

contract with Clearcreek Township for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

- *I understand* that it is the Township's right to restrict or rescind computing privileges, or take other administrative or legal action due to failure to comply with the Township's policies regarding the use of any personally-owned device (laptop, smart phone, tablet, etc.). Violation of those rules may be grounds for disciplinary action up to and including removal. I acknowledge, understand and will comply with the Township's security policy and rules of behavior, as applicable to my usage of the Township services on my own device(s). I understand that, if I choose to use my own device for Township purposes, I remain responsible for maintaining my own device. The Township will not bear any liability should my device malfunction in the course of utilizing it for Township purposes. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by the Township Computer Administrator. I understand that Township use may result in increases to my personal monthly service plan costs. I further understand that Township reimbursement of any Township-related data/voice plan usage of my personal device is not provided. In the event that I choose to use my own device(s) for Township purposes, I agree to grant the Township Computer Administrator and any technicians hired by him/her access to my device to ensure my compliance with the Township's policies.

I understand that I am responsible for the upkeep of the Employee Handbook and for maintaining my knowledge of its contents. I further understand that I am responsible to return all Clearcreek Township property, including written materials, to my supervisor should I separate employment with Clearcreek Township.

Please sign and date this receipt and return it to the Office of the Administrator.

Failure to sign and return this Acknowledgment of Receipt of Employee Handbook form within seven (7) days after my first day of work with Clearcreek Township will be grounds for discipline, up to and including immediate discharge.

Date: 4-4-13
 Signature: Nicole Cordero
 Print Name: Nicole Cordero

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

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

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

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

EXPLANATION Officer Cordero continues to coordinate National Night Out.
Because of her hard work and dedication to this community event, it continues to
improve and really places the department in a positive light..

H COOPERATION WITH OTHERS **RATING** 2

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

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

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

EXPLANATION Officer Cordero continues to maintain excellent working
relationships with members of the department and remains courteous even during
difficult situations.

I

ORGANIZATION OF WORK

RATING 1

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

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

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

EXPLANATION Officer Cordero continues to keep her assigned work area and vehicle tidy. Officer Cordero still does not generally organize items in a way that others could pick up where she left off; rather, she organizes things in her own way.

J

QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 1

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

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

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

EXPLANATION Officer Cordero has continued to complete an appropriate amount of reports and other tasks related to her road patrol duties.

K WORKING RELIABLY WITHOUT CLOSE SUPERVISION

RATING 1

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

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

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

EXPLANATION Officer Cordero has shown continued improvement in the
timeliness of her follow up investigations. Officer Cordero has been in compliance with
policy and procedure during this rating period.

L TRAFFIC ENFORCEMENT ACTIVITIES

RATING 1

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

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

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

EXPLANATION Officer Cordero continues to appropriately enforce hazardous
moving violations and utilizes appropriate judgment when doing so. Officer Cordero has
participated in our traffic blitzes appropriately.

M

ATTENDANCE

RATING 1

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

Number of sick days taken this rating period: 3

Department average sick days this period: TBD

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

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

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

EXPLANATION Officer Cordero utilizes her earned time off appropriately and has used only three sick days this rating period.

N

PUNCTUALITY

RATING 2

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

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

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

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

O

PROPERTY MANAGEMENT

RATING 1

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

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

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

EXPLANATION Officer Cordero has improved in this area during this rating period,
having cared for her equipment satisfactorily.

ADDITIONAL COMMENTS OR EXPLANATION

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	1
B	Judgment	1
C	Accuracy of Work	2
D	Initiative	2
E	Relationship with the Public	2
F	Teamwork	2
G	Commitment to Department Goals & Objectives	2
H	Cooperation with Others	2
I	Organization of Work	1
J	Quantity and Quality of Overall Job Requirements	1
K	Working Reliability Without Close Supervision	1
L	*Traffic Enforcement Activities	1
M	Attendance	1
N	Punctuality	2
O	Property Management	1
TOTAL		<u>22</u>

$\frac{22}{\text{Total}} \text{ divided by } 15 \div *14(\text{total categories}) = \frac{1.46}{\text{Performance Evaluation Score}}$

Employee Signature Nicole Cardozo Date 6/19/13

Supervisor Signature [Signature] Date 6-19-13

Chief of Police [Signature] Date 6-24-13

Safety Director [Signature] Date 6-24-13

RATING SCALE FOR EMPLOYEES

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

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

Clearcreek Township
exp 5/30/13

NAME	DED
BUEHLER, JUSTIN	31.15
CORDERO, NICOLE	31.15
HENSLEY, CURTIS	31.15
KNOBBE, KEVIN	16.82
MORGAN, DANIEL	22.84
URBAN, NATHAN	31.15

Stops
6/1/13

Clearcreek Township

2012 Drug Free
Workplace - Employee Class

This certificate is presented to

Nicole Cordero

*1 Contact Hours awarded for attending the annual
Drug Free Workplace Training*

Signature 

Date 10/18/12





Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 6/27/2012
SUBJECT: **Step Increase –Off. Cordero**
CC: Dennis A. Pickett, Township Administrator

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

Old rate	New rate
<u>Step 3</u>	<u>Step 4</u>
\$23.83	\$24.75

Effective 7/7/2012



CLEARCREEK TOWNSHIP EMPLOYEE CHANGE OF INFORMATION FORM

Date 9-14-12

Department Police

Employee Name Nicole A. Cordero

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

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

Address Change

[Redacted] City/State [Redacted] Zip [Redacted]

[Redacted] Last Name Change (Marriage or Divorce) Effective Date _____

Please stop withholding city tax for _____

Please begin withholding city tax for _____ at _____ %.

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

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$13.91)
- Employee + Children (\$23.52)
- Employee + Spouse (\$29.54)
- Family (~~\$41.88~~) 7.33/A

Please change my withholding to:

- Employee Only/Single (\$13.91)
- Employee + Children (\$23.52)
- Employee + Spouse (\$29.54)
- Family (\$41.88)

**Reason for change _____ Per CBA _____

**This change is effective 1/1/2012

New Rate of Pay

Current Rate of Pay: \$ 24.75

New Rate of Pay: \$ 25.25

Effective Date: 1/1/2012

Resignation or Termination of Employment

Resignation Date _____

Termination Date _____

Last Day of Work _____

Nicole Cordero
Employee Signature

Maureen [Redacted]
Assistant Administrator Signature

[Redacted]
Department Head Signature

[Redacted]
Fiscal Officer Signature



CLEARCREEK TOWNSHIP EMPLOYEE CHANGE OF INFORMATION FORM

Date 6/27/2012

Department Police

Employee Name Nicole A. Cordero

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

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

Address Change

Street Address _____ City/State _____ Zip _____

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

Please stop withholding city tax for _____.

Please begin withholding city tax for _____ at _____ %.

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

Change in Health Insurance Withholding Amounts

I currently withhold:

- Employee Only/Single (\$13.91)
- Employee + Children (\$23.52)
- Employee + Spouse (\$29.54)
- Family (\$41.88)

Please change my withholding to:

- Employee Only/Single (\$13.91)
- Employee + Children (\$23.52)
- Employee + Spouse (\$29.54)
- Family (\$41.88)

**Reason for change _____

**This change is effective _____

New Rate of Pay

Current Rate of Pay: \$ 23.83

New Rate of Pay: \$ 24.75

Effective Date: 07/07/2012

Resignation or Termination of Employment

Resignation Date _____

Termination Date _____

Last Day of Work _____

Employee Signature

[Signature]
Assistant Administrator Signature

Department Head Signature

[Signature]
Fiscal Officer Signature

CLEARCREEK TOWNSHIP

EMPLOYEE DISCIPLINARY ACTION RECORD

DATE: 6-21-12 DATE OF INCIDENT: 6-13-12
EMPLOYEE'S NAME: Nicole A. Cordero SSN: [REDACTED]
DEPARTMENT: Police TITLE: Police Officer

TYPE OF ACTION

- VERBAL WARNING SUSPENSION FROM _____ TO _____
 WRITTEN WARNING TERMINATION OF EMPLOYMENT

REASON FOR ACTION [E.G. EXCESSIVE TARDINESS, THEFT, INSUBORDINATION]

On the morning of 6-13-12 you experienced a negligent discharge of your issued duty weapon.

Has employee received previous disciplinary action for this type of behavior?

YES / NO *If yes, specify:*

You have previously experienced a negligent discharge of your issued Taser but that incident was handled as a training issue instead of being treated as a disciplinary issue since you were in the Field Training Program.

RESOLUTION [WHERE APPLICABLE]: In order to resolve this situation, I must call attention to the events that worked in concert to arrive at this outcome. First, you utilized poor judgment in attempting to clear and dismantle your firearm in a dimly lit and cramped patrol car. Second, your intent to unload and disassemble your firearm while in the field places you at risk should you suddenly need your firearm to save your life or that of another. The third factor leading up to this event was your failure to safely unload your weapon utilizing instructed upon and previously demonstrated techniques, and in the presence of another, giving him the opportunity to visually inspect the weapon to see that it is rendered safe. The last factor is your apparent lack of understanding of how the firearm is designed to operate. In your statement you indicate that you unloaded the bullet from the chamber and then removed the magazine. Had you been more familiar and attentive, you would immediately recognize that as you unloaded the round in the chamber with the magazine still inserted, it would merely replace that round with another.

In order to address the first two factors, you are ordered to refrain from disassembling your firearm outside the presence of a range officer or Sergeant for a period of two years from the date of this discipline.

To address the third factor, you will be instructed by me on the proper technique of loading, unloading, clearing, making safe, and disassembling your duty firearm. You will also be instructed on the same procedures for the shotgun and patrol rifle, with the exception of disassembly. To reinforce this training, you will perform these tasks in the presence of a range officer or Sergeant on a weekly basis for the period of one year from the date of this discipline.

TO EMPLOYEE: Read the foregoing and list any comments below:

EMPLOYEE COMMENTS: _____

Nicola Codeco

Employee's Signature

6/21/12

Date

[Handwritten Signature]

Supervisor's Signature

6-21-12

Date

[Handwritten Signature]

Forw... Clerk / Assistant Administrator

6-25-12

Date

(if additional space is needed, attached the additional sheets to this form)

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name Nicole A. Cordero Position Police Officer

Review Period 6-11-10 to 6-24-12

Annual () Probationary () Promotion () Other _____

RATING DEFINITIONS

**EXCEEDS EXPECTATIONS
RATING VALUE – 2**

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

**MEETS EXPECTATIONS
RATING VALUE – 1**

Employee's job performance is consistent and reliable.

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

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

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

A

JOB KNOWLEDGE

RATING 1

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

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

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

EXPLANATION Officer Cordero competently handles calls for service and fulfills the requirements of her assigned duties.

B

JUDGMENT

RATING 0

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

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

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

EXPLANATION During this rating period Officer Cordero has received disciplinary action on two occasions, both involving poor judgment. Absent those two incidents, Officer Cordero has exhibited acceptable judgment but due to the gravity of the latest incident, cannot meet the overall standards in this category.

C

ACCURACY OF WORK

RATING 2

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

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

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

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

D

INITIATIVE

RATING 2

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

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

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

EXPLANATION Officer Cordero continues to complete an exceptionally high number of self initiated activities while on patrol such as business checks, vacation house checks, and extra patrols. Officer Cordero continues to coordinate National Night Out and strives to ensure its success and improvement.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

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

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

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

EXPLANATION Officer Cordero has received no complaints from the public during this rating period and interacts with the public in an excellent manner. Officer Cordero maintains positive relationships with members of our business community through her efforts with National Night Out and projects a positive image of our department.

F TEAMWORK **RATING** 2

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

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

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

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

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

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

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

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

EXPLANATION Officer Cordero continues to coordinate National Night Out.
Because of her hard work and dedication to this community event, it continues to
improve.

H COOPERATION WITH OTHERS **RATING** 2

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

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

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

EXPLANATION Officer Cordero continues to maintain excellent working
relationships with members of the department and remains courteous even during
difficult situations.

I

ORGANIZATION OF WORK

RATING 1

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

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

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

EXPLANATION Officer Cordero continues to keep her assigned work area and vehicle tidy. Officer Cordero does not generally organize items in a way that others could pick up where she left off; rather, she organizes things in her own way. The only exception to that are her reports, which can be picked up easily.

J

QUANTITY AND QUALITY OF OVERALL
JOB REQUIREMENTS

RATING 1

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

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

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

EXPLANATION Officer Cordero has continued to complete an appropriate amount of reports and other tasks related to her road patrol duties.

K **WORKING RELIABLY WITHOUT** **RATING** 0
CLOSE SUPERVISION

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

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

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

EXPLANATION Officer Cordero has experienced two errors in judgment during
this rating period that have resulted in personnel hours lost due to supervisory
intervention. Officer Cordero does complete her assigned tasks in the time allotted and
does not require supervisory reminders. The one shortcoming in this area noted is the
lag time in follow up investigations. Officer Cordero has shown improvement in the
timeliness of her follow up investigations.

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

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

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

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

EXPLANATION Officer Cordero continues to appropriately enforce hazardous moving violations and utilizes appropriate judgment when doing so.

M ATTENDANCE **RATING** 1

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

Number of sick days taken this rating period: TBD

Department average sick days this period: TBD

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

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

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

EXPLANATION Officer Cordero utilizes her earned time off appropriately but has experienced an above average amount of sick time usage.

N PUNCTUALITY **RATING** 2

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

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

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

EXPLANATION Officer Cordero has not been late during this rating period and is generally ready to start work well before the start of her shift.

O

PROPERTY MANAGEMENT

RATING 0

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

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

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

EXPLANATION Officer Cordero generally maintains her equipment and vehicle in an acceptable manner but has either damaged or placed her patrol vehicle in jeopardy of receiving damage.

ADDITIONAL COMMENTS OR EXPLANATION

The disciplinary actions mentioned in this evaluation are being addressed and you are directed to follow the guidance provided to you in order to prevent future violations of these types.

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	<u>1</u>
B	Judgment	<u>0</u>
C	Accuracy of Work	<u>2</u>
D	Initiative	<u>2</u>
E	Relationship with the Public	<u>2</u>
F	Teamwork	<u>2</u>
G	Commitment to Department Goals & Objectives	<u>2</u>
H	Cooperation with Others	<u>2</u>
I	Organization of Work	<u>1</u>
J	Quantity and Quality of Overall Job Requirements	<u>1</u>
K	Working Reliability Without Close Supervision	<u>0</u>
L	*Traffic Enforcement Activities	<u>1</u>
M	Attendance	<u>1</u>
N	Punctuality	<u>2</u>
O	Property Management	<u>0</u>
TOTAL		<u>19</u>

19 divided by 15/*14(total categories) = 1.26
 Total Performance Evaluation Score

Employee Signature Nicole Cardero **Date** 6/24/12

Supervisor Signature [Signature] **Date** 6-24-12

Chief of Police [Signature] **Date** 6-25-12

Safety Director [Signature] **Date** 6-25-12

RATING SCALE FOR EMPLOYEES

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

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

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

▶ Whether you are entitled to a refund



See page 2.

Cat. No. 10220Q

Form **W-4** (2008)

college of nursing

SAFE after 60

Nicole Cordero

is Awarded this Certificate for Completion of

Elder Abuse Awareness & Prevention

Training for Law Enforcement in Warren County Ohio

February 21, 2012



Program Sponsor



Program Funder



CERTIFIED LASER OPERATOR

This certifies that the said person has satisfied the requirements of LASER TECHNOLOGY, INC. and is hereby designated as a qualified operator of the DBC, LTT 20/20 Ultralyte 100LR Laser Detection System.

Nicole A. Cordero
02/14/12

Name _____
Date _____

LASER TECHNOLOGY, INC.



Heartsaver®
CPR AED



Training Center Name OHIO

TC ID # _____

TC Info WARREN COUNTY CAREER CENTER

Course Location WARREN COUNTY CAREER CENTER

Instructor Name ROBERT LANTMAN Inst. ID # _____

Holder's Signature _____

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1810

PEEL
HERE

NICOLE CORDERO

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

Child CPR AED Infant CPR Written test

October, 2011

Issue Date

October, 2013

Recommended Renewal Date

X
Y
Z

Peel the wallet card off the sheet and fold it over.

[INSERT NEXT RECORD INDICATOR HERE]

Strike through the modules **NOT** completed.
This card contains unique security features to protect against forgery.
This card can be inserted into either a number 10 window or regular envelope.
If using a number 10 regular envelope, peel off the address label and apply it to the outside of the envelope.

Clearcreek Township

2011 Drug Free
Workplace-Employee Class

This certificate is presented to

NICOLE CORDERO

*2 Contact Hours awarded for attending the annual
Drug Free Workplace Training*



Signature

9/29/11

Date





OHIO PEACE OFFICER TRAINING COMMISSION
AND
ATTORNEY GENERAL

This is to certify that

Nicole A. Cordero

has successfully completed the advanced training course

03-183-11-04: Core Criminal Investigation Training Program

at the Ohio Peace Officer Training Academy given

August 22 - 26, 2011

Mike DeWine

Mike DeWine
Attorney General

Vernon P. Stanforth

Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

Robert Fiatal

Robert A. Fiatal, Executive Director
Ohio Peace Officer Training Commission

CLEARCREEK TOWNSHIP
EMPLOYEE DISCIPLINARY ACTION RECORD

DATE: 8-29-11 DATE OF INCIDENT: 8-9-11
EMPLOYEE'S NAME: Nicole A. Cordero SSN: [REDACTED]
DEPARTMENT: Police TITLE: Police Officer

TYPE OF ACTION

- VERBAL WARNING SUSPENSION FROM _____ TO _____
 WRITTEN WARNING TERMINATION OF EMPLOYMENT

REASON FOR ACTION [E.G. EXCESSIVE TARDINESS, THEFT, INSUBORDINATION]

On the morning of August 9, 2011 you operated your patrol vehicle in a careless manner, causing you to strike another vehicle that was in transit. This resulted in minor damage to your patrol vehicle and did not cause any damage to the other vehicle. In speaking with you, I learned that you were cutting the turn short, which is the proximate cause of this crash.

Has employee received previous disciplinary action for this type of behavior?

YES / NO If yes, specify:

RESOLUTION [WHERE APPLICABLE]: Officer Cordero is reminded to operate her patrol vehicle consistently in the safest manner possible, obeying traffic laws, and being cognizant of other traffic. Officer Cordero will be required to attend and successfully complete a four hour driving course with the goal of correcting poor driving habits that often lead crashes.

TO EMPLOYEE: Read the foregoing and list any comments below:

EMPLOYEE COMMENTS: _____

Nicole Cordero
Employee's Signature
[Signature]
Supervisor's Signature
[Signature]
Township Clerk / Assistant Administrator
(if additional space is needed, attached the additional sheets to this form)

8/29/11
Date
8-29-11
Date
9-12-11
Date

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name Nicole A. Cordero Position Police Officer

Review Period 6-28-10 to 6-22-11

Annual () Probationary () Promotion () Other _____

RATING DEFINITIONS

EXCEEDS EXPECTATIONS
RATING VALUE - 2

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

MEETS EXPECTATIONS
RATING VALUE - 1

Employee's job performance is consistent and reliable.

DOES NOT MEET EXPECTATIONS
RATING VALUE - 0

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

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

A

JOB KNOWLEDGE

RATING 1

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

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

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

EXPLANATION Officer Cordero routinely handles calls proficiently and utilizes supervisory guidance when necessary. Officer Cordero continues to attend training course to continually improve her knowledge.

B

JUDGMENT

RATING 2

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

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

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

EXPLANATION Officer Cordero generally utilizes appropriate discretion and carries out her duties in accordance with division general orders. Officer Cordero only requests supervisory guidance when necessary.

C

ACCURACY OF WORK

RATING 2

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

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

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

EXPLANATION Officer Cordero makes few mistakes when writing reports and her reports do not often require in-depth review. Officer Cordero ensures that her reports are neat and well organized.

D

INITIATIVE

RATING 2

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

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

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

EXPLANATION Officer Cordero completes an unusually high number of self initiated activities while on patrol such as business checks, vacation house checks, and extra patrols. Officer Cordero has spearheaded National Night Out and works hard to ensure its success.

E RELATIONSHIP WITH THE PUBLIC **RATING** 2

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

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

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

EXPLANATION Officer Cordero has received no complaints from the public during this rating period and interacts with the public in an excellent manner. Officer Cordero maintains positive relationships with members of our business community through her efforts with National Night Out and projects a positive image of our department.

F TEAMWORK **RATING** 2

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

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

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

EXPLANATION Officer Cordero consistently volunteers to help others and is proactive in covering overtime shifts. Officer Cordero also encourages maximum effort in many of her coworkers by enlisting their help in coordinating with the National Night Out.

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

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

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

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

EXPLANATION As previously stated, Officer Cordero is largely responsible for the planning and implementation of the department's annual community event, National Night Out. Her tireless effort in this matter continues to make our event a major success.

H COOPERATION WITH OTHERS **RATING** 2

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

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

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

EXPLANATION Officer Cordero maintains excellent working relationships with members of the department and remains courteous even during difficult situations.

I ORGANIZATION OF WORK **RATING** 1

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

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

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

EXPLANATION Officer Cordero generally keeps her assigned work area and vehicle tidy. Officer Cordero does not generally organize items in a way that others could pick up where she left off, rather, she organizes things in her own way. The only exception to that are her reports; these can be picked up easily.

J QUANTITY AND QUALITY OF OVERALL JOB REQUIREMENTS RATING 1

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

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

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

EXPLANATION Officer Cordero has completed an appropriate amount of reports and other tasks related to her road patrol duties.

K WORKING RELIABLY WITHOUT CLOSE SUPERVISION RATING 1

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

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

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

EXPLANATION Officer Cordero has been in compliance with division general
orders during this rating period. Officer Cordero completes her assigned tasks in the
time allotted and does not require supervisory reminders. The one shortcoming in this
area noted is the lag time in follow up investigations. Officer Cordero is reminded to
quickly follow up on offenses that require it.

L TRAFFIC ENFORCEMENT ACTIVITIES **RATING** 1

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

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

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

EXPLANATION Officer Cordero appropriately enforces hazardous moving
violations and utilizes appropriate judgment. Officer Cordero should utilize written
warnings more often.

M ATTENDANCE **RATING** 2

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

Number of sick days taken this rating period: 1

Department average sick days this period: 7

Vacation, Holiday, Personal and Comp Time taken this rating period: 159 Hours

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

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

EXPLANATION Officer Cordero utilizes his earned time off appropriately and has only utilized one sick day this rating period.

N PUNCTUALITY **RATING** 1

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

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

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

EXPLANATION Officer Cordero is rarely late and is generally ready to start work well before the start of her shift.

O PROPERTY MANAGEMENT **RATING** 1

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

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

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

EXPLANATION Officer Cordero continues to maintain her equipment and vehicle in an acceptable manner,

ADDITIONAL COMMENTS OR EXPLANATION

You should pursue training in the second level of evidence gathering during the next rating period and additional courses in defensive tactics/subject

control. You should also begin planning on becoming an instructor in some
subject that you like and find that you do well.

Performance Evaluation Scoring and Signature Sheet

<u>Section</u>	<u>Category</u>	<u>Score</u>
A	Job Knowledge	<u>1</u>
B	Judgment	<u>2</u>
C	Accuracy of Work	<u>2</u>
D	Initiative	<u>2</u>
E	Relationship with the Public	<u>2</u>
F	Teamwork	<u>2</u>
G	Commitment to Department Goals & Objectives	<u>2</u>
H	Cooperation with Others	<u>2</u>
I	Organization of Work	<u>1</u>
J	Quantity and Quality of Overall Job Requirements	<u>1</u>
K	Working Reliability Without Close Supervision	<u>1</u>
L	*Traffic Enforcement Activities	<u>1</u>
M	Attendance	<u>2</u>
N	Punctuality	<u>1</u>
O	Property Management	<u>1</u>
	TOTAL	<u>23</u>

23 divided by 15/*14(total categories) = 1.4
Total Performance Evaluation Score

Employee Signature Micde Codeo Date 6/22/11

Supervisor Signature [Signature] Date 6-22-11

Chief of Police [Signature] Date 6-22-11

Safety Director [Signature] Date 6-22-11

RATING SCALE FOR EMPLOYEES

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

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



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 6/22/11
SUBJECT: **Step Increase –Off. Cordero**
CC: Dennis A. Pickett, Township Administrator

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

Old rate	New rate
<u>Step 2</u>	<u>Step 3</u>
\$22.94	\$23.83

Effective 7/9/11



This is to certify that

NICOLE CORDERO

*Has successfully completed 8 hours
of Advanced Law Enforcement training in*

DEFENSIVE KNIFE SKILLS

Held at Regional Public Safety Education Complex

01/15/2011



Butler Technology
and Career Development Schools

Director - Al Hopkins

Clearcreek Township

2010 Drug Free
Workplace - Employee Class

This certificate is presented to

Nicole Cordero

*2 Contact Hours awarded for attending the annual
Drug Free Workplace Training*


Signature _____
Date 12/23/10





This is to certify that

Nicole Cordero

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

Fraud Against Seniors

Completed on: 11/22/2010

Completed in: 1:3:41



LAW ENFORCEMENT FOUNDATION

CART Training Committee
Presents this
Certificate of Recognition
To

Nicole Cordero

For Successfully Completing the
CART Investigative Strategies/Major Case Mgmt. Training
October 19, 2010

R. Steven Bailey
Chief Steven Bailey, M.A., M.S., CLEE
President, LEF

CART
Response Team

LAW ENFORCEMENT FOUNDATION

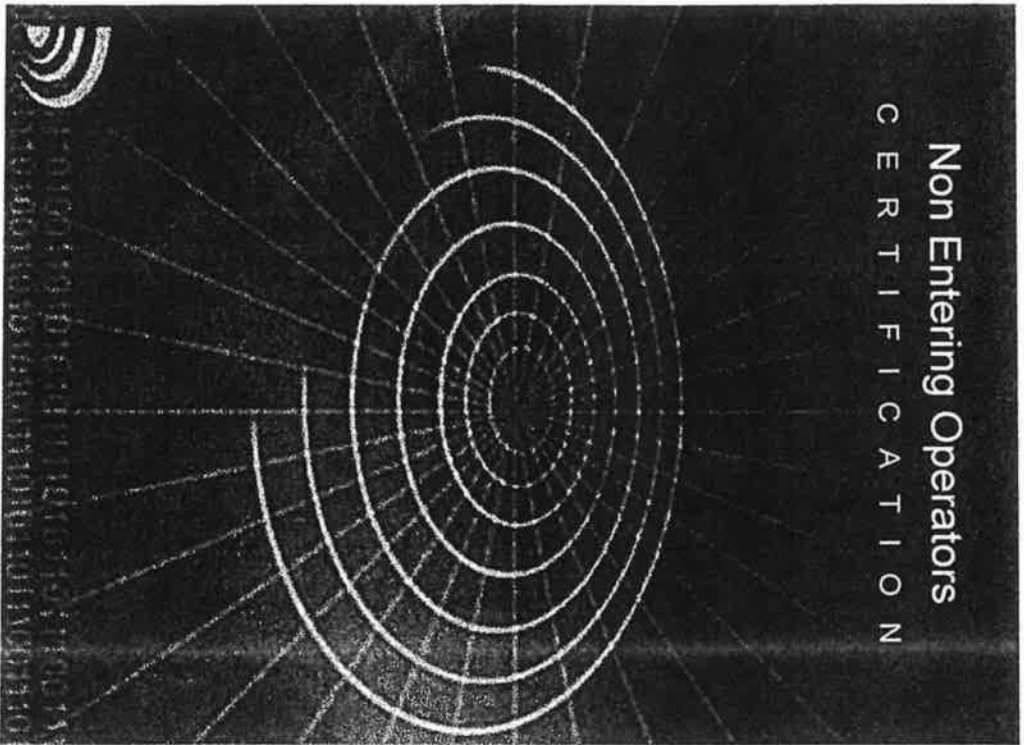
CART Training Committee
Presents this
Certificate of Recognition
To

Nicole Cordero

For Successfully Completing the
CART Search and Rescue Training
October 20, 2010

R. Steven Bailey
Chief Steven Bailey, M.A., M.S., CLEE
President, LEF

CART
Response Team



This document certifies that

NICOLE CORDERO

has passed the

Non Entering Operators

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

Awarded this
19th day of March, 2010

Clearcreek Township Police Department

Performance Evaluation Report

Employee Name: Nicole A. Cordero Position: Police Officer

Review Period: 6-28-09 to 6-28-10

Annual Probationary Promotion Other _____

RATING DEFINITIONS

EXCEEDS EXPECTATIONS
RATING VALUE - 2

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

MEETS EXPECTATIONS
RATING VALUE - 1

Employee's job performance is consistent and reliable.

DOES NOT MEET EXPECTATIONS
RATING VALUE - 0

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

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

A

JOB KNOWLEDGE

RATING 1

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

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

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

EXPLANATION Officer Cordero is a young officer and learns everyday. Her job knowledge is adequate for the amount of time she has worked as a police officer. Officer Cordero does show higher interest levels in criminal investigations. Officer Cordero needs to practice OVI investigations and Crash Investigation to ensure her skills stay sharp. Officer Cordero demonstrates the ability to appropriately file the necessary criminal charges on offenses.

B

JUDGMENT

RATING 1

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

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

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

EXPLANATION Officer Cordero utilizes tools readily available to her in her decision making. Officer Cordero is willing to ask supervision when she is unsure of handling certain events. Officer Cordero has shown growth in her problem solving skills as she becomes more exposed to criminal cases. Officer Cordero is more than willing to give calls to other officers if she is not sure of her skills or situation. Officer Cordero needs to use her general orders manual to assist her in case information.

C

ACCURACY OF WORK

RATING 1

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

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

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

EXPLANATION Officer Cordero work needs review as she gets into a hurry i.e. grammatical or spelling errors. Officer Cordero's work is completed in a timely manner.. Officer Cordero also completes follow ups on her criminal cases and supplies the proper paper work to the Courts.

D

INITIATIVE

RATING 1

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

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

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

EXPLANATION Officer Cordero self initiated activity is on the low end of the departments statistics in traffic enforcement. Officer Cordero completes numerous VHC, business checks, and extra patrols. Officer Cordero is open minded to change and challenges.

F RELATIONSHIP WITH THE PUBLIC **RATING** 2

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

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

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

EXPLANATION _____ Officer Cordero interacts appropriately with the community members. Officer Cordero shows true compassion while on scene dealing with adverse situation while dealing with the public.

F TEAMWORK **RATING** 2

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

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

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

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

G

COMMITMENT TO DEPARTMENT
GOALS AND OBJECTIVES

RATING 2

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

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

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

EXPLANATION Officer Cordero is committed to the goals and core values of the Department. Officer Cordero has participated in special programs during this evaluation period. Officer Cordero has been assigned the planning events for the 2009 National Night Out

H

COOPERATION WITH OTHERS

RATING 2

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

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

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

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

I ORGANIZATION OF WORK **RATING** 2

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

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

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

EXPLANATION Officer Cordero does complete her work in a timely manner. Her work station is orderly and neat. Officer Cordero is again assigned to the National Night Out and is in charge of planning and coordinating the event. Officer Cordero also was in charge of a successful click it or ticket campaign.

J QUANTITY AND QUALITY OF OVERALL **RATING** 2
JOB REQUIREMENTS

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

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

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

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

K WORKING RELIABLY WITHOUT **RATING** 1
CLOSE SUPERVISION

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

Examples of 'Exceeds Expectations': A self-starter; completes one task and begins another when a supervisor is not present; assists others when needed without being told to do so; gets the job

done and on time without constant supervision, no abuse of meal periods, breaks or quitting time; Department policies, procedures, orders, rules and regulations are followed as prescribed; completes all tasks quickly and thoroughly in detail; tasks are always on time or before the deadline date; self-reliant.

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

EXPLANATION _____ Officer Cordero needs some supervision when dealing with accuracy of work or while involved in complex criminal cases. Officer Cordero demonstrates the ability to adhere to the Department Policies. Officer Cordero needs to use her General Orders manual more often as she can find many answers to her own questions.

L TRAFFIC ENFORCEMENT ACTIVITIES **RATING 1**

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

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

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

EXPLANATION _____ Officer Cordero issued XX traffic citations for minor misdemeanor and misdemeanor offenses. Officer Cordero issued XX written warnings and handled XX traffic crash reports.

M

ATTENDANCE

RATING 1

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

Number of sick days taken this rating period: 6.24

Department average sick days this period: TBD

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

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

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

EXPLANATION Officer Cordero works her assigned shifts and volunteers to work overtime on a regular basis..

N

PUNCTUALITY

RATING 2

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

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

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

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

O

PROPERTY MANAGEMENT RATING 2

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

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

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

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

ADDITIONAL COMMENTS OR EXPLANATION

Officer Cordero is a young officer and does a good job in serving the citizens of Clearcreek Township. Officer Cordero needs to ask follow up questions while taking statements for criminal and traffic offences. Officer Cordero also needs to be more familiar with criminal elements of offenses while conducting interviews to assist in questioning.

It is mutually agreed Officer Cordero attend the following training: Crash Level III, E-Tech , Interview and Interrogation, and ADAP refresher.

Performance Evaluation Scoring and Signature Sheet

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

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

Employee Signature Nicole Codere Date 7/13/10

Supervisor Signature Sgt. [Signature] Date 7/13/10

Chief of Police [Signature] Date 7-13-10

Safety Director [Signature] Date 7-13-10

RATING SCALE FOR EMPLOYEES

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

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



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 7/8/09
SUBJECT: Nicole Cordero, Probation completion
CC: Dennis A. Pickett, Township Administrator

Nicole Cordero has successfully completed her first year with the Clearcreek Division of Police. I am asking the Board of Trustees to release Officer Cordero from probationary status. In accordance with the contract Officer Cordero is due a step pay increase upon probation completion. Her pay increase would be as follows.

Old Rate	New Rate
\$20.87 per hour	\$21.67

This pay increase would be retroactive back to 6/28/09.



This is to certify that

NICOLE CORDERO

*Has successfully completed 16 hours
of Advanced Law Enforcement training in*

ADAP Refresher

*Held at Regional Public Safety Education Complex on
07/15/2009 – 07/16/2009*



Butler Technology
and Career Development Schools

Director

A handwritten signature in cursive script, appearing to read 'A. Hopkins', written over a horizontal line.



This is to certify that

NICOLE CORDERO

*Has successfully completed 40 hours
of Advanced Law Enforcement training in*

Traffic Crash Level II

*Held at Public Safety Education Center on
7/6/2009 – 7/10/2009*

Instructor

A handwritten signature in cursive script, reading 'Will. E. O'Quinn'.

Al Hopkins, Director

A handwritten signature in cursive script, reading 'Al Hopkins'.



**Butler Technology
and Career Development Schools**

 BUTLER TECH



This is to certify that

NICOLE A. CORDERO

*Has successfully completed 40 hours
of Advanced Law Enforcement training in*

Traffic Crash Level I

*Held at Public Safety Education Center on
3/16/2009 – 3/20/2009*

Instructor



Al Hopkins, Director



 **Butler Technology
and Career Development Schools**

**Warren County Sheriff's Office
Lebanon, Ohio**



THIS IS TO CERTIFY THAT

Officer Nicole Cordero

HAS COMPLETED THE

2009 Rifle Orientation Course

March 5, 2009


Instructor


Sheriff Larry Sims



NOTICE OF PEACE OFFICER APPOINTMENT/TERMINATION (mark appropriate box)

Appointment Appointment Status Change (e.g., reserve to full/parttime) Termination Correction to Record - highlight correction(s)

Personal Information Disclosure Statement - Pursuant to the Federal Privacy Act (Public Law 93-579), notice is hereby given for the request of personal information. The Ohio Peace Officer Training Commission and Academy require personal information for the purpose of accurately recording training, agency/school affiliation, and testing information. Your Social Security Number will not be disclosed to individuals or agencies except in accordance with state and federal law and policy of the Ohio Peace Officer Training Commission and the Office of the Attorney General of the State of Ohio. Failure to provide any of the requested information may result in an incomplete training record and certain services may be delayed.

INSTRUCTIONS

- Completion of this Notice form is required within 10 days of appointment or termination for all peace officers as defined in ORC 109.71(A).
- Use this Notice to report new appointments, appointment status changes, corrections (including name changes), and terminations.
- Sections A, B, and E must be completed, then complete Section C and pages 2 and 3 or Section D as appropriate.
- Please type or legibly print (in ink) all required information.
- Mail or fax this Notice to OPOTC at the below address within 10 days of such actions, as required by Ohio Revised Code 109.761.

A. OFFICER INFORMATION			
1. SOCIAL SECURITY NUMBER [REDACTED]	2. NAME (Last) (First) (Middle) Cordero Nicole A.	3. BIRTHDATE (mm/dd/yyyy) 11/19/1976	
4. GENDER <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	5. ALIAS (Last) (First) (Middle)	6. HOME PHONE NUMBER [REDACTED]	
7. DRIVER'S LICENSE # [REDACTED]	8. HOME STREET/MAILING ADDRESS (#/Street/PO Box) (City) (County Name) (State) (Zip Code) [REDACTED]		

B. AGENCY INFORMATION			
9. AGENCY NAME Clearcreek Township Police Department	10. APPOINTING AUTHORITY'S NAME & TITLE John D. Terrill, Chief of Police		11. AGENCY PHONE NUMBER 937 748-1267
12. AGENCY STREET/MAILING ADDRESS (#/Street/PO Box) 7593 Bunnell Hill Road	(City) Springboro	(County Name) Warren	(State) (Zip Code) Ohio 45066

C. APPOINTMENT INFORMATION			
13. APPOINTMENT DATE (mm/dd/yyyy) 06/28/2008	14. CURRENT RANK Police Officer	15. TITLE/ POSITION Police Officer	16. ORC SECTION 505.49B
17. APPOINTMENT STATUS (mark appropriate box) <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special		18. APPOINTEE'S FIRST PEACE OFFICER APPOINTMENT? <input type="checkbox"/> yes (Complete all of page 2) <input checked="" type="checkbox"/> no (Complete pages 2 and 3 - an update evaluation will occur)	

D. TERMINATION INFORMATION	
19. TERMINATION DATE (mm/dd/yyyy)	20. REASON FOR TERMINATION (mark appropriate box) <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Felony Conviction <input type="checkbox"/> Other

E. ATTESTATION OF REPORTING OFFICIAL		
I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.		
SIGNATURE OF REPORTING OFFICIAL 	NAME & TITLE OF REPORTING OFFICIAL (Typed or Printed Legibly) John D. Terrill, Chief of Police	DATE 06/30/2008

() PEACE OFFICER APPOINTMENT HISTOR

OFFICER'S NAME Nicole A. Cordero

SSN: [REDACTED]

BASIC TRAINING SCHOOL NAME _____

From: _____

To: _____

Beginning Date

Ending Date

1. Appointed by: <u>Clearcreek Township Police Department</u> <u>Warren</u>	
Agency Name	County Name
From: <u>06/28/2008</u> To: <u>Present</u>	Position title: <u>Police Officer / Constable</u>
Month/Date/Year	Month/Date/Year
(Deputy, Reserve Officer, Etc.)	
Appointment status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special	
2. Appointed by: <u>Clearcreek Township Police Department</u> <u>Warren</u>	
Agency Name	County Name
From: _____ To: <u>06/27/2008</u>	Position title: <u>Police Officer / Constable</u>
Month/Date/Year	Month/Date/Year
(Deputy, Reserve Officer, Etc.)	
Appointment status: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special	
3. Appointed by: _____	
Agency Name	County Name
From: _____ To: _____	Position title: _____
Month/Date/Year	Month/Date/Year
(Deputy, Reserve Officer, Etc.)	
Appointment status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special	
4. Appointed by: _____	
Agency Name	County Name
From: _____ To: _____	Position title: _____
Month/Date/Year	Month/Date/Year
(Deputy, Reserve Officer, Etc.)	
Appointment status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special	

5. THIS SECTION TO BE COMPLETED BY THE OFFICER AND AN AGENCY OFFICIAL IN THE PRESENCE OF A NOTARY PUBLIC/ATTORNEY/CLERK OF COURTS.

This is to certify that we understand that the above information will be used to determine whether the officer requires any mandated/update training and that the information set forth in this form is true and accurate to the best of our knowledge. All requested information has been researched for accuracy and, where applicable or necessary, documentation has been attached for purposes of verification and/or explanation. It is understood that, should any of the provided information be discovered inaccurate, it will void the determination made from this request. Further, it is also understood that submission of false information submitted to a governmental organization in pursuit of certification is a violation of section 2921.13 of the Ohio Revised Code.

Nicole Cordero
Signature of individual officer

Clearcreek Township Police Department
Name of requesting agency

[Signature]
Signature of requesting official

7593 Bunnell Hill Road
Mailing address of requesting agency

John D. Terrill, Chief of Police
Typed name of requesting official

Springboro, Ohio 45066
Mailing address (continued)

Sworn to and subscribed before me this 30th day of June, 20 08

in the county of Warren and the state of Ohio.

Will E. Stief
Signature of Notary/Attorney/Clerk of Courts

My commission expires 7-28-08

Affix seal here



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 6/19/08
SUBJECT: Promotion to fulltime patrol officer, Nicole Cordero
CC: Dennis A. Pickett, Township Administrator

Nicole Cordero has successfully completed her FTO period with the division of police. I am recommending Off. Cordero be promoted from part time to full time status and be given the oath of office accordingly on 6/19/08. Off. Cordero's new pay rate would be as follows:

Employee:	Old Rate	New Rate
Nicole Cordero	\$19.03	\$19.50

This pay rate would take effect on 6/28/08.



Heartsaver® AED

NICOLE CORDERO

This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA for Heartsaver AED Program.

Modules Completed: **A** **B** **C**

September, 2009
Issue Date

September, 2011
Recommended Renewal Date

Training Center **OHIO**

TC Address Contact Info **WARREN COUNTY CAREER CENTER**

Course Location **WARREN COUNTY CAREER CENTER**

Instructor **TIM HAGGARD**

Holder's Signature

© 2006 American Heart Association Tampering with this card will alter its appearance. 80-1211

PEEL
HERE

X
Y
Z

Peel the wallet card off the sheet and fold it over.

Fill in the circles of the modules *NOT* completed. This card contains unique security features to protect against forgery.

This card can either be inserted into a number 10 window or regular envelope.

If using a number 10 regular envelope, peel off the address label and apply it to the outside of the envelope.

Acknowledgment of Receipt for Employee Handbook

I acknowledge that I have received a copy of Clearcreek Township's Employee Handbook or additional supplemental updates to the Employee Handbook. *I agree to read it thoroughly*, including the statements in the foreword describing the purpose and effect of the Handbook, before signing this acknowledgement form. *I acknowledge* that Clearcreek Township Board of Trustees reserves the exclusive right to interpret, modify, or eliminate any of these policies, procedures, and benefits at any time with or without notice. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor.

- *I acknowledge* that I have read Clearcreek Township's policy on Drug and Alcohol Abuse, and that I understand that policy. I agree to abide by the terms of Clearcreek Township's Drug and Alcohol Abuse Policy. I agree to submit myself voluntarily to the drug and alcohol tests outlined in the policy under the terms and conditions of the policy. I understand that any violation of the policy constitutes grounds for discipline, up to and including discharge.
- *I acknowledge* that I have read Clearcreek Township's policy on Sexual Harassment and Other Unlawful Harassment and that I understand the terms and conditions within that policy. I agree to abide by that policy. I understand that any violation of the Sexual Harassment and Other Unlawful Harassment Policy will be grounds for discipline, up to and including discharge.
- *I acknowledge* that I have read Clearcreek Township's policy on Use of Communication Systems and E-Mail, Internet, and Voicemail Usage and that I understand the terms and conditions within that policy. I agree to abide by that policy. I understand that information stored on Clearcreek Township computers, voicemail and other communication systems belongs to Clearcreek Township and that I should have no expectation of privacy with respect to any such information, even if it is of a personal nature. I understand that any violation of the Use of Communication Systems and E-Mail, Internet, and Voicemail Usage Policies will be grounds for discipline, up to and including discharge.
- *I understand* that this Handbook states Clearcreek Township's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Clearcreek Township for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I understand that I am responsible for the upkeep of the Employee Handbook and for maintaining my knowledge of its contents. I further understand that I am responsible to return all Clearcreek Township property, including written materials, to my supervisor should I separate employment with Clearcreek Township.

Please sign and date this receipt and return it to the Office of the Administrator.

Failure to sign and return this Acknowledgment of Receipt of Employee Handbook form within seven (7) days after my first day of work with Clearcreek Township will be grounds for discipline, up to and including immediate discharge.

Date: 1/16/10
Signature: Nicole Cordero
Print Name: Nicole Cordero

CLEARCREEK TOWNSHIP EMPLOYEE INFORMATION SHEET FORMS LIST

Date / Initial

FEDERAL W-4

6/27/08 NC

STATE IT 4

6/27/08 NC

RETIREMENT:

OPERS - All Employees

6/27/08 NC

PFDPF - Career Fire Fighters

N/A

FICA - Part - Time Fire Fighters - **NO FORM**

N/A

BENEFITS:

EMPLOYEE HANDBOOK & POLICY

6/27/08 NC

OHIO PUBLIC EMPLOYEE DEFERRED COMPENSATION PROGRAM - (Advised)

6/27/08 NC

TRIANGLE CREDIT UNION, INC. - (Advised)

6/27/08 NC

TOWNSHIP RULES AND REGULATIONS:

CONTRACT - Full-Time Sgts. & Police Officers & Firefighters/EMT

6/27/08 NC

DEPARTMENTAL SOP - Fire and Police Departments

6/27/08 NC

INSURANCE - FULL-TIME EMPLOYEES:

EMPLOYER HEALTH & DENTAL

6/27/08 NC

VISION SERVICE PLAN - **NO FORM**

6/27/08 NC

COBRA ACKNOWLEDGMENT

6/27/08 NC

AFLAC - SUPPLEMENTAL INSURANCE - (Advised)

6/27/08 NC

PPM EAP - EMPLOYEE ASSISTANCE PROGRAM - (Advised)

6/27/08 NC

PERSONNEL:

EMPLOYMENT ELIGIBILITY VERIFICATION - (U.S. Form I-9)

Copy document that are examined, i.e. driver's license, State ID, Social Security Card, birth certificate, etc.

NEW EMPLOYEE'S IDENTIFICATION SHEET - (Personnel)

NEW EMPLOYEE INFORMATION SHEET - (Payroll)

INDUSTRIAL COMMISSION - HANDICAPPED INVENTORY

NEW HIRE REPORTING FORM 7048

SOCIAL SECURITY NOTIFICATION

SCHOOL DISTRICT NOTIFICATION

PUBLIC EMPLOYMENT DECLARATION

PRE-EMPLOYMENT AGREEMENT

TOWNSHIP IDENTIFICATION CARD

TOWNSHIP OATH CERTIFICATE

NOTICE OF PEACE OFFICER APPOINTMENT/TERMINATION

6/27/08 NC

6/27/08 NC

Nicole Cordova

New Employee - Signature

6/27/08 NC

Date

Dorey J. White

Township Supervisor

Assistant Administrator/Safety Director

Title

6-27-08

Date

Form W-4 (2008)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form **W-4**

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

Notice to Employee

1. For state purposes, an individual may claim only natural dependency exemptions. This includes the taxpayer, spouse and each dependent. Dependents are the same as defined in the Internal Revenue Code and as claimed in the taxpayer's federal income tax return for the taxable year for which the taxpayer would have been permitted to claim had the taxpayer filed such a return.
2. You may file a new certificate at any time if the number of your exemptions **increases**.


You must file a new certificate within 10 days if the number of exemptions previously claimed by you **decreases** because:

- (a) Your spouse for whom you have been claiming exemption is divorced or legally separated, or claims her (or his) own exemption on a separate certificate.
- (b) The support of a dependent for whom you claimed exemption is taken over by someone else.
- (c) You find that a dependent for whom you claimed exemption must be dropped for federal purposes.

The death of a spouse or a dependent does not affect your withholding until the next year but requires the filing of a new certificate. If possible, file a new certificate by Dec. 1st of the year in which the death occurs.

For further information, consult the Ohio Department of Taxation, Personal and School District Income Tax Division, or your employer.

3. If you expect to owe more Ohio income tax than will be withheld, you may claim a smaller number of exemptions; or under an agreement with your employer, you may have an additional amount withheld each pay period.
4. A married couple with both spouses working and filing a joint return will, in many cases, be required to file an individual estimated income tax form IT 1040ES even though Ohio income tax is being withheld from their wages. This result may occur because the tax on their combined income will be greater than the sum of the taxes withheld from the husband's wages and the wife's wages. This requirement to file an individual estimated income tax form IT 1040ES may also apply to an individual who has two jobs, both of which are subject to withholding. In lieu of filing the individual estimated income tax form IT 1040ES, the individual may provide for additional withholding with his employer by using line 5.

 please detach here

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: Nicole Cordero

Employee ID #: [REDACTED]

0130FB1

Employer Name: Clearcreek Township

Employer ID #: G-832600 / LE-982300

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security, $\$500 - \$400 = \$100$. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee: Nicole Cordero Date: 6/27/08

CLEARCREEK TOWNSHIP

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

Oath of Office

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

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

Clearcreek Township Board of Trustees

Nicole A. Cordero

Signature of Appointee



[Handwritten signature]

Chief of Police

[Handwritten signature]

June 19, 2008

Date

CLEARCREEK TOWNSHIP EMPLOYEE INFORMATION SHEET FORMS LIST

Date / Initial

FEDERAL W-4

3/4/08 NC

RETIREMENT:

- OPERS - All Employees
- PFDPF - Career Fire Fighters
- FICA - Part - Time Fire Fighters - **NO FORM**



3/4/08 NC
N/A
N/A

BENEFITS:

- EMPLOYEE HANDBOOK & POLICY
- OHIO PUBLIC EMPLOYEE DEFERRED COMPENSATION PROGRAM - (Advised)
- TRIANGLE CREDIT UNION, INC. - (Advised)

3/4/08 NC
3/4/08 NC
3/4/08 NC

TOWNSHIP RULES AND REGULATIONS:

- CONTRACT - Full-Time Police Officers
- DEPARTMENTAL SOP - Fire and Police Departments

N/A
N/A

INSURANCE - FULL-TIME EMPLOYEES:

- EMPLOYER HEALTH & DENTAL
- VISION SERVICE PLAN - **NO FORM**
- COBRA ACKNOWLEDGMENT
- AFLAC - SUPPLEMENTAL INSURANCE - (Advised)
- PPM EAP - EMPLOYEE ASSISTANCE PROGRAM - (Advised)

N/A
N/A
3/4/08 NC
N/A
3/4/08 NC

PERSONNEL:

- EMPLOYMENT ELIGIBILITY VERIFICATION - (U.S. Form I-9)
Copy document that are examined, i.e. driver's license, State ID, Social Security Card, birth certificate, etc.
- NEW EMPLOYEE'S IDENTIFICATION SHEET - (Personnel)
- NEW EMPLOYEE INFORMATION SHEET - (Payroll)
- INDUSTRIAL COMMISSION - HANDICAPPED INVENTORY
- NEW HIRE REPORTING FORM 7048
- SOCIAL SECURITY NOTIFICATION
- SCHOOL DISTRICT NOTIFICATION
- PUBLIC EMPLOYMENT DECLARATION
- PRE-EMPLOYMENT AGREEMENT
- TOWNSHIP IDENTIFICATION CARD
- TOWNSHIP OATH CERTIFICATE

3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC
3/4/08 NC

Nicole Cordova
New Employee - Signature

3/4/08
Date

Maelynn Libala
Assistant Administrator/Safety Director
Township Supervisor *Title*

3-4-08
Date



Clearcreek Township Police Department



MEMORANDUM

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

FROM: Chief John D. Terrill

DATE: 2-14-08

SUBJECT: Recommendation, Offer to Hire-Part time Police Officer, Nicole Cordero

CC: Dennis A. Picket, Township Administrator

Pursuant to Ohio Revised Code section 505.49(B)(2), I wish to offer Nicole Cordero, an offer of employment to Part time Police Officer for the Clearcreek Township Police Department.

Mrs. Cordero has been through many testing phases with the division of police including an internal interview process with members of staff. Mrs. Cordero has been given my expectations as to the position of Part time Police Officer.

Nicole Cordero exhibited by her actions during the testing and interview process the attitude and behavior consistent with the philosophy and personnel needs of the Clearcreek Township Police Department, and the Ohio Peace Officer Training Commission currently certifies her. Therefore staff believes she should be offered an appointment as designated, Part time Police Officer. Mrs. Cordero will be placed on 12 months orientation period at the starting pay of \$15.00 per hour.

It is requested that this conditional offer of employment be on the agenda for the Board of Trustees at their meeting scheduled for February 14th, 2008.

Comprehensive Report

Nicole A. Cordero



SSN: [Redacted]
 Employee Number: [Redacted]
 Address: [Redacted]

Birthdate: 11/19/1976

Home Phone: [Redacted]
 Work Phone: 937-748-1267
 Cell Phone: [Redacted]
 Fax: 937-748-3252
 E-mail Address: [Redacted]

EEO Code: White
 EEO Category: Laborers
 W-4 Status: Married
 Exemptions: [Redacted]
 Gender: Female
 Status: Active

Hire Date: 3/1/2008
 I-9 Renewal Date:
 Next Review:
 Department: Police
 Location: Division of Police
 Position: Police Officer - Part-Time

Emergency Contact

Contact Name: [Redacted] Physician Name: [Redacted]
 Relationship: Husband Phone: [Redacted]
 Address: [Redacted]
 Home Phone: [Redacted]
 Work Phone: [Redacted]
 Cell Phone: [Redacted]
 Special Notes: [Redacted]

Latest Wage

Note: Rate: 15.00 Hourly
 Date: 3/1/2008

Benefits

Dental: Not Enrolled
 EAP: Enrolled
 Health: Not Enrolled
 Life: Not Enrolled
 Vision: Not Enrolled

Accrual Accounts Balance

Sick 0.00
 Vacation 0.00

Certification

Latest Training

Latest Evaluation

Description:	No evaluations on file	Total Score:	0
Date:	None	Average:	0




Notes

Dependents / DOB: 

Spouse / DOB / Work & #: 

Work History: 3/1/2008: Hired as a Part-Time Police Officer

User

Driver's License	
Township Pager #	N/A
Township Cellular #	N/A
Personal Cell #	
Personal E-Mail Address	
School District	Waynesville CSD
Work Anniversary Date	N/A
Date Field 2	
Date Field 3	
Date Field 4	
Date Field 5	
Checkbox Field 1	
Checkbox Field 2	False
Checkbox Field 3	False
Checkbox Field 4	False
Checkbox Field 5	False
User 20	False



Clearcreek Township Police Department



MEMORANDUM

TO: Ronald L. Wilhelm, Assistant Administrator / Safety Director
FROM: Chief John D. Terrill
DATE: 2/28/08
SUBJECT: Recommendation to Hire, Nicole Cordero
CC: Dennis A. Pickett, Township Administrator

In pursuant to the guidelines set forth by the Clearcreek Township Employee Handbook and by the Clearcreek Township Police Department, I recommend Nicole Cordero be hired as a part time Police Officer.

I have meet with Nicole Cordero on numerous occasions. Our interview consisted of asking questions concerning work experience, strengths, and shortcomings, and behavior. Mrs. Cordero exhibited, through response and posture, behavior and attitude that best reflects the Clearcreek Township Police Departments ideals. In addition, Mrs. Cordero had successfully passed all of the police departments pre-employment procedures.

I am recommending Mrs. Cordero be hired for the position of Part Time Police Officer by the Clearcreek Township Board of Trustees on Feb. 28th, 2008.

If approved, Mrs. Cordero will be subject to the standard one year orientation period.

Form W-4 (2008)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

worksheets that apply.

- If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form **W-4**

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

Acknowledgment of Receipt for Employee Handbook

I acknowledge that I have received a copy of Clearcreek Township's Employee Handbook or additional supplemental updates to the Employee Handbook. *I agree to read it thoroughly*, including the statements in the foreword describing the purpose and effect of the Handbook, before signing this acknowledgement form. *I acknowledge* that Clearcreek Township Board of Trustees reserves the exclusive right to interpret, modify, or eliminate any of these policies, procedures and benefits at any time with or without notice. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor.

NC 3/4/08
• *I acknowledge* that I have read Clearcreek Township's policy on Drug and Alcohol Abuse, and that I understand that policy. I agree to abide by the terms of Clearcreek Township's Drug and Alcohol Abuse Policy. I agree to submit myself voluntarily to the drug and alcohol tests outlined in the policy under the terms and conditions of the policy. I understand that any violation of the policy constitutes grounds for discipline, up to and including discharge.

NC 3/4/08
• *I acknowledge* that I have read Clearcreek Township's policy on Sexual Harassment and Other Unlawful Harassment and that I understand the terms and conditions within that policy. I agree to abide by that policy. I understand that any violation of the Sexual Harassment and Other Unlawful Harassment Policy will be grounds for discipline, up to and including discharge.

NC 3/4/08
• *I acknowledge* that I have read Clearcreek Township's policy on Use of Communication Systems and E-Mail, Internet, and Voicemail Usage and that I understand the terms and conditions within that policy. I agree to abide by that policy. I understand that information stored on Clearcreek Township computers, voicemail and other communication systems belongs to Clearcreek Township and that I should have no expectation of privacy with respect to any such information, even if it is of a personal nature. I understand that any violation of the Use of Communication Systems and E-Mail, Internet, and Voicemail Usage Policies will be grounds for discipline, up to and including discharge.

• *I understand* that this Handbook states Clearcreek Township's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Clearcreek Township for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I understand that I am responsible for the upkeep of the Employee Handbook and for maintaining my knowledge of its contents. I further understand that I am responsible to return all Clearcreek Township property, including written materials, to my supervisor should I separate employment with Clearcreek Township.

Please sign and date this receipt and return it to the Office of the Administrator.

Failure to sign and return this Acknowledgment of Receipt of Employee Handbook form within seven (7) days after my first day of work with Clearcreek Township will be grounds for discipline, up to and including immediate discharge.

Date: _____

Signature: _____

Print Name: _____

Acknowledgment of Receipt for Employee Handbook

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Date:

3/4/08

Signature:

Nicole Cordero

Print Name:

Nicole Cordero

OHIO DRIVER LICENSE

BOB TAFT, GOVERNOR

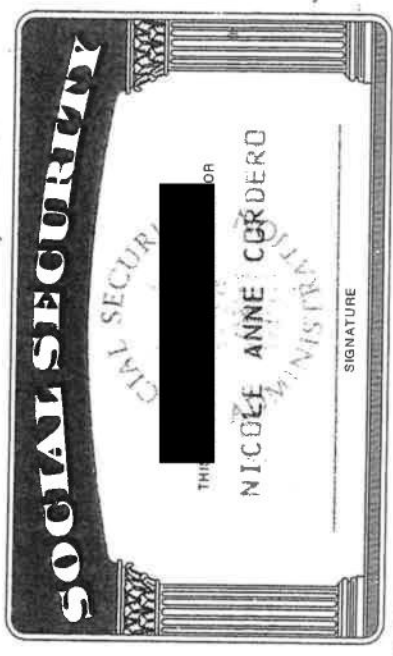
NICOLE A CORDERO

DL# [REDACTED]
S.S. NUMBER (optional) [REDACTED]

BIRTH DATE 11/19/1976
EXPIRES ON 11/19/2009



Sex HT Hair Eyes
F 5-0 BLN HAZ
Endorse [REDACTED] Two Part
Restr A



CLEARCREEK TOWNSHIP
NEW EMPLOYEE INFORMATION SHEET

NAME: Nicole Cardero

DEPARTMENT: CTPD Police

ADDRESS: [REDACTED]

POSITION: Police Officer

CITY: [REDACTED]

STATUS: PART-TIME

STATE: [REDACTED]

HIRED: 3/1/08

ZIP CODE: [REDACTED]

SCHOOL DISTRICT: Wannsville

PHONE: [REDACTED]

E-MAIL: [REDACTED]

CELL PHONE: [REDACTED]

OLN: [REDACTED]

DOB: 11/19/76

SSN: [REDACTED]

TWP. PAGER #: N/A

ANN. DATE: N/A

TWP. CELL. #: N/A

SEPARATION DATE: N/A

EMPLOYER: CTPD

BUS. TELEPHONE: 937-748-1267

SPOUSE: [REDACTED]
SP. HM.#: [REDACTED]
SP. WORK: [REDACTED]

SPOUSE DOB: [REDACTED]
SP. CELL #: [REDACTED]
WORK PHONE: [REDACTED]

NUMBER OF CHILDREN: 3
CHILD 1: [REDACTED]
CHILD 2: [REDACTED]
CHILD 3: [REDACTED]
CHILD 4: [REDACTED]
CHILD 5: _____
CHILD 6: _____

DOB: [REDACTED]
DOB: [REDACTED]
DOB: [REDACTED]
DOB: _____
DOB: _____
DOB: _____

HEIGHT: 5' 10"
HAIR COLOR: Blonde
BLOOD TYPE: _____

WEIGHT: 195
EYE COLOR: Green

**CLEARCREEK TOWNSHIP
EMPLOYEE INFORMATION SHEET
NEW EMPLOYEE INFORMATION**

EMPLOYEE ID: CORDERO
DEPARTMENT: Police

HIRED DATE: 3/04/08

NAME:

LAST: Cordero
FIRST: Nicole
MIDDLE: Anne

HOME ADDRESS:

STREET: _____
CITY: _____
STATE: _____
ZIP CODE: _____
PHONE: _____

PERSONAL INFORMATION:

SOCIAL SECURITY NUMBER: _____
SEX: Female
ETHNIC GROUP: White
BIRTHDAY: 11 - 19 - 1976

Ohio New Hire Reporting Form

Effective October 1, 1997 Ohio Revised Code Section 3121.89-3121.8911 requires all Ohio Employers, both public and private, to report all newly hired, rehired, or returning to work employees to the State of Ohio within 20 days of hire or rehire date. Information about new hire reporting and online reporting is available on our Web site: www.oh-newhire.com

Send completed forms to:

Ohio New Hire Reporting Center
PO Box 15309
Columbus, OH 43215-0309
Fax: (614) 221-7088 or toll-free fax 1 (888) 872-1611

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A	B	C	1	2	3
---	---	---	---	---	---

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under):

3	1	6	0	0	0	5	6	6
---	---	---	---	---	---	---	---	---

Employer Name:

C	l	e	a	r	c	r	e	e	k	T	o	w	n	s	h	i	p						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

Employer Address (Please indicate the address where the Income Withholding Orders should be sent).

7	5	9	3	B	u	n	n	e	l	H	i	l	R	o	a	d							
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

Employer City:

Employer State:

Zip Code (5 digit):

S	p	r	i	n	g	b	o	r	o	O	H	4	5	0	6	6
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Employer Phone (optional):

Extension:

Employer Fax (optional):

5	1	3	7	4	8	1	2	6	7	3	0	2	0	9	3	7	7	4	8	3	2	5	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Email:

EMPLOYEE INFORMATION

Employee Social Security Number (SSN)



Employee State of Hire:

O	H
---	---

Employee First Name:

Middle Initial:

N	I	C	O	L	E																		
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A

Employee Last Name:

C	O	R	D	E	R	O																	
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee Address:



Date of Hire:

Date of Birth:

Is this employee an Independent Contractor?

Yes

No

0	3	0	1	0	8
---	---	---	---	---	---

1	1	1	9	7	6
---	---	---	---	---	---

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING

Questions? Call us at (614) 221-5330 or toll-free 1 (888) 872-1490

This form may be duplicated

CONFIRMATION OF RECEIPT OF NEW HIRE REPORTS



Ohio New Hire Reporting Center
P.O. Box 15309
Columbus, OH 43215-0309
(614) 221-5330
(888) 872-1490 (toll-free)

New Hire Entries for: Clearcreek Township (31-6000566)
Date: 3/4/2008

SSN	Name	Hire Date	Birth Date	IC	Work State	Address	City	State	Zip	Country
	Nicole Anne Cordero	03012008	11191976	N	OH					US

[Print Confirmation Report](#)

[Employer Home](#)

[Logout](#)

(Note: Print in landscape mode for best results.)

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: Nicole Cordero

Employee ID #: 

Employer Name: Clearcreek Township

Employer ID #: E0138F
G-832600 / LE-982300

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security, $\$500 - \$400 = \$100$. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee: Nicole Cordero Date: 3/4/08



The Finder > School District Income Tax > Lookup By Address

ESSPRODWEB02

Lookup By Address

Address: ? **Year:** ?

Suite, Apt, Lot: ?

City: ?

State:

Zip Code: (Note: Zip + 4 is optional) - ?

? denotes a required field.

[The Finder](#) | [Contact Us](#) | [Exit](#) | [Privacy Policy](#)



The Finder > School District Income Tax > Lookup By Address > Results

ESSPRODWEB01

Lookup By Address

Based upon USPS Address Standardization, the postal city has been changed. If you believe this to be incorrect, please notify the Ohio Department of Taxation.

Input Address (Modify)	
Address:	[Redacted]
Suite, Apt, Lot:	[Redacted]
City:	[Redacted]
State:	[Redacted]
Zip Code:	[Redacted]

Found Address	
Address:	[Redacted]
Suite, Apt, Lot:	[Redacted]
City:	[Redacted]
State:	[Redacted]
Zip Code:	[Redacted]
Physical City:	[Redacted]

School District Income Tax	
Year: 2008	
? School District Name:	WAYNE LSD
? School District Number:	8308
? Income Tax Rate:	0.00%
? Department of Education Number:	050468
Note: Do not use the Department of Education's school district number when filing your Ohio income tax or employer withholding tax returns.	

Reference Number: 0308-23145 ?

Enter New Address/Year ?

Excluding tax penalties imposed by the Ohio Department of Taxation, neither the State of Ohio nor the Ohio Department of Taxation assumes any liability for any errors or omissions, or in any other respect. Please note that the Ohio Department of Taxation cannot waive additional tax or interest due from an error. However, if a tax filing error occurs based on this system providing incorrect information, no penalty will imposed or if a penalty is imposed it will be removed. If you feel there is an error or have questions regarding the information you have received, please e-mail the Department of Taxation at TheFinderHelp@tax.state.oh.us. Please refer to the reference number 0308-23145 displayed on this page.



PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NO ASSISTANCE TO A TERRORIST ORGANIZATION

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

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

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

LAST NAME <i>Cordero</i>	FIRST NAME <i>Nicole</i>	MIDDLE INITIAL <i>A</i>
HOME ADDRESS [REDACTED]		
WORK PHONE <i>(513) 897-9227</i>		

DECLARATION

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

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

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? Yes No

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

CERTIFICATION

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

x Nicole Cordero
APPLICANT SIGNATURE

3/4/08
DATE

CLEARCREEK TOWNSHIP

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

Oath of Office

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

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

Clearcreek Township Board of Trustees



Nicole Cordero

Signature of Appointee

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Chief of Police

February 28, 2008

Date

CLEARCREEK TOWNSHIP

APPOINTMENT OF POLICE OFFICER

Commission

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



Nicole Cordero
Signature of Appointee

[Signature]
Chief of Police

[Signature]
Assistant Administrator / Safety Director



Clearcreek Township Board of Trustees

[Signature]
[Signature]
[Signature]

WITNESS our signatures this 28th day of February 2008.

CLEARCREEK TOWNSHIP
Warren County, Ohio
EMPLOYEE IDENTIFICATION CARD



Nicole A. Cordero

Name

Police Officer / Constable

Position

This is to certify that the above named employee has been appointed to the above position for CLEARCREEK TOWNSHIP and is duly authorized in acting in accordance with authority delegated by the BOARD OF TRUSTEES OF CLEARCREEK TOWNSHIP, Warren County, Ohio.

March 1, 2008
Date of Issue

Nicole A. Cordero
Employee's Signature

WARNING

This card has been issued by the BOARD OF TRUSTEES of CLEARCREEK TOWNSHIP for the official use of the holder designated hereon, its use by any other person is **UNLAWFUL**.

Height:	Weight:	Hair:	Eyes:
5'6"	195	Blonde	Green

BOARD OF TRUSTEES

R. Wade
TRUSTEE
M. S. ...
TRUSTEE
R. ...
TRUSTEE

If found drop in any U.S. Mail Box. Return postage guaranteed. Return to:

CLEARCREEK TOWNSHIP
7593 Bunnell Hill Road
Springboro, Ohio 45066
937-748-1267 / 800-824-5124



Clearcreek TOWNSHIP

BOARD OF TRUSTEES

Ed Wade Gregory A. McDonald, D.D.S. R. Dale Lamb

CLERK

James A. Dalton

Pre-Employment Agreement

I, Nicole Cordero have applied for employment
(Print Name)
with the Clearcreek Township Police Department.

I realize that Clearcreek Township Police Department has invested financially in order to get the best applicant / candidate for the position, which consists of, but is not limited to, psychological examination, polygraph, drug screening, medical examination, background checks, personnel protective equipments, training and uniforms.

I hereby agree, if appointed as an employee with the Clearcreek Township Police Department, and I either resign voluntarily, I am asked to resign and do so, or if I am terminated for cause, I will reimburse the Clearcreek Township Police Department for all financial loss of the aforementioned. The probationary period consists of **365 days** (12 months), from the date of my appointment. This agreement will expire on successful completion of the probationary period.

The reimbursement will be withheld from my separation pay. If the separation pay does not cover the financial loss, **I shall reimburse the Clearcreek Township Police Department within 30 days from my separation.**

STATE OF OHIO, COUNTY OF WARREN, ss:

Personally appeared before me the said Nicole Cordero who, having been duly cautioned deposes and says that he / she understands and agrees to this form.

Nicole Cordero
(Signature of Applicant / Candidate)

Sworn to and subscribe before me this 4th day of March, 2008

Signature of Officer: Aufandra Brewster

Official Title: Administrative Clerk

(Official Seal)



NOTICE OF PEACE OFFICER APPOINTMENT/TERMINATION (mark appropriate box)

Appointment **Appointment Status Change (e.g., reserve to full/parttime)** **Termination** **Correction to Record - highlight correction(s)**

Personal Information Disclosure Statement - Pursuant to the Federal Privacy Act (Public Law 93-579), notice is hereby given for the request of personal information. The Ohio Peace Officer Training Commission and Academy require personal information for the purpose of accurately recording training, agency/school affiliation, and testing information. Your Social Security Number will not be disclosed to individuals or agencies except in accordance with state and federal law and policy of the Ohio Peace Officer Training Commission and the Office of the Attorney General of the State of Ohio. Failure to provide any of the requested information may result in an incomplete training record and certain services may be delayed.

INSTRUCTIONS

- Completion of this Notice form is required within 10 days of appointment or termination for all peace officers as defined in ORC 109.71(A).
- Use this Notice to report new appointments, appointment status changes, corrections (including name changes), and terminations.
- Sections A, B, and E must be completed, then complete Section C and pages 2 and 3 or Section D as appropriate.
- Please type or legibly print (in ink) all required information.
- Mail or fax this Notice to OPOTC at the below address within 10 days of such actions, as required by Ohio Revised Code 109.761.

A. OFFICER INFORMATION			
1. SOCIAL SECURITY NUMBER [REDACTED]	2. NAME (Last) (First) (Middle) Cordero Nicole Anne	3. BIRTHDATE (mm/dd/yyyy) 11/19/1976	
4. GENDER <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	5. ALIAS (Last) (First) (Middle)	6. HOME PHONE NUMBER [REDACTED]	
7. DRIVER'S LICENSE # [REDACTED]	8. HOME STREET/MAILING ADDRESS (#/Street/PO Box) (City) (County Name) (State) (Zip Code) [REDACTED]		

B. AGENCY INFORMATION			
9. AGENCY NAME Clearcreek Township Police Department	10. APPOINTING AUTHORITY'S NAME & TITLE John D. Terrill, Chief of Police	11. AGENCY PHONE NUMBER (937) 748-1267	
12. AGENCY STREET/MAILING ADDRESS (#/Street/PO Box) 7593 Bunnell Hill Road	(City) Springboro	(County Name) Warren	(State) (Zip Code) Ohio 45066

C. APPOINTMENT INFORMATION			
13. APPOINTMENT DATE (mm/dd/yyyy) 03/01/2008	14. CURRENT RANK Police Officer	15. TITLE/ POSITION Police Officer / Police Constable	16. ORC SECTION 505.49B2 / 509.01B
17. APPOINTMENT STATUS (mark appropriate box) <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special		18. APPOINTEE'S FIRST PEACE OFFICER APPOINTMENT? <input checked="" type="checkbox"/> yes (Complete all of page 2) <input type="checkbox"/> no (Complete pages 2 and 3 - an update evaluation will occur)	

D. TERMINATION INFORMATION	
19. TERMINATION DATE (mm/dd/yyyy)	20. REASON FOR TERMINATION (mark appropriate box) <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Felony Conviction <input type="checkbox"/> Other

E. ATTESTATION OF REPORTING OFFICIAL		
I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.		
SIGNATURE OF REPORTING OFFICIAL 	NAME & TITLE OF REPORTING OFFICIAL (Typed or Printed Legibly) John D. Terrill, Chief of Police	DATE 3/1/08

PEACE OFFICER APPOINTMENT AND OATH OF OFFICE*

If first appointment: SCHOOL NAME Butler Tech Police Academy

SCHOOL # _____

I. TO BE COMPLETED BY APPOINTEE AND APPOINTING AUTHORITY:

On this date, you are hereby appointed as a peace officer to serve as a Police Officer / Police Constable
for the Clearcreek Township Police Department pursuant to 505.49B2 / 509.01B
department name position/title ORC Section

As such, you shall swear or affirm the following:

I, Nicole A. Cordero, do solemnly swear or affirm that I will support the
appointee's printed name

Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio,
and the Laws and Ordinances of Clearcreek Township and to the
political subdivision

best of my ability will discharge the duties of the office of Police Officer / Police Constable
position/title

Nicole Cordero
Signature of Appointee

03/01/2008

Date of Appointment (mm/dd/yyyy)

II. TO BE COMPLETED BY APPOINTING AUTHORITY:

By signing below, I hereby swear or affirm that the above named individual is appointed to the
above position pursuant to the authority vested in me by 505.49B2 / 509.01B, and
ORC Section
that the individual has personally appeared before me and signed this oath in my presence.

[Signature]
Signature of Appointing Authority

John D. Terrill, Chief of Police

Typed/Printed Name of Appointing Authority and Title

NOTARY:

Sworn to and subscribed before me this 20th day of March, 2008

in the county of Warren and the state of Ohio.

Affix seal here

[Signature]
Signature of Notary/Attorney/Clerk of Courts

My commission expires 4/03/2011

* If you submit a department oath of office, the document must include the officer's name, date of appointment, ORC section under which you are appointed and the signature and title of the appointing authority (mayor, safety director, chief of police, etc.) as listed in the ORC section under which you are appointed.

OHIO DRIVER LICENSE 8311-485-2888

BOB TAFT, GOVERNOR
 Franke, S. Callahan, Register, BMV

NICOLE A CORDERO

LICENSE NO. [REDACTED]

S.S. NUMBER (optional) [REDACTED]

BIRTH DATE 11/19/1976
 ISSUE DATE 12/14/2005
 EXPIRES ON 11/19/2009

Nicole A Cordero

[REDACTED PHOTO]

Sex F HT 5-06 WT 110 Hair B Eyes HAZ
 Endorse D License Type Two Part

Restri A




CERTIFICATION OF VITAL RECORD

"VERIFICATION BOX" (TO RIGHT OF ARROW. HOLD BETWEEN THUMB AND FOREFINGER, OR BREATHE ON IT, COLOR WILL DISAPPEAR, THEN REAPPEAR)

STATE OF ARIZONA

STATE OF ARIZONA
DEPARTMENT OF HEALTH SERVICES - VITAL RECORDS SECTION
CERTIFICATE OF LIVE BIRTH

BIRTH NO.
B10276 - 034760

1. NAME OF CHILD A. FIRST NICOLE		B. MIDDLE ANNE		C. LAST BENTLEY	
2. SEX Female	3. TYPE OF BIRTH SINGLE, TWIN, TRIPLET, ETC. SA. Single	4. IF MULTIPLE BIRTH BORN FIRST, SECOND, ETC. SPECIFY:		5. DATE OF BIRTH DATE OF MONTH DAY YEAR HOUR November 19, 1976 2234 M.	
6. PLACE OF BIRTH A. COUNTY Maricopa		B. TOWN OR CITY Phoenix		7. C. HOSPITAL OR CLINIC (IF HOME BIRTH, GIVE STREET ADDRESS) Phoenix General Hospital, Inc.	
8. FATHER'S NAME A. FIRST [REDACTED]		B. MIDDLE [REDACTED]		C. LAST [REDACTED]	
9. MOTHER'S MAIDEN NAME [REDACTED]		10. DATE OF BIRTH DATE OF MONTH DAY YEAR March 3, 1954		11. PLACE OF BIRTH STATE OR COUNTRY Ohio	
12. MOTHER'S USUAL RESIDENCE A. COUNTY Arizona		B. TOWN OR CITY Maricopa		C. ZIP CODE Phoenix 85021	
13. STREET ADDRESS OR R.F.D. [REDACTED]		14. IN CITY LIMITS? 12F. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		15. HOW LONG LIVED IN ARIZONA? IN STATE 13A. 2 yrs. 13B. 2 yrs.	
16. THE INFORMATION LISTED IN ITEMS 1-14 IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		17. PARENT OR INFORMANT'S SIGNATURE [REDACTED]		18. RELATIONSHIP TO CHILD Mother	
19. I ATTENDED THE BIRTH OF THIS CHILD WHO WAS BORN ALIVE AT THE PLACE, TIME, AND DATE ENTERED ABOVE.		20. ATTENDANT [REDACTED]		21. DATE SIGNED 11-21-76	
22. SUPPLEMENTARY ENTRIES		23. (TYPE NAME) 18A. BELOW LINE Richard Bruce, D.O.		24. TITLE <input type="checkbox"/> M.O. (SPECIFY) <input checked="" type="checkbox"/> D.O.	
25. DATE REGISTERED NOV 24 1976		26. REG. FILE NO. 19952		27. REGISTRAR'S SIGNATURE <i>Bernice Z. Bemson deputy</i>	
28. REG. DISTRICT 0704		29. DATE RCVD. BY STATE OFFICE DEC 29 1976			

MAR 26 2007

Richard S. Porter
RICHARD S. PORTER
ASSISTANT
STATE REGISTRAR

This is a true certification of the facts on file in the OFFICE OF VITAL RECORDS, DEPARTMENT OF HEALTH SERVICES, PHOENIX, ARIZONA issued under the authority of A.R.S. 36-341, and by direction of:

This copy not valid unless prepared on a form displaying State seal and impressed with raised seal of issuing agency.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

3043646





Clearcreek TOWNSHIP

BOARD OF TRUSTEES

Ed Wade Gregory A. McDonald, D.D.S. R. Dale Lamb

CLERK

James A. Dalton

September 4, 2007

Nicole Cordero

Dear Nicole Cordero:

Your "Pre-Testing Application" was reviewed and you are invited to continue in our selection process. The *Physical Fitness Assessment* and *Written Examination* will be administered **September 15, 2007**.

Included in this packet is a form that **must** be completed and brought to the 'Physical Fitness Assessment'. You **must** bring this form "*Informed Consent For Physical Assessment*" signed and it must be submitted to the testing officer. If you fail to submit this form you will not be allowed to participate in the 'Physical Fitness Assessment', thus disqualifying you from the selection process.

The '*Physical Fitness Assessment*' will be held at Patricia Allyn Park, 7266 North State Route 48, Springboro, Ohio 45066. This testing phase will begin promptly at **8:00 A.M.** and conclude before **12:00 P.M.** Upon completion at the site you will be notified if you have been successful or not.

Those candidates who successfully complete the Physical Fitness Assessment will be further invited to continue in the selection process by undertaking the next phase, the '*Written Examination*' that will be administered at **1:00 P.M.** at the Clearcreek Township Government Center, 7395 Bunnell Hill Road, Springboro, Ohio 45066.

Enclosed is a release of information waiver and the official township's application to be completed and returned on the date of the written examination. Should you have any questions please contact John D. Terrill, Chief of Police, or me at (937) 748-1267.

Sincerely yours,

Ronald L. Wilhelm

Assistant Administrator / Safety Director

Clearcreek Township Police Department Pre-Testing Application

Applying for **POLICE OFFICER**: Full-Time Part-Time Both

Name: Nicole Anne Cordero Bentley

Address: [REDACTED]

Home Telephone: [REDACTED] Business Telephone: (513) 897-9227 Pager / Cellular: [REDACTED] E-mail: [REDACTED]

Date of Birth: 11/19/76 Age: 30 Social Security Number: [REDACTED]

Driver License #: [REDACTED] State: OH. Expiration: 11/19/09

Are you a U.S. citizen? Yes Have you ever been convicted of a felony? No Have you ever been convicted of a misdemeanor? No Are you currently under indictment? No List any felony/misdemeanor conviction or indictment: N/A

High School Graduate? Yes Year: 1994 School: Miamisburg H.S.

College Graduate? No Year: _____ Associate / Bachelor / Master Degree - What Major? _____
College: Wright State University

Are you certified by the Ohio Peace Officer Training Commission? Yes / No If not, are currently enrolled in a OPOTC police academy? Yes / No Academy: Butler Tech Police Academy

Are you currently employed as a (full-time / part-time / auxiliary) police officer? No

If yes, where? N/A Years of Service? N/A

If no, your last date of service? N/A Name of last Department? N/A Years of Experience? N/A

OPOTC certification date: Projected Nov. 07 Academy: Butler Tech

Minimum Qualifications: [See reverse side] A copy of your high school diploma / college degree or transcript, OPOTC certification or documentation attesting to being certified, must be attached in order for your application to be processed. A resume may also be included.

Applicant signature: Nicole Cordero Date: 8/21/07

Application reviewed by: [Signature] Date: 8-24-07

Application Accepted Application Rejected

Application closing date: _____
(Applying only for Part-Time Police Officer is on an "Open Basis")

**CLEARCREEK TOWNSHIP, OHIO IS AN EQUAL OPPORTUNITY EMPLOYER
- Minority Persons and Women are Encouraged to Apply -**



Nicole A. Cordero

Objective Law Enforcement Officer

Certificates A.D.A.P. I.S.O. 100,200,700,800
(Projected) O.C. Pepper Spray Firearms
Familiarity w/ Taser M26 ASP
Electronic Speed Measuring Devices First Aid w/ CPR & A.E.D.

Skills Human Relations Legal Aspects
Investigation Techniques Traffic Stops

Education Butler Tech Peace Officer Training Academy, Fairfield Twp.
Basic Police Academy Nov. 2007 (Projected)
Wright State University, Fairborn, Ohio
Major: Psychology

Experience 1995–Present Synthetic Stucco, L.L.C. Waynesville, OH.
Title: Owner / Vice President

- Notary Public
- Manage all accounting functions
- Office manager-hiring and terminating personnel
- Decision maker on company expenditures
- Analyze monthly, quarterly and yearly reports for money management Decisions

1993–1995 Flynn, Sabatino & Day Centerville, OH.
Title: Accounting Clerk

- Experience with Adman Accounting software and WordPerfect.
- Entered timecards and invoices into the computer
- Filing for media department and accounting department
- Track purchase orders and enter in the computer



Achievement of Excellence organization

August 22, 2007

TO WHOM IT MAY CONCERN

This letter shall serve to verify the class and dates that the person listed below is attending Butler Technology Career Development Schools.

NAME: Nicole Cordero

SOCIAL SECURITY NO. [REDACTED]

COURSE: Basic Police Academy

TERM: Summer 2007 – Fall 2007

DATE: 07/16/2007 – 11/08/2007

DAYS & TIME: Monday – Friday, 8:00a.m. – 5:00p.m.

Please contact me at (513) 645-8200, if any additional information is needed.

Sincerely,

Trisha M. Hoffman
Secretary
Adult Workforce Education

Butler Technology and Career Development Schools
3603 Hamilton-Middletown Road • Hamilton, Ohio 45011
(p) 513.868.1911 (f) 513.868.9348

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open: Yes No

Position (s) Consider For: _____

Date: _____

NOTES

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer _____ *Date* _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate /
Salary _____ Department _____

By _____
Interviewer _____ *Date* _____

NOTES

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. If you need additional space, please continue on a separate sheet of paper and attach to application, including explanation of any gaps in employment. You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Synthetic Stucco LLC		1/2005	Present	Manage all accounting functions, office mgmt. Analyze monthly, quarterly and yearly reports.
[Redacted]				
Telephone Number(s)		Hourly Rate/Salary		
Job Title		Starting	Final	
Supervisor		May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Separation		50,000	50,000	
Still currently working				

Employer		Dates Employed		Work Performed
Address		From	To	
Synthetic Stucco Corp.		8/1995	12/2004	Manage all accounting functions, Office Mng. r.
[Redacted]				
Telephone Number(s)		Hourly Rate/Salary		
Job Title		Starting	Final	
Supervisor		May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Separation		25,000	35,000	
purchased company from father				

Employer		Dates Employed		Work Performed
Address		From	To	
Flynn Sabatino : Day		12/1993	8/1995	Data entry, filing time sheets, purchase orders
Springboro Pike, Miamisburg, OH				
Telephone Number(s)		Hourly Rate/Salary		
(937) 859-0599		Starting	Final	
Job Title		May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisor		6.00 hrly	8.00 hrly	
Reason for Separation				
no full-time position				

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Job Title		Starting	Final	
Supervisor		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Separation				

Applicant's Statement

I certify that answers contained herein are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Clearcreek Township.

I understand that my employment is conditional upon successful completion of a personal history evaluation. I authorize Clearcreek Township to thoroughly investigate all statements contained in my application or resume to assist in determining my suitability for employment in this position and if necessary in arriving at an employment decision. I hereby authorize and request all persons to whom this request (*original or reproduction*) is presented, having information relating to or concerning me, to furnish such information to a duly authorized representative of Clearcreek Township. I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges that may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, as a result of said communication or disclosure. Information to be disclosed: medical records, mental records, financial records, criminal history information, polygraph examination, educational records, previous controlled substance records, organizational memberships, past or present employment records, any background material / information relevant to reputation; or moral character.

Clearcreek Township will retain these records on file. I also consent to take an alcohol / drug screen, physical fitness assessment, polygraph examination(s), medical examination and psychological assessment conducted by qualified practitioners at the discretion of Clearcreek Township, and to the extent permitted by law.

I authorize my former employers and references to disclose information regarding my past employment, character and general reputation to Clearcreek Township, without giving me prior notice of such disclosure. In addition, I release Clearcreek Township, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract or relationship unless otherwise provided for by applicable law. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, which means the employment relationship may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Clearcreek Township, unless otherwise provided for by applicable law. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically approved in writing by the Township Administrator. Furthermore, I acknowledge that no promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Clearcreek Township unless it is made in writing and signed by the Township Administrator.

If I am offered employment, I agree that at minimum it is conditional upon my successful completion of a medical examination and drug screen before starting work. If employed, I also agree to submit to a medical examination and / or drug screen at any time deemed appropriate by Clearcreek Township and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Clearcreek Township the results of the examination that shall remain confidential to the extent permitted by law. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug screening, and if I am hired a condition of my employment will be that I abide by Clearcreek Township's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Clearcreek Township to hire. If hired, I agree to abide by all Clearcreek Township work related policies, procedures, rules and regulations. Clearcreek Township retains the right to revise its policies, procedures, rules and regulations, in whole or in part, at any time.

Nicole Corduro
Signature of Applicant

9/10/07
Date

List professional, trade, business or civic activities and offices held

You may exclude membership which would reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status:

Notary Public

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

I deal well with people. I kept good communications with vendors and clients from previous employment.

Specialized Skills

Check Skills / Equipment Operated

<input type="checkbox"/> Fire Fighter Certificate	<input checked="" type="checkbox"/> Calculator	<input checked="" type="checkbox"/> Fax	Production / Mobile Machinery (list):	Other (list):
<input type="checkbox"/> EMT	<input checked="" type="checkbox"/> Typewriter	<input type="checkbox"/> LEADS / NCIC	managed computer hardware	
<input type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> PC	<input type="checkbox"/> OIBRS / NIBRS / OFIRS	and software	
<input checked="" type="checkbox"/> OPOTC Certified (projected 11/07)	<input type="checkbox"/> PBX System	<input checked="" type="checkbox"/> Microsoft Applications		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE POSITION FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the position for which you have applied? A description of the activities involved in such a position is attached. Yes No

PERSONAL / PROFESSIONAL REFERENCES (Do not include family members / relatives or past supervisors)

1. Darrell Messer	(937) 477-5818
Name	Phone #
9431 Ferry Rd. Waynesville, Ohio 45068	
Address	
2. Melissa Weng	(937) 898-1439
Name	Phone #
1242 Old Country Lane, Dayton, Ohio 45414	
Address	
3. Norma Foley	(513) 791-0572
Name	Phone #
3957 Limerick Ave, Cincinnati, Ohio 45236	
Address	

Education

	Name and Address of school	Course of Study	Years Completed	Diploma Degree
High School	Miamisburg H.S.	Diploma	12	Diploma
Undergraduate College	Wright State University	Psychology	2	None
Graduate Professional				
Other (Specify)	Butler Tech	Police Academy	2 mos.	

Indicate any foreign language you can speak, read and / or write			
	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship or a skill.

Human Relations, First Aid, Firearms

Describe any job-related training received in the United States Military

None

CLEARCREEK TOWNSHIP

Application For Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Position(s) Applied For: <u>Police Officers</u>		Date of Application: <u>9/10/07</u>
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input checked="" type="checkbox"/> Other: <u>Butler Tech Police Academy</u>
Last Name: <u>Cordero</u>	First Name: <u>Nicole</u>	Middle Name: <u>Anne</u>
Address Number: [REDACTED]	Street: [REDACTED]	City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]
Telephone Home: [REDACTED]	Work: <u>(937) 603-7440</u>	Social Security Number: [REDACTED]
Cellular #: [REDACTED]	Pager #: <u>none</u>	E-Mail Address: [REDACTED]

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes N/A No

If Yes, give date: _____

Have you ever filed an application with us before?

Yes No

If Yes, give date: _____

Have you ever been employed with us before?

Yes No

If Yes, give date: _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

11/18/07

Are you available to work:

Full-Time Part-Time Volunteer

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Clearcreek Townshi

Full-Time & Part-Time Police () Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: Nicole Cordero

Interviewer: Stacy

Time Began: 4:10 a.m. / (P)
10 min. late

Time Ended: _____ a.m. / p.m.

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.

Low Average High
4 5 6 7 8 9 10
Comments: _____

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.

Low Average High
4 5 6 7 8 9 10
Comments: Appeared calm / relaxed in spite of nervousness

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.

Low Average High
4 5 6 7 8 9 10
Comments: _____

4. Respect – Was respectful toward the board, and responses indicated a respect for others.

Low Average High
4 5 6 7 8 9 10
Comments: _____

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.

Low Average High
4 5 6 7 8 9 10
Comments: Needs to communicate better - No closing statement

6. Judgment – Provided sound approaches to dealing with the problems.

4 Low 5 6 Average 7 8 9 High 10

Comments: _____

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.

4 Low 5 6 Average 7 8 9 High 10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.

4 Low 5 6 Average 7 8 9 High 10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.

4 Low 5 6 Average 7 8 9 High 10

Comments: *Brief Answers* _____

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.

4 Low 5 6 Average 7 8 9 High 10

Comments: _____

Any Overall Comments: *Some Colleges -* _____

Maximum Score: 100

TOTAL: _____

Clearcreek Township

Full-Time & Part-Time Police Officer Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: NICOLE A. CORDERO

Interviewer: ROBERT L. FAULKNER

Time Began: 1611 a.m. / p.m.

Time Ended: 1619 a.m. / p.m.

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.

4 5 6 7 8 9 10
Low Average High
Comments: _____

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.

4 5 6 7 8 9 10
Low Average High
Comments: _____

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.

4 5 6 7 8 9 10
Low Average High
Comments: _____

4. Respect – Was respectful toward the board, and responses indicated a respect for others.

4 5 6 7 8 9 10
Low Average High
Comments: LATE FOR INTERVIEW 6

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.

4 5 6 7 8 9 10
Low Average High
Comments: _____

6. Judgment – Provided sound approaches to dealing with the problems.

Low

Average

High

4

5

6

7

8

9

10

Comments: Did Not Analyze Domestic Question Well
Understands Official Discretion

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.

Low

Average

High

4

5

6

7

8

9

10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.

Low

Average

High

4

5

6

7

8

9

10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.

Low

Average

High

4

5

6

7

8

9

10

Comments: BRIEF RESPONSES

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.

Low

Average

High

4

5

6

7

8

9

10

Comments: Seems Confident

Any Overall Comments: No Closer Statements

Maximum Score: 100

TOTAL: _____

Clearcreek Township

Full-Time & Part-Time Police Officer Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: Nicole Cordero

Interviewer: MAP

Time Began: _____ a.m. / p.m.

Time Ended: _____ a.m. / p.m.

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.

4 5 6 7 8 9 10
Low Average High
Comments: ↑ (7)

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.

4 5 6 7 8 9 10
Low Average High
Comments: (8)

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.

4 5 6 7 8 9 10
Low Average High
Comments: ↑ (8)

4. Respect – Was respectful toward the board, and responses indicated a respect for others.

4 5 6 7 8 9 10
Low Average High
Comments: (7)

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.

4 5 6 7 8 9 10
Low Average High
Comments: (7)

6. Judgment – Provided sound approaches to dealing with the problems.
4 Low 5 6 Average (7) 8 9 High 10

Comments: _____

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.
4 Low 5 (6) Average 7 8 9 High 10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.
4 Low 5 6 Average (7) 8 9 High 10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.
4 Low 5 6 Average (7) 8 9 High 10

Comments: _____

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.
4 Low 5 6 Average (7) 8 9 High 10

Comments: _____

Any Overall Comments: previous job

Maximum Score: 100

TOTAL: _____

Clearcreek Township

Full-Time & Part-Time Police Officer Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: Nicole A. Coulter

Interviewer: Larry Corbett

Time Began: 1610 a.m. / p.m.

Time Ended: 1618 a.m. / p.m.

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.

4 5 6 7 8 9 10
Low Average High

Comments: _____

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.

4 5 6 7 8 9 10
Low Average High

Comments: _____

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.

4 5 6 7 8 9 10
Low Average High

Comments: _____

4. Respect – Was respectful toward the board, and responses indicated a respect for others.

4 5 6 7 8 9 10
Low Average High

Comments: _____

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.

4 5 6 7 8 9 10
Low Average High

Comments: did not answer all parts of questions

6. Judgment – Provided sound approaches to dealing with the problems.

4 Low 5 6 Average 8 9 High 10

Comments: _____

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.

4 Low 5 6 Average 8 9 High 10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.

4 Low 5 6 Average 8 9 High 10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.

4 Low 5 6 Average 8 9 High 10

Comments: _____

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.

4 Low 5 6 Average 8 9 High 10

Comments: _____

Any Overall Comments: _____

Maximum Score: 100

TOTAL: _____

Clearcreek Township

Full-Time & Part-Time Police Officer Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: Nicole Cordero

Interviewer: Daa

Time Began: 4:10 a.m. / p.m.

Time Ended: 4:20 a.m. / p.m.

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.

4 5 6 Average 7 8 9 High 10

Comments: _____

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.

4 5 6 Average 7 8 9 High 10

Comments: _____

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.

4 5 6 Average 7 8 9 High 10

Comments: _____

4. Respect – Was respectful toward the board, and responses indicated a respect for others.

4 5 6 Average 7 8 9 High 10

Comments: _____

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.

4 5 6 Average 7 8 9 High 10

Comments: _____

6. Judgment – Provided sound approaches to dealing with the problems.
4 Low 5 6 Average 7 8 9 High 10

Comments: _____

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.
4 Low 5 6 Average 7 8 9 High 10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.
4 Low 5 6 Average 7 8 9 High 10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.
4 Low 5 6 Average 7 8 9 High 10

Comments: _____

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.
4 Low 5 6 Average 7 8 9 High 10

Comments: _____

Any Overall Comments: _____

Maximum Score: 100

TOTAL: _____

Handwritten initials/signature in the top left corner.

Clearcreek Township

Full-Time & Part-Time Police Officer Oral Board Evaluation

September 20 / 21, 2007

Name of Candidate: Nicole Condero

Interviewer: _____

Time Began: 4:08 a.m. / (p.m.)

Time Ended: 4:15 a.m. / (p.m.)

1. Ethics – Responses reflect firm adherence to ethical principles and a high level of integrity.
Low Average High

4 5 6 7 8 9 10

Comments: _____

2. Poise – Demeanor was confident. Maintained eye contact, did not appear anxious or unsure of self.
Low Average High

4 5 6 7 8 9 10

Comments: _____

3. Decisiveness – Did not take long to make a decision, had a clear sense of what to do. Not flustered, confused, or unsure.
Low Average High

4 5 6 7 8 9 10

Comments: _____

4. Respect – Was respectful toward the board, and responses indicated a respect for others.
Low Average High

4 5 6 7 8 9 10

Comments: _____

5. Communication Skills – Expresses self well in terms of clearly articulating, using proper forms of speech, having a well-rounded vocabulary.
Low Average High

4 5 6 7 8 9 10

Comments: _____

6. Judgment – Provided sound approaches to dealing with the problems.
 4 Low 5 6 Average 8 9 High 10

Comments: _____

7. Social Concern – Demonstrated concern about the welfare of others. Shows a caring attitude.
 4 Low 5 6 Average 8 9 High 10

Comments: _____

8. Maturity – Does not allow hostility or other emotions to affect decisions. Levelheaded and objective.
 4 Low 5 6 Average 8 9 High 10

Comments: _____

9. Thoroughness – Responses have complete explanations. Not simplistic or too brief.
 4 Low 5 6 Average 8 9 High 10

Comments: _____

10. Interpersonal Skills – demeanor is friendly, open, comes across as approachable.
 4 Low 5 6 Average 8 9 High 10

Comments: _____

Any Overall Comments: _____

