREASE

H 37.4798 B 2,998.38 B 77,957.98 Arvas

DATE: 12/29/2024

TO:

En Nelson

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

| 1. | Name of Employee:   |  |
|----|---|--|
| 2. | Classification:   | Patrol Officer   |
| 3. | Union or Non-Union:   | Union - Fraternal Order of Police  |
| 4. | Present Range and Step:   | P01.D  |
| 5. | Recommended Range and Step:   | POI.E  |
| 6. | Date of Last Evaluation:  | 07/07/2024   |
| 7. | Date Eligible for Next Increase:                                      | 01/07/2025   |
| 8. | Does the employee's work perform                                      | nance justify a step increase?   |
|    | YES N   | 10   |
| 9. | If NO, please explain on the perfotaken to improve the employee's p   | ormance evaluation form, to include what action is being performance.                            |
| 10 | . If YES and a union member, doe<br>agreement rquirements (license, o | es the step increase conform with collective bargaining certification, or other accomplishment)? |
|    | agreement (other than   |  |
|    | ✓ YES: Please enclose copy o  | f license or certificate   |
|    |   | ense or certification not obtained)  |

HUMAN RESOURCES

2/3/25

DATE

### THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

### PERFORMANCE APPRAISAL

### MIDDLETOWN DIVISION OF POLICE

| EMPLOYEE:                         | POSITION: PATROL OSPICER   |
|-----------------------------------|--|
| DEPARTMENT: Police                | DIVISION: PATEOL   |
|                                   | DATE HIRED:_   |
|                                   |  |
| REPORTING PERIOD: (From) 07-07-24 | (to) 01-07-25  |
| PROBATIONARY                      | FULL TIME  |
| RATER/TITLE: Sgt. Wages Sa        |  |
|                                   | to be completed in accordance with procedures the Division of Police |
| Ky/// De                          | Callel   |
| Deputy Chief    July   Hylma      | Chief of Police  |

### EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

POSITION: Patrol Officer

DEPARTMENT: Police

**DIVISION:** 0923 Uniform Patrol

REPORTING PERIOD: 07/07/2024 TO 01/07/2025

REPORTING TYPE: 6.00 Month Evaluation

### PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

### EXPLANATION OF QUALITATIVE RATINGS

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements: routinely delivers above average performance.

MEETS STANDARDS: regularly meets normal position requirements: average performance: meets position description duties and responsibilities: no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position: below average performance requiring corrective action on the employee.

UNSATISFACTORY: consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of NEEDS IMPROVEMENT or UNSATISFACTORY, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.

|                       | NAME_                                       |   |               |     |     |         |                   |      |               |        |        |         |         | bc             | )                 |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     |  |   | 2          | 0 <u>&amp;</u> | 3  |
|-----------------------|---|---|---------------|-----|-----|---------|-------------------|------|---------------|--------|--------|---------|---------|----------------|-------------------|------------------------------|-------|------|------|---|-----------|---|---------------------|----------|-------------|---------|----|----|-----|--|---|------------|----------------|--|
|                       | Balance                                     |   |               |     |     |         |                   | /pai | ۲.            |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     |  |   |            |                |  |
|                       | Holidays                                    |   |               |     |     |         |                   |      |               | 2      | _      | S       | ick     | Но             | บรร               |                              | ()    | _    |      |   |           |   |                     |          |             |         |    |    |     |  |   | _          |                | VV   |
|                       | 1   | 2 3   | 4             | 5 6 | 7   | 8       | 9                 | 10   | 11            | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  | 0 21 | 22   | 23  | 24        | 25                                      | 26                  | 27       | 28          | 29      | 30 | 31 | VAC | LON  | lG                                      | HOL        | SICK           | ACC<br>SICK HRS  |
| +3                    | JAN   |   |               |     |     |         |                   |      |               | _      |        |         |         | _              |                   | $\perp$                      |       |      |      |   | _         | _                                       | _                   |          |             |         |    |    |     | <u>-</u>                                     | 4                                       | · <u>·</u> | _              | 20 1   |
| 41                    | FEB   |   |               |     | _   |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     | <u>.</u> | _           |         | _  |    | 1   | <u> </u>                                     | <u> </u>                                | ν          | ·              | 30   |
| D                     | MAR   |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   | $\rfloor$ |   |                     |          | 211         | /ii     |    |    |     | _  | И                                       | ممنا       |                | 40 0   |
| +1                    | APR   |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           | 83                                      |                     |          | 8           | 12<br>8 | 8  |    |     | <u>,                                    </u> | V                                       | ·          | /              | 50 V   |
| +1                    | MAY   |   |               | 8   | B   | AL<br>B | 3                 | 8    |               | ľ      | N<br>P | HL<br>B | 8       |                |                   |                              |       |      |      |   |           |   | ,                   |          | -, <u>;</u> | /-Ai    |    |    |     |  | y                                       | V          | ,              | 60 V   |
| O                     | JUN   |   |               |     | Ţ.  |         |                   |      |               |        |        |         |         |                |                   |                              |       |      | 8    |   |           | - 1                                     | B                   | (C)      | B           | B       | L. |    | 32) | <u> </u>                                     | V                                       | · ·        | /              | 70 /   |
| 4                     | JUL   | VE  | Vg V          | 8   | 1   |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   | ╛                   | _        |             |         |    |    | 3   | <u> </u>                                     | 4                                       | /          | <u> </u>       | 80 v   |
| o                     | AUG   |   |               | _   |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         | 8  | ·  |     |  | 4                                       | V          |                | 90 V   |
| y\                    | SEP   |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          | ٠           |         |    | ·  | ,   | ,-   | 4                                       | V          |                | 100 V  |
| 0                     | OCT   | V <sub>B</sub>                                    |               |     |     |         | $V_{\mathcal{B}}$ |      | (             | B      | B      |         |         | 18             |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    | 3,  | <u> </u>                                     | 1                                       |            |                | 110/   |
| 2                     | NOV   |   |               |     |     |         |                   | 58   | -             | 5<br>E | B      | Ve      |         | 4              | 8                 | 9                            |       |      |      |   |           |   |                     |          |             |         |    |    | 4   | _  |   | V          | 16             | 104 /1   |
| ł.                    | DEC   |   |               |     | T   |         | _                 |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     | <u>.</u>                                     | v                                       | v          | ,              | 114 0  |
|                       |   | <del></del>                                       | <del></del> . |     |     |         |                   |      |               |        |        | L       | Р       | - Lea          | ve,               | with                         | pay   |      |      | L   | -         | Lan                                     | gev                 | īty o    | day         |         |    |    | 0   | 10   | ,                                       | 18.        | 16             | 114 PR   |
|                       |   |   |               |     |     |         |                   |      |               |        |        | Į,      | W       | - Coi          | ve:               | with                         | out p | ау   |      | SF  | = -       | Sick<br>Sick                            | cin                 |          | nily        |         |    |    | ı   |  |   |            | OTA            |  |
|                       | NAME  |   |               |     |     |         |                   |      |               |        |        | [-      |         | - Hol          | iday              |                              | amily |      |      | S   | - כ       | Vac<br>Cor                              | iver                | leď      | sic         | ∢ da    | ıy |    |     | 3ma A™\ i                                    | i %.k                                   |            | O I A          | LU   |
|                       |   |   | _             |     |     |         |                   | _    |               |        | - 1    | 1       | - '     | - Inju         | ry                |                              |       |      |      | 81  | ) -       | Birt                                    | hda                 | У        |             |         |    | Į. | l   |  |   |            |                |  |
|                       |   |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     | ~  |   |            | ,              |  |
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|                       | NAME_                                       |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     |  |   |            | 004            | <u></u>  |
|                       | Balance                                     |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     |  |   |            |                |  |
|                       | Holidays                                    | : 18  | 3             | Lo  | nge | evity   | / Da              | ıys  |               | 0      | _      | _ 5     | icl     | (Ho            | urs               | <i>//</i>                    | 12/   |      |      |   |           |   |                     |          |             |         |    |    |     |  | • •                                     |            |                |  |
|                       |   |   |               |     |     |         |                   |      |               |        |        |         |         |                |                   |                              |       |      |      |   |           |   |                     |          |             |         |    |    |     |  |   | tiral      | SICK           | ACC  |
|                       | 1   | <del>,                                     </del> |               |     |     |         |                   | 10   | 11            | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  | 20 2 | 1 22 | 23  | 24        | 25                                      | 26                  | 27       | 28          | 29      | 30 | 31 | VAC | 10   | γG                                      | HOf        |                | ACC<br>SICK HRS  |
| B                     |   | ,,  |               | 5 6 |     |         |                   | 10   | 11<br>PD<br>8 | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  | 20 2 |      |   |           |   | 26                  | 27       | 28          | 29      | 30 | 31 |     | 10   | i)<br>Ne                                |            |                | SICKHRS<br>124 V   |
| 13<br>11              | JAN   | <del>,                                     </del> |               |     |     |         |                   | 10   | 11<br>PD<br>8 | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      |      | √8  | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 |     | 192  | )/<br>//                                |            | _              |  |
| Y)                    | JAN<br>FEB                                  | <del>,                                     </del> |               |     |     |         |                   | 10   | 11<br>PD<br>B | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  | 2 C  |      |   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | 1  | y<br>V                                  |            |                | 124 v<br>134 v<br>144 v  |
| ٢١<br>٢١              | JAN<br>FEB<br>MAR                           | <del>,                                     </del> |               |     |     |         |                   | 10   | 11<br>PO<br>E | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      | ·          |                | 124 v<br>134 v<br>144 v  |
| と<br>と<br>と<br>り<br>こ | JAN FEB MAR APR                             | <del>,                                     </del> |               |     |     |         |                   | 10   | 11<br>PO<br>B | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      | - L        |                | 124 v<br>134 v<br>144 v  |
| ヤ<br>ヤ<br>ヤ<br>り<br>ナ | JAN FEB MAR APR MAY                         | <del>,                                     </del> |               |     |     |         |                   | 10   | 11<br>PO<br>B | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      |      | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      | - L        |                | 124 V<br>134 V<br>144 V  |
| おそのその                 | JAN FEB MAR APR MAY JUN                     | <del>,                                     </del> |               |     |     |         |                   | 10   | 11 PD &       | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      | - L        |                | 124 ×<br>134 ×<br>144 ×<br>154 ×8                                    |
| ヤ<br>ヤ<br>ヤ<br>り<br>ナ | JAN FEB MAR APR MAY JUN JUL                 | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      |            |                | 124 V<br>134 V<br>144 V<br>154 V<br>164 V<br>174 V<br>184 V          |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG             | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   | /  | 1/                                      |            |                | 134 × 144 × 154 × 164 × 174 × 184 × 184 ×                            |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP         | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     | 14      | 15      | 16             | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  | 27       | 28          | 29      | 30 | 31 | 3   |  | 1/                                      |            |                | 134 ×<br>144 ×<br>154 ×<br>164 ×<br>174 ×<br>184 ×                   |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT     | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     |         |         | 16<br>V8       | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  |          |             |         | 30 | 31 | 3   |  | 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 |            |                | 134 × 144 × 154 × 164 × 174 × 184 × 184 ×                            |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     |         |         |                | 17                | 18                           | 19 2  |      | 3    | 8   | Vë        | V <sub>B</sub>                          | 26                  |          | VE          |         | 30 | 31 | 3   |  | 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 |            |                | 134 × 144 × 154 × 164 × 174 × 184 × 184 ×                            |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT     | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     |         | VØ      | V <sub>E</sub> | ave               | With                         | n pay |      | 3    | \\ \frac{\sqrt{2}}{2} | Vg<br>Vg  | Ve Ve                                   | nge                 |          | VE          |         | 30 | 31 | 3   |  | 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 1/2 |            |                | 134 × 144 × 154 × 164 × 174 × 184 × 184 ×                            |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV | 2 3   |               |     |     |         |                   | 10   | PO            | 12     | 13     |         | LC W    | Vg             | ave               | with<br>/Etw                 | n pay | pay  | 3    | \\ \( \text{\text{\$\sigma}} \)   | Vg<br>Vg  | Ver | nge k ir            | vity     | Ve          |         | 30 | 31 | 33  |  | V V V V V V V V V V V V V V V V V V V   | 6)~        |                | 134 V<br>144 V<br>154 V<br>164 V<br>174 V<br>184 V<br>204 V          |
| おそのその                 | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV | 2 3   | 4             | 5 6 |     |         |                   | 10   | PO            | 12     | 13     |         | P CWF H | Vg             | ave<br>omp<br>ave | with<br>/Etw<br>with<br>in F | n pay | pay  | 3    | L SS VS   | Vg<br>Vg  | Ver Ver                                 | nge<br>k ir<br>cati | vity Fa  | Ve          |         |    | 31 | 33  |  | V V V V V V V V V V V V V V V V V V V   | 6)~        |                | 124 V<br>134 V<br>144 V<br>154 V<br>164 V<br>174 V<br>184 V<br>194 V |

| <b>-</b> | UNACCEPTABLE | IMPROVEMENT NEEDED                           | MEETS STANDARDS            | EXCEEDS EXPECTATION       | OUTSTANDING |
|----------|--------------|--|----------------------------|---------------------------|-------------|
| S'       |              | Written or oral                              | X Usually communi-         | Effectively orga-         |             |
| TTI      |              | communications some-                         | cates in a logical, clear, | nizes and presents oral   |             |
| ZK       |              | times lack clarity or                        | and easy to understand     | and written information   |             |
| NC       |              | appropriate grammar.                         | manner in both oral        | in a clear and concise    |             |
| ΙΙ       |              | Listens but interrupts                       | and written form. Usu-     | manner. Consistently lis- |             |
| ΑS       |              | unnecessarily. Some-                         | ally exhibits good lis-    | tens well to contrasting  |             |
| IN       |              | times is uninterested,                       | tening/writing skills.     | Information. Considers    |             |
| กพ       |              | impatient, or unpleas-                       |                            | concerns and feelings     |             |
| M        |              | ant.   |                            | of public.                |             |
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| <br>V. | UNACCEPTABLE | IMPROVEMENT NEEDED                               | MEETS STANDARDS                                  | EXCEEDS EXPECTATION                     | OUTSTANDING |
|--------|--------------|--|--|---|-------------|
|        |              | Requires frequent                                | X Demonstrates                                   | Frequently seeks                        |             |
|        |              | instruction to accomplish job tasks. Is un-      | knowledge of commonly used statutes and ordi-    | & maintains a high level of knowledge & |             |
| JD C   |              | aware of/or fails to utilize alternate resources | nances through proper application. Utilizes fre- | training. Considered a                  |             |
| ATE!   |              | or agencies. Fails to                            | quently used alternate resources & agencies.     | Is pro-active towards                   |             |
| 40     |              | maintain or understand                           | Working knowledge of                             | current incidents &                     |             |
| KN     |              | deputitions noticies or nro-                     | all dept. rules, regula-                         | crime patterns.                         |             |
|        |              | cedures. Is not current                          | dures. Keeps abreast of                          |   |             |
|        |              | with criminal rules and                          | current incidents & crime                        |   |             |
|        |              | procedures.                                      | patterns.  |   |             |

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| co  | UNACCEPTABLE     | IMPROVEMENT NEEDED  | MEETS STANDARDS  | EXCEEDS EXPECTATION     | OUTSTANDING |
|-----|------------------|---|--|-------------------------|-------------|
|     |                  | Lacking in judg-  | X Adequately evalu-  | Thinks ahead and        |             |
|     |                  | ment & use of common  | ates circumstances   | acts with decisiveness  |             |
| D N |                  | sense. Allows personal  | and takes appropriate  | & authority. Uses good  |             |
| KI. |                  | bias to affect decisions.   | action. Makes reason-  | judament to make rap-   |             |
| AN  |                  | Avoids making decisions   | able decisions based   | id reliable decisions   |             |
| V I |                  | or requires assistance for  | on information avail-  | O Constitution of the   |             |
| VC  |                  | routine decisions. Makes  | ( critical and the crit | with confidence, ne-    |             |
|     |                  | decisions based on pop-   | dbie. Makes fourme   | lates past solutions to |             |
| SI; |                  | +004 cod+00 timelin   | decisions without assis-   | ozocito iti o taccoro   |             |
| EC  |                  | Makes repeated judo-  | tance. Perceptions of  | חבשבוון שונחתוסווש.     |             |
| α   |                  | mental errors in similar  | situations are consis-   |                         |             |
|     |                  | situations.   | tently accurate.   |                         |             |
| COD | IMENTS: Not afro | COMMENTS. Not attack to ask guestions it he is unsure of something. | if he is unsure d  | Something.              |             |
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| 4   | UNACCEPTABLE   | IMPROVEMENT NEEDED   | MEETS STANDARDS              | EXCEEDS EXPECTATION       | OUTSTANDING |
| SI  |  | Sometimes insen-   | X Maintains a good           | Frequently dis-           |             |
| VO. |  | sitive, making it hard   | working relationship with    | plays sensitivity towards |             |
| ILI |  | to work around or with   | all subordinates, peers $\&$ | other's needs. Strives    |             |
| 773 |  | them. Tendency to  | supervisors. Consistently    | to maintain & improve     |             |
| IΗ  |  | be overly harsh when   | polite and tactful when      | relations w/subordi-      |             |
| Tb  |  | dealing with public.   | dealing with public.         | nates, peers, supervi-    |             |
| 'N( |  | Disseminates false,  | Does not disseminate         | sors & public. Discour-   |             |
| OS  |  | unsubstantiated, or  | false or unsubstanti-        | ages dissemination of     |             |
| EB  |  | personal information   | ated information about       | false unsubstantiated.    |             |
| ďН  |  | about others. Publicly   | others. Follows chain of     | or nersonal informa-      |             |
| I.E |  | criticizes others or the   | command in work-relat-       | fion about others         |             |
| NI  |  | organization.  | ed areas.                    |                           |             |
| COM | MENTS: Cats a  | COMMENTS: Cats along Well with other   | others on shift.             |                           |             |

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| цэ                  | UNACCEPTABLE | IMPROVEMENT NEEDED  | MEETS STANDARDS  | EXCEEDS EXPECTATION  | OUTSTANDING |
| HOLES & REGULATIONS |              | Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied. | Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations. | Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations. |             |

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| ග              | UNACCEPTABLE   | IMPROVEMENT NEEDED       | MEETS STANDARDS               | EXCEEDS EXPECTATION         | OUTSTANDING      |
|----------------|--|--------------------------|-------------------------------|-----------------------------|------------------|
|                |  | X Avoids police-re-      | Usually undertakes            | Investigates be-            |                  |
|                |  | lated activities. Limits | & completes necessary         | yond the obvious.           | ī                |
| <del></del>    |  | involvement to assigned  | actions. Develops cases       | Strives for self improve-   |                  |
| ΛE             |  | tasks. Discourages oth-  | from observed activity.       | ment. Consistently          |                  |
| LL             |  | ers from taking initia-  | Exhibits level of initiative  | maintains a high level      |                  |
| II             |  | tive. Does not properly  | consistent with that of       | of self-initiated activity. |                  |
| IN.            |  | follow up observations   | their peers.                  | Recognizes problem          |                  |
| <u> </u>       |  | & situations.            |                               | areas and takes proac-      |                  |
|                |  |                          |                               | tive measures.              |                  |
| <del>, ,</del> |  |                          |                               |                             |                  |
| COM            | COMMENTS:  | 400 -                    | and wake stops but is an type |                             | lover end to the |
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| -          | UNACCEPTABLE            | IMPROVEMENT NEEDED   | MEETS STANDARDS   | EXCEEDS EXPECTATION  | OUTSTANDING   |
|------------|-------------------------|--|---|--|---|
| ATTENDANCE |                         | Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute. | Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness. | Consistently prepared & available for work prior to assigned time. Uses minimal sick to work an twice time barring extended and reactly. | X No sich chys, Always shows up to work on hime and readly. |
| COM        | COMMENTS: No sick days! | ys! Always on Fire   | and volunteening  | oxta asiguments.   | 10 b  |

| OUTSTANDING         |   |
|---------------------|---|
| OUTST               |   |
| EXCEEDS EXPECTATION | Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance. |
| MEETS STANDARDS     | A Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn. |
| IMPROVEMENT NEEDED  | ance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.      |
| UNACCEPTABLE        |   |
| ထ                   | APPEARANCE  |

COMMENTS:

| OS EXCEEDS EXPECTATION | rms  lof exceeds output of co- ual- workers, while maintain- ing high quality level. Consistently recognizes frin- hazards & criminal activ- ech. ity. Implements appro- priate action. Effectively analyzes crimes, makes in-depth inquiries. Main- tains calm & self control in extreme situations.         | other Always which help of he is unsure about something composure when dealing with difficult subjects. |
|------------------------|---|---|
| MEETS STANDARDS        | Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations. | aster help of   |
| IMPROVEMENT NEEDED     | Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations.                        |   |
| UNACCEPTABLE           |   | comments: Well raunded<br>Level needed and breeps   |
| -                      | JOB PERFORMANCE   |   |

| No.     |                        |                          |                        |  |                     |
|---------|------------------------|--------------------------|------------------------|--|---------------------|
| 01      | UNACCEPTABLE           | IMPROVEMENT NEEDED       | MEETS STANDARDS        | EXCEEDS EXPECTATION                                  | OUTSTANDING         |
|         |                        | Often late in com-       | Consistently com-      | Can be relied  | $\times$            |
| 1       |                        | pleting assignments.     | pletes assignments on  | upon to complete any                                 | Any hime            |
| X.I     |                        | Has difficulty following | time with minimal su-  | task with little or no                               | draw of tollow      |
| ΙΙΊ     |                        | instructions. Creates    | pervisory prompting.   | supervision. Assesses                                | W. H. Sawe Hiven    |
| BI      |                        | burdens on others by     | Asks for clarification | potential problems &                                 | has daps on without |
| ID      |                        | avoiding responsibility  | when necessary. Ac-    | takes appropriate ac-                                | Me cours so mi      |
| EK      |                        | & duties.                | cepts alternate work   | tion without supervi-                                | VEST SECTION        |
| EE      |                        |                          | assignments & accepts  | sion. Able to take on                                |                     |
| I       |                        |                          | burdens caused by      | new or complex tasks.                                |                     |
|         |                        |                          | shortage of personnel. |  |                     |
|         |                        |                          |                        |  |                     |
| COM     | MENTS: Helps inve      | chesiens and             | all shows up to        | Musik spins up to hard, ready. Never comprants about | or comprans about   |
| his     | his job, IF I need a + | ask completed            | The shift I' knew      | T an depend a  | to get              |
| <u></u> | der tun                | A EVICA"                 |                        |  |                     |

MP-105E

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

| 1. Communication Skills:              | 3   | pts. |
|---------------------------------------|-----|------|
|                                       | 3   |      |
| 2. Knowledge:                         | 3   | pts. |
| 3. Decision Making:                   |     | pts. |
| 4. Interpersonal Relations:           | 3   | pts. |
| 5. Compliance of Rules & Regulations: | 3_  | pts. |
| 6. Initiative:                        | 2   | pts. |
| 7. Attendance:                        | 5   | pts. |
| 8. Appearance:                        | 3   | pts. |
| 9. Job Performance:                   | 3   | pts. |
| 10. Dependability:                    | 5   | pts. |
| TOTAL:                                | 33  | pts. |
| į O t/Ata.                            |     | P    |
| × .2                                  | 6.6 |      |
| GRAND TOTAL:                          | 6.6 |      |

|            | ance Development Plan of Action (Mandatory): 1 10000 (16)                                |         |
|------------|--|---------|
|            | 2 THE SWAT TEAM, AGAIN, IF ABLE I FEEL THIS COLD MIKEP IN                                |         |
| MALLIM     | KNOCEOSE AND WITH TACTICS. I COURS USE THE ADDITIONS HUNGERSE                            | F0 12   |
| THE 5      | NEET.  |         |
|            |  |         |
|            |  | ,       |
|            | Development (Mandatory): 1 lixuco Like 70 EXPAND 14 KNOCEDE                              |         |
| WITH COS   | KLAW AS WELL AS DRIG INTERDICTION, AND EVENTURY GO TO WARES.                             |         |
|            |  |         |
|            |  |         |
|            |  |         |
|            |  |         |
| LAM)       | 1-19-25  |         |
|            | aluating Supervisor Date   |         |
| _          | Officer's Comments: There only supervised to   | a 100 m |
| Superio    | Officer's Continuents.   | 3.1     |
| 2 menths   | . During that time he has been an excellent afficer and e                                | xceec:  |
| M SEEVEN   | overas, During his time as a patrol officer (2,5 years) he has be                        | en mi   |
| in Several | I high stress situations. Always accepts constructive criticism and to have on my snoft. | le is   |
|            | check one box)   |         |
| •          |  | nte.    |
| II.        | ave read this Performance Appraisal and fully understand its commen                      | ııs.    |
| ☐ Ir       | equest a review of this Performance Appraisal based on:                                  |         |
|            |  |         |
|            |  |         |
|            |  |         |
|            |  |         |
|            |  |         |
|            | W19125   |         |
| F          | nployee's Signature Date   |         |



OPOTA Online



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully mer the prescribed program requirements for

Impacting Narcotics in Ohio Course

March 06, 2024

Dave Yost Ohio Auorycy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chalxpedson Ohio Peace Officer Training Commission

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Ohio Att

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## OHIO PEACE OFFICER TRAINING COMMISSION & The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

**Human Trafficking Course** 

January 14, 2024

Dave Yokt
Ohio Attorpey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargerson
Ohio Reace Officer Training Commission



### Ohio Peace Officer Training Commission

THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

Crisis Intervention Course

January 11, 2024

Dave Yost Ohio Attorney General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chabperson Ohio Peace Officer Training Commission

OPOTA Online

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

This is to certify that

has successfully met the prescribed program requirements for

March 06, 2024

Critical Thinking in Use of Force Situations Course

Ohio Artorply General

· ·----- rom/dashboard/

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargedson Ohio Peace Officer Training Commission



### Certificate of Completion

 $(Legal\ Updates,\ OIS\ Debriefing,\ Taser\ Re-Certification,\ and\ Range\ Qualifications)-8\ Hours$ Has successfully completed the Fall In-Service Training November 1, 2023

lt. ran Tit

Training Coordinator