



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



2019-3029

Officer-Involved Critical Incident – Richland County Jail

Investigative Activity: Information Provided/Obtained
Involves: [REDACTED] (O)
Date of Activity: 11/27/2019
Activity Location: [REDACTED] – Business – 597 Park Ave E, Mansfield, OH 44905, Captain County
Author: SA Eric Lehnhart, #84

Narrative:

On Wednesday, November 27, 2019, Ohio Bureau of Criminal Investigation (BCI) Special Agent Eric Lehnhart received the personnel file for Corrections Lieutenant [REDACTED] from Stephanie L. Schoolcraft of Fishel, Downey, Albrecht, and Riepenhoff, LLP's. Special Agent Eric Lehnhart reviewed the personnel file and noted the following:

The provided personnel file of Corrections Lieutenant [REDACTED] contained 190 total pages.

Performance Evaluations

The Richland County Sheriff's Office's employee performance evaluation assigns points to the employee as follows; Above +2, Meets +1, and Does not meet +0. Throughout much of [REDACTED]'s evaluations, he has received the rating of 'Above +2' and 'Meets +1.' However, [REDACTED] does have a few 'Does not meet +0' ratings, documented by his supervisors.

Discipline

[REDACTED] has several documented instruction and cautioning reports, written reprimands and multiple disciplinary agreements, which cost him more than three (3) days off.

The personnel file was attached to this report. Please refer to the attachment for further details.

Attachments:

Attachment # 01:2019-11-27 [REDACTED] Redacted from RCSO

AFFIDAVIT, ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF GARNISHEE
(PERSONAL EARNINGS)

THE STATE OF OHIO
COUNTY OF RICHLAND, SS

MANSFIELD MUNICIPAL COURT
MANSFIELD, OHIO

ANESTHESIA ASSOCIATES OF MANSFIELD, INC.
799 LEXINGTON AVE., MANSFIELD, OH 44907

JUDGMENT CREDITOR

VS.

DOCKET NO. _____ PAGE _____
CASE NO. _____

JUDGMENT DEBTOR

AFFIDAVIT

(THE DEBT COLLECTOR IS ATTEMPTING TO COLLECT A DEBT AND ANY
INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE)

The undersigned, first duly cautioned and sworn, deposes that I am the ATTORNEY FOR Judgment Creditor herein, and that said Judgment Creditor on the 14TH day of **NOVEMBER, 2014**, duly recovered a judgment in the MANSFIELD MUNICIPAL Court against the Judgment Debtor named above, I, the affiant, have good reason to believe and do believe that RICHLAND COUNTY is an employer of the judgment debtor who may have personal earnings of the same, nonexempt under R.C. 2329.66, that the written demand required by R.C. 2716.02 has been made, that the payment demanded has not been made, nor has sufficient portion been made to prevent the garnishment of personal earnings pursuant to R.C. 2716.02. I further have no knowledge of any application by Judgment Debtor for the appointment of a trustee so as to preclude garnishment nor knowledge that the debt is the subject of a debt scheduling agreement of a nature precluding garnishment under R.C. 2716.03(B).

ATTORNEY FOR JUDGMENT CREDITOR
THE HARPER LAW OFFICE, LLC
3 N. MAIN ST., SUITE 606
MANSFIELD, OH 44902



HEATHER MAURITZ
NOTARY PUBLIC,
STATE OF OHIO
My Commission Expires
July 9, 2022

Sworn to and subscribed before me this 11TH day of September, 2019.

NOTARY PUBLIC

SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT

TO: RICHLAND COUNTY, ATTN: GARNISHMENTS, 50 PARK AVE. EAST, MANSFIELD, OH 44902 GARNISHEE

The Judgment Creditor in the above case has filed an affidavit, satisfactory to the undersigned, in this court stating that you may owe the Judgment Debtor money for personal earnings. You are therefore ordered to complete the "Answer of Employer (Garnishee)" in Section B of this form. Return one completed and signed copy of this form to the clerk of this court within five (5) business days after you receive this order of garnishment. Deliver one completed and signed copy of this form and the accompanying documents entitled "Notice to the Judgment Debtor" and "Requesting for Hearing" to the Judgment Debtor. Keep the other completed copy of this form for your files.

The total probable amount now due on this judgment is \$ 923.05. (The total probable amount due includes the unpaid portion of the judgment in favor of the Judgment Creditor, which is \$ 790.75; interest on that judgment and, if applicable, prejudgment interest at the rate of 3 % per annum payable until that judgment is satisfied in full; and cost in the amount of \$ 132.30).

This garnishment order of personal earnings is a continuous order that generally requires you to withhold a specified amount, calculated each pay period at the statutory percentage, of the judgment debtor's personal disposable earnings during each pay period of the Judgment Debtor commencing with the first full pay period beginning after you receive the order until the judgment in favor of the Judgment Creditor and the associated court costs, judgment interest, and, if applicable, prejudgment interest have been paid in full. You must pay that specified amount calculated each pay period at the statutory percentage to the Clerk of Court within thirty (30) days after the end of each pay period of the Judgment Debtor and must include with that amount calculated each pay period at the statutory percentage a completed photocopy of the enclosed "Interim Report and Answer of Garnishee" form. You are permitted to deduct a processing fee of up to three dollars from the judgment Debtor's personal disposable earnings for any pay period of the judgment Debtor that an amount was withheld for that order (the processing fee is not a part of the court costs). You are not required to file with the court "Interim Report and Answer of Garnishee" for any pay period of the judgment debtor for which an amount from the judgment Debtor's personal disposable earnings during that pay period was not withheld for that order.

This garnishment order will generally remain in effect until one of the following occurs:

- 1) The total probable amount due is paid in full as a result of your withholding the specified amount, calculated each pay period at the statutory percentage, from the Judgment Debtor's personal disposable earnings during each pay period of the judgment debtor that commenced with the first full pay period beginning after you received the order;
- 2) The Judgment Creditor or the Judgment Creditor's Attorney filed with this court a written notice that the total probable amount due on the judgment as described above has been satisfied or the Judgment Creditor or the Judgment Creditor's Attorney files a written request to terminate this order of Garnishment and release you from the mandate of this order of Garnishment;
- 3) A municipal or county court appoints a trustee for the Judgment Debtor and issues to you an order staying this garnishment;
- 4) A federal bankruptcy court issues to you an order staying this order of garnishment;
- 5) A municipal or county court or a common pleas court issues to you another order of garnishment of personal earnings that relates to the Judgment Debtor and a different judgment creditor and Ohio or federal law provides the other order with a higher priority than this order;
- 6) A municipal or county court or a common pleas court issues to you another order of garnishment of personal earnings that relates to the Judgment Debtor and a different judgment creditor and that does not have a higher priority than this order;
- 7) The Judgment Creditor or the Judgment Creditor's Attorney files with this court a written request to terminate and release the order of Garnishment, and as a result, the order of Garnishment will cease to remain in effect.

Under any of the circumstances listed above, you are required to file with this court a "Final Report and Answer of Garnishee", which is attached to this garnishment order. Under the circumstances listed above, you are required to file with this court a "Final Report and Answer of Garnishee" substantially in the form set forth in section 2716.08 of the Ohio Revised Code. A copy of the "Final Report and Answer of Garnishee" is attached to this order of garnishment of personal earnings. Under the circumstances listed in (5) and (6) above, you must cease processing this order of garnishment after the expiration of the full pay period within which the one hundred eighty-second (182) day after you began processing it falls.

Special stacking, priority of payment, and manner of payment rules apply when a garnishee receives multiple orders of garnishment with respect to the same judgment debtor. These rules are set forth in R. C. 2716.041 and employer guide to processing continuous orders of garnishment is included with this order of Garnishment and you should become familiar with them.

Witness my hand and the seal of this court this 17 day of September, 2019.

JUDGE

SECTION B. ANSWER OF EMPLOYER (GARNISHEE)

(Answer All Pertinent Questions)

(An employer is one who is required to withhold payroll taxes out of payments of personal earnings made to the Judgment Debtor.)

Now comes _____, employer (garnishee) herein, who says:

1. This order of garnishment was received on _____ day of _____.

2. The Judgment Debtor is in my / our employ.

YES NO

[If the answer is "No", give date of last employment: _____]

3. (A) Is the debt to which this order of garnishment of personal earnings pertains the subject of an existing agreement for debt scheduling between the Judgment Debtor and a budget and debt counseling service and has the Judgment Debtor made every payment that was due under the agreement for debt scheduling no later than forty-five (45) days after the date on which the payment was due?

YES NO

3. (B) Were you, on the date that you received this order of garnishment of personal earnings, withholding moneys from the Judgment Debtor's personal disposable earnings pursuant to another order of garnishment of personal earnings that Ohio or federal law provides with a higher priority than this garnishment order (such as a support order or internal revenue service levy)?

YES NO

[If the answer is "Yes", give the name of the court that issued the higher priority order, the case number, the date the order was received, and the balance due to the relevant judgment creditor under that order.] 3(B) _____

3. (C) Did you receive prior to the date that you received this order of garnishment of personal earnings one or more other orders of garnishment of personal earnings that are not described in question 3 (B) and are you currently processing one or more of those orders of the statutorily required time period or holding one or more of those orders for processing for a statutorily required period in the sequence of their receipt by you?

YES NO

[If the answer to the question is "Yes" give the name of the court that issued each of those previously received orders, the associated case numbers, the date upon which you received each of those orders, and the balance due to the relevant judgment creditor under each of those orders. List first the previously received order(s) that you are currently processing, and list each of the other previously received orders in the sequence that you are required to process them.] 3 (C) _____

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE.

DATED: _____

SIGNED _____

Print Name of Employer _____

I served the above garnishment order by leaving three copies thereof, together two copies of the Notice to Judgment Debtor and Request for Hearing form and employers guide to processing continuous garnishments with _____, an officer or managing or general agent of the Garnishee. No Service because _____.

Date of Return: _____ Bailiff/Process Server _____

Print Title and Name _____

NOTICE TO JUDGMENT DEBTOR
(Signed by Clerk of Court)

ANESTHESIA ASSOCIATES OF MANSFIELD, INC.
Judgment Creditor,

MANSFIELD MUNICIPAL COURT

vs.

CASE NO. [REDACTED]

[REDACTED]
Judgment Debtor,

You are hereby notified that this court has issued an order in the above case in favor of **ANESTHESIA ASSOCIATES OF MANSFIELD, INC.**, the judgment creditor in this proceeding, directing that some of your personal earnings, be used in satisfaction of your debt to the judgment creditor instead of being paid to you. This order was issued on the basis of the judgment creditor's judgment against you that was obtained in the **Mansfield Municipal Court in Case No. [REDACTED] on MAY 14, 2014.**

The law of Ohio provides that you are entitled to keep a certain amount of your personal earnings free from the claims of creditor's. Additionally, wages under a certain amount may never be used to satisfy the claims of creditors. The documents entitled **"ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER"** that are enclosed with this notice show how the amount proposed to be taken out of your personal earnings was calculated by your employer.

If you dispute the judgment creditor's right to garnish your personal earnings and believe that you are entitled to possession of the personal earnings because they are exempt or if you feel that this order is improper for any reason, you may request a hearing before this court by disputing the claim in the request for hearing form attached, or in a substantially similar form, and delivering the request for hearing to this court at the above address, at the office of the Clerk of Court, no later than the end of the fifth business day after you receive this notice. You may state your reason for disputing the judgment creditors right to garnish your personal earnings in the space provided on the form, however, you are not required to do so. If you do state your reason for disputing the judgment creditors right, you are not prohibited from stating any other reason at the hearing. If you do not state your reason, it will not be held against you by the court and you can state your reasons at the hearing. No objections to the judgment itself will be heard or considered at the hearing period.

The hearing will be limited to consideration of your personal earnings, if any, that can be used in satisfaction of the judgment you owe to the judgment creditor.

If you request a hearing by delivering your **"Request for Hearing"** no later than the end of the fifth business day after you receive this notice, it will be conducted no later than twelve days after your request is received by the court and the court office will send you notice of the date, time and place. You may indicate on the form that you believe the need for the hearing is an emergency and that it should be given priority by the court. If you do so, the court will schedule practicable after your request is received, and will send you notice of the date, time, and place. If you do not request a hearing by delivering your request for hearing, no later than the end of the fifth business day after you receive this notice some of your personal earnings will be paid to the judgment creditor.

If you have any questions concerning this matter, you may contact the office of the Clerk of Court. If you want legal representation you should contact your lawyer immediately. If you need the name of a lawyer contact the local Bar Association.

Date

Clerk of Court

Garnishment Notice

2716.06

Case No.

MANSFIELD MUNICIPAL COURT
City Bldg. 30 North Diamond Street, Mansfield, Ohio 44902
Request for Hearing

Date _____

I dispute the indicated Judgment Creditor's right to garnish my personal earnings in the above case and request that a hearing in this matter be held no later than twelve days after delivery of this request to the court.

I _____ feel that the need for the hearing is an emergency.

(INSERT "DO" OR "DO NOT")

I dispute the Judgment Creditor's right to garnish my personal earnings for the following reasons:

(OPTIONAL)

(NAME)

(PLEASE PRINT)

(CURRENT ADDRESS)

(CITY)

(STATE)

(ZIP)

(SIGNATURE)

(DATE)

WARNING: If you do not deliver this request for hearing or a request in a substantially similar form to the office of the Clerk of Courts, City Building, 30 North Diamond Street, Mansfield, Ohio or by mailing this self-addressed card, of this court within five (5) business days of your receipt of it, you waive your right to a hearing and some of your personal earnings now in the possession of _____

will be paid to

(GARNISHEE)

to satisfy some of your debt to him.

(JUDGMENT CREDITOR)

19-140

NOTICE OF PRE-DISCIPLINARY CONFERENCE

TO: [REDACTED]

This notice is provided to you to advise that a pre-disciplinary conference will be held at:

5:00 a.m. on September 20, 2019 at the Richland County Jail

to provide you with an opportunity to respond to the following disciplinary charges:

That on July 24, 2019, you exhibited gross neglect of duty by failing to conduct a shakedown or search in the jail after receiving credible and compelling information of serious contraband being in the jail which jeopardized the safety, security and welfare of staff and inmates. This is a Group III #4.

That on July 24, 2019, you exhibited gross neglect of duty when you failed to complete an incident report or notify Administration of a Priority II incident. This is a Group III # 4 incident.

At the hearing, the employee is entitled to:

- 1) oral or written notice of the charges against him/her;
- 2) an explanation of the Employer's evidence; and
- 3) an opportunity to present his/her side of the story.

The employee may select a union representative to be present at the hearing on his/her behalf or legal counsel if you are not represented by a union.

Following the hearing, the Appointing Authority shall determine what discipline, if any, is appropriate.



Employer Signature

[REDACTED]

9/5/19

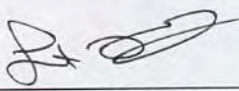
Date

9-13-19

Title

Proof of Service

I served the above notice on Jamaal O'Dell on the 13th day of September, 2019.



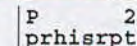
Supervisor Signature

9-13-19

Date

[illegible]

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
										LOC: 254	ORG: PAYROLL
CHECK DATE: 01/18/2019											
	27525500	510200	254	2010	000127904	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000127904	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000127904	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000127904	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000127904	887 SB .80	8.00	215.44			
			254		000127904						
			254		000127904						
			254		000127904						
			254		000127904						
			254		000127904						
			254		000127904						
			254		000127904						
			254		000127904						
	27525500	533530	254		000127904						
	27525500	536300	254		000127904						
	27525500	536400	254		000127904						
	27525500	536500	254		000127904						
CHECK 01/18/2019 TOTALS: NET:					1,481.84		80.00	2,154.40			
CHECK DATE: 02/01/2019											
	27525500	510200	254	2010	000128942	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000128942	305 VACSD	8.00	215.44			
	27525500	510200	254	2010	000128942	552 HS	12.00	323.16			
	27525500	510200	254	2010	000128942	571 RATOSH	8.00	215.44			
	27525500	510200	254	2010	000128942	571 RATOSH	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
	27525500	510200	254	2010	000128942	887 SB .80	8.00	215.44			
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
			254		000128942						
	27525500	533530	254		0001289						

[illegible]

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
										LOC: 254	ORG: PAYROLL
CHECK DATE: 03/15/2019											
27525500	510200		254	2010	000132057	216 OT BLD	2.00	80.79			
27525500	510200		254	2010	000132057	305 VACSD	8.00	215.44			
27525500	510200		254	2010	000132057	305 VACSD	8.00	215.44			
27525500	510200		254	2010	000132057	405 SICKSD	8.00	215.44			
27525500	510200		254	2010	000132057	405 SICKSD	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000132057	887 SB .80	8.00	215.44			
			254		000132057						
			254		000132057						
			254		000132057						
			254		000132057						
			254		000132057						
			254		000132057						
			254		000132057						
27525500	533530		254		000132057						
27525500	536300		254		000132057						
27525500	536400		254		000132057						
27525500	536500		254		000132057						
CHECK 03/15/2019 TOTALS: NET:					1,530.54		82.00	2,235.19			
CHECK DATE: 03/29/2019											
27525500	510200		254	2010	000133102	405 SICKSD	8.00	215.44			
27525500	510200		254	2010	000133102	405 SICKSD	8.00	215.44			
27525500	510200		254	2010	000133102	501 PE+SH	8.00	215.44			
27525500	510200		254	2010	000133102	552 HS	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
27525500	510200		254	2010	000133102	887 SB .80	8.00	215.44			
			254		000133102						
			254		000133102						
			254		000133102						
			254		000133102						
			254		000133102						
			254		000133102						
27525500	536300		254		000133102						
27525500	536400		254		000133102						
CHECK 03/29/2019 TOTALS: NET:					1,567.20		80.00	2,154.40			
CHECK DATE: 04/12/2019											
27525500	510200		254	2010	000134149	216 OT BLD	1.75	72.19			
27525500	510200		254	2010	000134149	216 OT BLD	3.50	144.38			
27525500	510200		254	2010	000134149	305 VACSD	8.00	220.00			

05/07/2019 10:57
ESPICER

Richland County - LIVE
DETAIL CHECK HISTORY

P 4
prhisrpt

BY EMPLOYEE NAME
01/18/2019 to 04/12/2019

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
										LOC: 254	ORG: PAYROLL
27525500	510200		254	2010	000134149	305 VACSD	8.00	220.00			
27525500	510200		254	2010	000134149	305 VACSD	8.00	220.00			
27525500	510200		254	2010	000134149	501 PE+SH	8.00	220.00			
27525500	510200		254	2010	000134149	501 PE+SH	8.00	220.00			
27525500	510200		254	2010	000134149	561 CTEA	8.00	0.00			
27525500	510200		254	2010	000134149	887 SB .80	8.00	220.00			
27525500	510200		254	2010	000134149	887 SB .80	8.00	220.00			
27525500	510200		254	2010	000134149	887 SB .80	8.00	220.00			
27525500	510200		254	2010	000134149	887 SB .80	8.00	220.00			
27525500	510200		254	2010	000134149	887 SB .80	8.00	220.00			
			254		000134149						
			254		000134149						
			254		000134149						
			254		000134149						
			254		000134149						
			254		000134149						
			254		000134149						
			254		000134149						
27525500	533530		254		000134149						
27525500	536300		254		000134149						
27525500	536400		254		000134149						
27525500	536500		254		000134149						
CHECK 04/12/2019	TOTALS: NET:				1,645.46		93.25	2,416.57			
EMPLOYEE 006806	TOTALS: NET:				11,282.38		607.25	16,393.24			
GRAND TOTALS:			NET:		11,282.38		607.25	16,393.24		16,393.24	7,029.26

** END OF REPORT - Generated by ERIKA SPICER **

19-62

Date Instruction & Cautioning was Issued: 4-17-19

Date Violation Occurred:	On or about 2/28/2019	Personnel Complaint Number:	2019-062
--------------------------	--------------------------	-----------------------------	----------

Type of Violation	Policy	Group I	Number 13
-------------------	--------	---------	-----------

That on the date listed, you negligently failed to observe a rule, regulation, policy or directive of the Richland County Sheriff's Office, specifically, General Order 2111, I, #5 by approving an inmate to have access to the file of another inmate and General Order 22.8, B, #1 &/or #2 by displaying preferential treatment toward one inmate and giving / granting a favor to/for an inmate. This is your 1st Group I # 13 violation.

This Instruction and Cautioning was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Instruction and Cautioning will be considered active by management for six (6) months, and will be considered inactive thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

Title

114

4-17-19

Date _____

cc: Employee
Appointing Authority

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

Name: [REDACTED] _____

Review Period: 10/04/18 to 04/04/19

Unit #: [REDACTED] _____

Review Deadline Date: _____

Rater Name: Lt. Myers ☐ Bi-Annual Review

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Lieutenants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Does a good job ensuring inmates are held accountable

Any additional comments pertaining to GOAL ONE (1-3):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL TWO: *Correctional Lieutenants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Has done much better at getting the floors striped and waxed

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

6. Authorize strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL THREE: Correctional Lieutenants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.

7. Ensure that sergeants fairly evaluate the job performance of correction officers.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

8. Counsels and disciplines employees.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

9. Supervises work of correction officers and sergeants by delegating assignments. Monitors performance of correction officers and sergeants to assure proper completion of assignments.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Would like to see him hold his sergeants more accountable at complete cleaning tasks while he is off.

10. Evaluates correction officer and sergeant's job performance and completes performance evaluations bi-annually.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL Three (7-10):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

OVERALL EVALUATION

Total Points: 12

Rater: [Signature] **Date:** 4.2.19
Comments:

Jail Administrator [Signature] **Date:** 4/2/19
Comments:

Chief Deputy [Signature] **Date:** 4/5/19
Comments:

Sheriff [Signature] **Date:** 4/07/19

Employee Signature [Redacted] **Date:** 4-11-19
Comments:

- ☒ I have read the above rating and choose to respond to this rating.
- ☐ I have read the above rating and choose **NOT** to respond under comments.
- ☐ I am requesting to have a meeting with the Jail Administrator to discuss this evaluation.

My signature may not indicate agreement with the ratings.

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

Name: Lt. [REDACTED] Review Period: 04/05/18 to 10/04/18

Unit #: [REDACTED]

Review Deadline Date: _____

Rater Name: Lt. Myers ☐ Bi-Annual Review

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Lieutenants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☐ Meets + 1 ☒ Does Not Meet + 0

Explain:

Was disciplined for not following policy on 180712.

PAP- Familiarize yourself with policies and procedures and directives on your down time. If unsure of something make sure you ask for clarification.

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL ONE (1-3):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL TWO: *Correctional Lieutenants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

In charge of maintaining the floors. Does a good job would like to see him spend more time on the floors and ensure the Sergeants are maintaining the floors when you are off.

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Always respectful and professional.

6. Authorize strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: *Correctional Lieutenants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.*

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

7. Ensure that sergeants fairly evaluate the job performance of correction officers.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

8. Counsels and disciplines employees.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Does a good job when asked to look into things would like to see him take more initiative on some disciplinary actions prior to being asked to look into the matters.

9. Supervises work of correction officers and sergeants by delegating assignments. Monitors performance of correction officers and sergeants to assure proper completion of assignments.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

10. Evaluates correction officer and sergeant's job performance and completes performance evaluations bi-annually.

☒ Above +2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Does a good job explaining facts in his evaluations.

Any additional comments pertaining to GOAL Three (7-10):

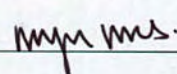
**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

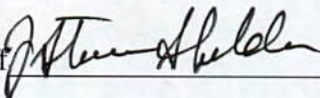
OVERALL EVALUATION

Total Points: 11

Rater:  Date: 10-19-18
Comments:

Jail Administrator  Date: 10/19/18
Comments:

Chief Deputy  Date: 10/26/18
Comments:

Sheriff  Date: 10/29/18

Employee Signature: _____ Date: _____
Comments:

☒ I have read the above rating and choose to respond to this rating. *J.S.*

☐ I have read the above rating and choose **NOT** to respond under comments.

☐ I am requesting to have a meeting with the Jail Administrator to discuss this evaluation.

My signature may not indicate agreement with the ratings.

18-94

**RICHLAND COUNTY SHERIFF'S OFFICE
RECORD OF SUSPENSION**

ORIGINAL

Employee's Name: _____ Employee's Classification: Lieutenant

Date Suspension was Issued: 10/10/18

VIOLATION

Date Violation Occurred: July 12, 2018 Personnel Complaint Number: 2018-094

Location Where Violation Occurred: Richland County Jail

Type of Violation Policy Group III #4

Description of Violation:

That on the date listed, you exhibited gross neglect of duty when you failed to properly supervise subordinates.

(Attach Additional sheets if necessary)

Date of Pre-Disciplinary Conference: 9/16/2018

Was the Employee Represented? ☒ Yes ☐ No If so, by Whom? Jessica Cole

Date(s) the Suspension Without Pay Will Occur: October 13 & 30, 2018

This suspension is issued as a corrective measure in an effort to help you improve your conduct. Unless inconsistent with a collective bargaining agreement, this suspension will be considered inactive after **twelve (12)** months. Any further violations could result in more severe disciplinary actions.

J. Steven Sheehan - Sheriff
Signature of Person Issuing Reprimand

Sheriff
Title

I hereby acknowledge that a copy of the above record of suspension has been given to me on this date.

10-10-18
Date

cc: Employee
Appointing Authority

NOTICE OF PRE-DISCIPLINARY CONFERENCE

TO: [REDACTED]

This notice is provided to you to advise that a pre-disciplinary conference will be held at:

5:00 a.m. on September 12, 2018 at the Richland County Jail

to provide you with an opportunity to respond to the following disciplinary charges:


That on July 12, 2018, you exhibited gross neglect of duty when you failed to properly supervise subordinate. This is a Group III # 4 violation.

At the hearing, the employee is entitled to:

- 1) oral or written notice of the charges against him/her;
- 2) an explanation of the Employer's evidence; and
- 3) an opportunity to present his/her side of the story.

The employee may select a union representative to be present at the hearing on his/her behalf or legal counsel if you are not represented by a union.

Following the hearing, the Appointing Authority shall determine what discipline, if any, is appropriate.



Employer Signature

9-5-18

Date

Proof of Service

I served the above notice on Jamaal O'Dell on the 7th day of September, 2018.

Lt James Myers

Name

Lieutenant

Title

9-9-18

Date

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

Name: Lt. [REDACTED] Review Period: 10/05/17 to 04/04/18

Unit #: [REDACTED] Review Deadline Date: 04/06/18

Rater Name: Lt. Myers ☐ Bi-Annual Review

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Lieutenants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL ONE (1-3):

RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT

GOAL TWO: *Correctional Lieutenants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain: **Did start getting the floors looking a lot better.**

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

6. Authorize strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL THREE: *Correctional Lieutenants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.*

7. Ensure that sergeants fairly evaluate the job performance of correction officers.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

8. Counsels and disciplines employees.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain: **Does a good job counseling Officers.**

9. Supervises work of correction officers and sergeants by delegating assignments. Monitors performance of correction officers and sergeants to assure proper completion of assignments.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain: **Would like to see him improve on holding his Sergeants accountable if tasks are not completed in his absence.**

10. Evaluates correction officer and sergeant's job performance and completes performance evaluations bi-annually.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL Three (7-10):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

OVERALL EVALUATION

Total Points: 12

Rater: [Signature] Date: 4-13-18
Comments:

Jail Administrator [Signature] Date: 4/13/18
Comments:

Chief Deputy [Signature] Date: 4/18/18
Comments:

Sheriff [Signature] Date: 4/20/18

Employee Signature: [Redacted] Date: 7-2-18
Comments:

☒ I have read the above rating and choose to respond to this rating.

☐ I have read the above rating and choose **NOT** to respond under comments.

☐ I am requesting to have a meeting with the Jail Administrator to discuss this evaluation.

My signature may not indicate agreement with the ratings.

REQUEST FOR CHANGE OF ASSIGNMENT

Assignments are based on Availability of Position and Seniority for Position
Assignment procedure for Richland County Sheriff's Office, Mansfield, Ohio

Name: _____

Last

First

Middle

Present Rank/Classification Correction Lieutenant

Request for Shift Preference:

First Choice: C

Second Choice: B

Third Choice: A

Request for Rotation Preference:

A Watch: 1st: Middle 2nd: Top 3rd: Bottom

B Watch: 1st: Middle 2nd: Top 3rd: Bottom

C Watch: 1st: Middle 2nd: Top 3rd: Bottom


Officer

3 - 12 - 18

Date

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

Name: Lt. [REDACTED] Review Period: 04/06/17 to 10/04/17

Unit #: [REDACTED] Review Deadline Date: _____

Rater Name: Lt. Myers ☐ Bi-Annual Review

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Lieutenants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☐ Meets + 1 ☒ Does Not Meet + 0

Explain: **Was disciplined in August for improper handling of a use of force incident**

PAP - Slow down and plan out future use of force and ensure to record the incident

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain: **Does a good job completing monthly Security inspections of the whole facility**

Any additional comments pertaining to GOAL ONE (1-3):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL TWO: *Correctional Lieutenants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain: **Has done better would like to see him be more self-imitated with keeping up on all the extra cleaning tasks assigned to his shift**

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

6. Authorize strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

GOAL THREE: Correctional Lieutenants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.

7. Ensure that sergeants fairly evaluate the job performance of correction officers.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

8. Counsels and disciplines employees.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

9. Supervises work of correction officers and sergeants by delegating assignments. Monitors performance of correction officers and sergeants to assure proper completion of assignments.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

10. Evaluates correction officer and sergeant's job performance and completes performance evaluations bi-annually.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL Three (7-10):

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
PERFORMANCE EVALUATION
LIEUTENANT**

OVERALL EVALUATION

Total Points: 10

Rater: [Signature] **Date:** 10/25/17
Comments:

Jail Administrator [Signature] **Date:** 11/7/17
Comments:

Chief Deputy [Signature] **Date:** 11/21/17
Comments:

Sheriff [Signature] **Date:** 11/11/17

Employee Signature [Redacted] **Date:** 12/12/17
Comments:

- ☐ I have read the above rating and choose to respond to this rating.
- ☒ I have read the above rating and choose **NOT** to respond under comments.
- ☐ I am requesting to have a meeting with the Jail Administrator to discuss this evaluation.

My signature may not indicate agreement with the ratings.



RICHLAND COUNTY
Enrollment/Change Form

Department Name: **Corrections**

Employee Number: [REDACTED]

CHECK ONE: ☒ OPEN ENROLLMENT ☐ NEW HIRE ☐ CHANGE

Date of Change:

Date of Hire:

12-14-1999

Effective Date:

01-01-2017

OTHER
CHANGES

CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE

☐ ADD/CANCEL DEPENDENT(S):

☐ Marriage* ☐ Birth ☐ Adoption ☐ Court Order ☐ Divorce *if marriage, state previous name

☐ CHANGE NAME/ADDRESS, state previous

☐ Death ☐ Age Limit ☐ Change in student status ☐ Other (explain)

NAME OF EMPLOYEE:

First:

Middle:

Last:

, Social Security #:

+ FAMILY

	RATES	OLD	NEW		RATES	OLD	NEW										
	SGT	23.02	23.37		SGT	23.02	23.37				35.06		5.8425				
	W SHIFT	23.82	24.17		W SHIFT	23.82	24.17				36.26						
	LT NO SHIFT	25.18	25.53		LT NO SHIFT	25.18	25.53				38.3		6.38				
	LT W SHIFT	25.98	26.33		LT W SHIFT	25.98	26.33				39.5						
check date	REG HOURS	reg paid	new reg	OWED	HOLIDAY HOUR	holiday paid	new holiday	OWED	OT HOURS	OT paid	New OT	OWED	FT HOURS	FT PAID	FT NEW	OWED	
1/8/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	24	857.52	870.24	12.72					\$40.72
1/22/2016	80	\$1,905.60	\$1,933.60	\$28.00	12	\$285.84	\$290.04	\$4.20	8	285.84	290.08	4.24					\$36.44
2/5/2016	80	\$1,905.60	\$1,933.60	\$28.00	12	\$285.84	\$290.04	\$4.20				\$0.00					\$32.20
2/19/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
3/4/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
3/18/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
4/1/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
4/15/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	8	\$285.84	\$290.08	\$4.24					\$32.24
4/29/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
5/13/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
5/27/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
6/10/2016	80	\$1,905.60	\$1,933.60	\$28.00	12	\$285.84	290.04	\$4.20				\$0.00					\$32.20
6/24/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	8	\$285.84	\$290.08	\$4.24					\$32.24
7/8/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	1	\$35.73	\$36.26	\$0.53					\$28.53
7/22/2016	80	\$1,905.60	\$1,933.60	\$28.00	12	\$285.84	\$290.04	\$4.20				\$0.00					\$32.20
8/5/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
8/19/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	8	\$285.84	\$290.08	\$4.24					\$32.24
9/2/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
9/16/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00				\$0.00					\$28.00
9/30/2016	80	\$1,905.60	\$1,933.60	\$28.00				\$0.00	8	\$285.80	290.08	\$4.28					\$32.28
10/14/2016	80	\$2,043.84	\$2,110.24	\$66.40				\$0.00				\$0.00					\$66.40
10/28/2016	80	\$2,078.40	\$2,106.40	\$28.00	12	\$311.76	\$315.96	\$4.20	16	\$623.52	\$632.00	\$8.48	64	402.88	408.32	5.44	\$46.12
11/11/2016	80	\$2,078.40	\$2,106.40	\$28.00				\$0.00	8	\$311.76	\$316.00	\$4.24	72	453.24	459.36	6.12	\$38.36
11/25/2016	80	\$2,078.40	\$2,106.40	\$28.00				\$0.00	16	\$623.52	\$632.00	\$8.48				0	\$36.48
12/9/2016	80	\$2,078.40	\$2,106.40	\$28.00	12	\$311.76	\$315.96	\$4.20				\$0.00				0	\$32.20
12/23/2016	80	\$2,078.40	\$2,106.40	\$28.00				\$0.00				\$0.00				0	\$28.00
			\$25.83				\$25.83				38.75						\$858.85
			\$26.63		holiday rate		\$26.63			OT rate	39.95						
1/6/2017	80	\$2,078.40	\$2,130.40	\$52.00	12	\$311.76	319.56	\$7.80	8	311.76	319.6	\$0.00	0				\$59.80
1/20/2017	80	\$2,078.40	\$2,130.40	\$52.00				\$0.00				\$7.84	0				\$59.84
2/3/2017	80	\$2,078.40	\$2,130.40	\$52.00				\$0.00				\$0.00	0			\$0.00	\$52.00
2/17/2017	80	\$2,078.40	\$2,130.40	\$52.00				\$0.00					0				\$52.00
3/3/2017	80	\$2,078.40	\$2,130.40	\$52.00				\$0.00					0				\$52.00
total due	\$1,134.49																\$275.64

16. 23.37 + shift
Lt. 25.53

16. 25.53

17. 25.83



05/10/2017 15:18
ESPICER

Richland County - LIVE
DETAIL CHECK HISTORY

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

P 1
prhisrpt

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
[REDACTED]												
Check Date: 01/08/2016												
LOC: 254 ORG: PAYROLL												
27525500	510200		254	2015	000041076	216 OT BLD	8.00	285.84				
27525500	510200		254	2015	000041076	216 OT BLD	8.00	285.84				
27525500	510200		254	2015	000041076	216 OT BLD	8.00	285.84				
27525500	510200		254	2015	000041076	305 VACSD	16.00	381.12				
27525500	510200		254	2015	000041076	552 HS	12.00	285.84				
27525500	510200		254	2015	000041076	887 SB .80	16.00	381.12				
27525500	510200		254	2015	000041076	887 SB .80	48.00	1,143.36				
			254		000041076							
			254		000041076							
			254		000041076							
			254		000041076							
			254		000041076							
			254		000041076							
			254		000041076							
27525500	533530		254		000041076							
27525500	536300		254		000041076							
27525500	536400		254		000041076							
27525500	536500		254		000041076							
CHECK 01/08/2016 TOTALS:				NET:			1,771.00	116.00		3,048.96		
Check Date: 01/22/2016												
27525500	510200		254	2015	000042288	216 OT BLD	8.00	285.84				
27525500	510200		254	2015	000042288	552 HS	12.00	285.84				
27525500	510200		254	2015	000042288	567 COMPSH	16.00	381.12				
27525500	510200		254	2015	000042288	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000042288	887 SB .80	24.00	571.68				
27525500	510200		254	2015	000042288	887 SB .80	32.00	762.24				
			254		000042288							
			254		000042288							
			254		000042288							
			254		000042288							
			254		000042288							
			254		000042288							
			254		000042288							
			254		000042288							
27525500	533530		254		000042288							
27525500	536300		254		000042288							
27525500	536400		254		000042288							
27525500	536500		254		000042288							
CHECK 01/22/2016 TOTALS:				NET:			1,425.52	100.00		2,477.28		
Check Date: 02/05/2016												
27525500	510200		254	2015	000043500	305 VACSD	16.00	381.12				
27525500	510200		254	2015	000043500	305 VACSD	8.00	190.56				
27525500	510200		254	2015	000043500	501 PE+SH	8.00	190.56				
27525500	510200		254	2015	000043500	552 HS	12.00	285.84				
27525500	510200		254	2015	000043500	567 COMPSH	2.00	47.64				
27525500	510200		254	2015	000043500	887 SB .80	22.00	524.00				
27525500	510200		254	2015	000043500	887 SB .80	24.00	571.68				
			254		000043500							
			254		000043500							

05/10/2017 15:18
ESPICER

Richland County - LIVE
DETAIL CHECK HISTORY

P 2
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
LOC: 254 ORG: PAYROLL												
			254		000043500							
			254		000043500							
			254		000043500							
			254		000043500							
			254		000043500							
27525500	533530		254		000043500							
27525500	536300		254		000043500							
27525500	536400		254		000043500							
27525500	536500		254		000043500							
CHECK 02/05/2016 TOTALS:					NET:		1,252.76	92.00		2,191.4		
Check Date: 02/19/2016												
27525500	510200		254	2015	000044710	567 COMPSH	8.00			190.5		
27525500	510200		254	2015	000044710	887 SB .80	8.00			190.5		
27525500	510200		254	2015	000044710	887 SB .80	48.00			1,143.3		
27525500	510200		254	2015	000044710	887 SB .80	16.00			381.1		
			254		000044710							
			254		000044710							
			254		000044710							
			254		000044710							
			254		000044710							
			254		000044710							
			254		000044710							
27525500	533530		254		000044710							
27525500	536300		254		000044710							
27525500	536400		254		000044710							
27525500	536500		254		000044710							
CHECK 02/19/2016 TOTALS:					NET:		1,080.03	80.00		1,905.6		
Check Date: 03/04/2016												
27525500	510200		254	2015	000045928	305 VACSD	5.00			119.1		
27525500	510200		254	2015	000045928	567 COMPSH	8.00			190.5		
27525500	510200		254	2015	000045928	567 COMPSH	8.00			190.5		
27525500	510200		254	2015	000045928	887 SB .80	24.00			571.6		
27525500	510200		254	2015	000045928	887 SB .80	35.00			833.7		
			254		000045928							
			254		000045928							
			254		000045928							
			254		000045928							
			254		000045928							
			254		000045928							
			254		000045928							
			254		000045928							
27525500	533530		254		000045928							
27525500	536300		254		000045928							
27525500	536400		254		000045928							
27525500	536500		254		000045928							
CHECK 03/04/2016 TOTALS:					NET:		1,080.03	80.00		1,905.6		
Check Date: 03/18/2016												
27525500	510200		254	2015	000047139	501 PE+SH	8.00			190.5		
27525500	510200		254	2015	000047139	571 RATOSH	8.00			190.5		
27525500	510200		254	2015	000047139	766 TR SH	8.00			190.5		

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
										LOC: 254	ORG: PAYROLL	
27525500	510200		254	2015	000047139	887 SB .80	40.00	952.80				
27525500	510200		254	2015	000047139	887 SB .80	16.00	381.12				
			254		000047139							
			254		000047139							
			254		000047139							
			254		000047139							
			254		000047139							
			254		000047139							
			254		000047139							
27525500	533530		254		000047139							
27525500	536300		254		000047139							
27525500	536400		254		000047139							
27525500	536500		254		000047139							
CHECK 03/18/2016 TOTALS:					NET:	1,080.03	80.00	1,905.60				
Check Date: 04/01/2016												
27525500	510200		254	2015	000048357	405 SICKSD	8.00	190.56				
27525500	510200		254	2015	000048357	501 PE+SH	8.00	190.56				
27525500	510200		254	2015	000048357	561 CTEA	8.00	0.00				
27525500	510200		254	2015	000048357	567 COMPSH	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000048357	887 SB .80	8.00	190.56	</			

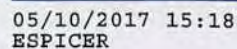
[illegible]

[illegible]

[illegible]

27525500	510200	254	2015	000060363	216 OT BLD	8.00	285.84
----------	--------	-----	------	-----------	------------	------	--------

[illegible]

Richland County - LIVE
DETAIL CHECK HISTORY

P 9
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
											LOC: 254	ORG: PAYROLL
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000062750	887 SB .80	8.00	190.56				
			254		000062750							
			254		000062750							
			254		000062750							
			254		000062750							
			254		000062750							
			254		000062750							
			254		000062750							
			254		000062750							
27525500	533530		254		000062750							
27525500	536300		254		000062750							
27525500	536400		254		000062750							
27525500	536500		254		000062750							
CHECK 09/16/2016			TOTALS:	NET:		1,080.02	80.00	1,905.60				
Check Date: 09/30/2016												
27525500	510200		254	2015	000063941	216 OT BLD	8.00	285.84				
27525500	510200		254	2015	000063941	405 SICKSD	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
27525500	510200		254	2015	000063941	887 SB .80	8.00	190.56				
			254		000063941							
			254		000063941							
			254		000063941							
			254		000063941							
			254		000063941							
			254		000063941							
			254		000063941							
27525500	536300		254		000063941							
27525500	536400		254		000063941							
CHECK 09/30/2016			TOTALS:	NET:		1,323.38	88.00	2,191.44				
Check Date: 10/14/2016												
27525500	510200		254	2010	000065131	561 CTEA	8.00	0.00				
27525500	510200		254	2010	000065131	567 COMPSH	4.00	103.92				
27525500	510200		254	2010	000065131	887 SB .80	8.00	190.56				
27525500	510200		254	2010	000065131	887 SB .80	8.00	190.56				
27525500	510200		254	2010	000065131	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000065131	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000065131	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000065131	887 SB .80	4.00	103.92				
27525500	510200		254	2010	000065131	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000065131	887 SB .80	8.00	207.84				
			254		000065131							

Lt.

2day Sat 24.17

24 - 26.9

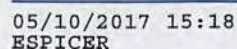
LT.

2day
Sgt 24.17

64 - 26.93

1723.52

[illegible]



Richland County - LIVE
DETAIL CHECK HISTORY

P 11
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

[illegible]

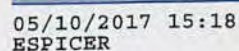
05/10/2017 15:18
ESPICER

Richland County - LIVE
DETAIL CHECK HISTORY

p 12
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
											LOC: 254	ORG: PAYROLL
27525500	510200		254	2010	000069868	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000069868	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000069868	887 SB .80	8.00	207.84				
			254		000069868							
			254		000069868							
			254		000069868							
			254		000069868							
			254		000069868							
			254		000069868							
			254		000069868							
27525500	536300		254		000069868							
27525500	536400		254		000069868							
27525500	536500		254		000069868							
	CHECK 12/09/2016	TOTALS:		NET:		1,383.40	92.00	2,390.16				
	Check Date: 12/23/2016											
27525500	510200		254	2010	000070972	305 VACSD	8.00	207.84				
27525500	510200		254	2010	000070972	305 VACSD	8.00	207.84				
27525500	510200		254	2010	000070972	600 LGS	0.00	1,912.50				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
27525500	510200		254	2010	000070972	887 SB .80	8.00	207.84				
2												

Richland County - LIVE
DETAIL CHECK HISTORY

P 13
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

[illegible]

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

[illegible]

05/10/2017 15:18
ESPICER

Richland County - LIVE
DETAIL CHECK HISTORY

P 15
prhisrpt

BY EMPLOYEE NAME
01/08/2016 to 03/03/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED	TYPE	EMPLOYEE	EMPLOYER
			LOC: 254 ORG: PAYROLL									
			254		000076380							
			254		000076380							
			254		000076380							
			254		000076380							
27525500	533530		254		000076380							
27525500	536300		254		000076380							
27525500	536400		254		000076380							
27525500	536500		254		000076380							
CHECK 03/03/2017 TOTALS:					NET:	1,175.12	80.00	2,078.40				
EMPLOYEE TOTALS:					NET:	40,357.70	2,841.00	70,265.95				
GRAND TOTALS:					NET:	40,357.70	2,841.00	70,265.95			70,265.95	29,420.92

** END OF REPORT - Generated by ERIKA SPICER **

$$\frac{15}{3}$$

Name: [REDACTED]
Last First Middle

Request for Shift Preference:

Second Choice: B

Third Choice: A

A Watch: 1st: Bottom 2nd: Top 3rd: Middle

B Watch: 1st: Top 2nd: Middle 3rd: Bottom

C Watch: 1st: Middle 2nd: Top 3rd: Bottom

Officer  Date 9-14-17

**RICHLAND COUNTY SHERIFF'S OFFICE
WRITTEN REPRIMAND**

Employee's Name: _____ Employee's Classification: _____ Lieutenant

Date Written Reprimand was Issued: 9-21-17

VIOLATION

Date Violation Occurred: August 28, 2017 Personnel Complaint Number: 2017-107

Location Where Violation Occurred: Richland County Jail

Type of Violation Policy Group I Number 17

Description of Violation:

That on the date listed, you exhibited unsatisfactory work and failed to maintain a required standard of performance when you used poor judgment by failing to immediately restrain a known violent inmate and failing to utilize a video recorder involving the same inmate. This is your 2nd violation.

(Attach Additional sheets if necessary)

This Written Reprimand was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Written Reprimand will be considered active by management for **twelve (12)** months, and will be considered inactive thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

Gpt. CBO
Signature of Person Issuing Reprimand

JAIL ADMINISTRATOR
Title

I hereby acknowledge that a copy of the above record of Written Reprimand has been given to me on this date.

[Redacted Signature]
9-21-17
Date

cc: Employee
Appointing Authority

Name: Lt. [REDACTED]
Unit #: _____

Review Period: 10/01/16 to 04/01/17
Review Deadline Date: _____

☐ Bi-Annual Review

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION LIEUTENANT PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Lieutenants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☐ Meets + 1 ☒ Does Not Meet + 0

Explain: **10/03 was disciplined for not completing a deposit. My advice would be to slow down and ensure all tasks are completed by the end of your shift.**

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain: **Does a great job of completing the monthly security inspections for the whole facility.**

Any additional comments pertaining to GOAL ONE (1-3):

GOAL TWO: *Correctional Lieutenants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders

☐ Above + 2 ☐ Meets + 1 ☒ Does Not Meet + 0

Explain: **Was disciplined for not releasing an inmate that needed to be released, improperly releasing an inmate and failing to check the paperwork of an inmate that was transferred to Indiana that shouldn't have been. Lt. [REDACTED] has struggled with court paperwork for a while. I know he knows the paperwork and I think he sometimes get in too big of a rush to get things done and overlooks the paperwork. I would suggest he slow down and make sure he reads the paperwork fully. Take the time you have on c-watch now to study the paperwork more closely**

6. Authorize strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: *Correctional Lieutenants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.*

7. Ensure that sergeants fairly evaluate the job performance of correction officers.

☐ Above +2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

8. Counsels and disciplines employees.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

9. Supervises work of correction officers and sergeants by delegating assignments. Monitors performance of correction officers and sergeants to assure proper completion of assignments.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

10. Evaluates correction officer and sergeant's job performance and completes performance evaluations bi-annually.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain: **Does a good job in completing his evaluations**


Any additional comments pertaining to GOAL Three (7-10):

OVERALL EVALUATION

Total Score: 10

Rater: [Signature] Date: 4-3-17 Comments:

Jail Administrator: [Signature] Date: 4/1 Comments:

Employee Signature: [Signature]  Date: 4-11-17 Comments:

I have read the above performance evaluation: I have ☒ I have not responded under comment section of this performance evaluation. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Jail Administrator to discuss my evaluation

_____.

**RICHLAND COUNTY SHERIFF'S OFFICE
INSTRUCTION & CAUTIONING**

Employee's Name: _____ Employee's Classification: Lieutenant

Date Instruction & Cautioning was Issued: 2-23-17

VIOLATION

Date Violation Occurred: December 29, 2016 Personnel Complaint Number: 2016-196

Location Where Violation Occurred: Richland County Jail

Type of Violation Policy Group I Number 19

Description of Violation:
That on the date listed, you exhibited unsatisfactory work performance including failing to conform to established work standards by not verifying paperwork prior to releasing an inmate. This is your 1st Group I # 19 violation.

(Attach Additional sheets if necessary)

This Instruction and Cautioning was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Instruction and Cautioning will be considered active by management for six (6) months, and will be considered inactive thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

[Signature]
Signature of Person Issuing Reprimand

JAIL ADMINISTRATOR
Title

I hereby acknowledge that a copy of the above record of Instruction and Cautioning has been given to me on this date.

[Signature]
Employee

2.23-17
Date

cc: Employee
Appointing Authority

DISCIPLINARY AGREEMENT

To: [REDACTED] Lieutenant
From: J. Steve Sheldon, Sheriff
Re: Agreed Discipline following December 12, 2016 Incident

On December 12, 2016, Lieutenant [REDACTED] released an inmate in error. This is his first Group II # 10 violation.

This agreement is intended to memorialize that Lieutenant [REDACTED] and his union representatives have agreed to waive his right to file a grievance over any discipline issued as a result of this incident and instead accept that Lieutenant [REDACTED] will have sixteen (16) hours deducted from his accrued leave as a result of his actions on December 12, 2016.

(2 personal days)

Lieutenant [REDACTED]

1-11-17

Date

[Signature]
Union Representative

1-11-17

Date

J. Steve Sheldon, Sheriff
J. Steve Sheldon, Sheriff

01-09-17

Date

AS
took

CERTIFICATE OF APPOINTMENT

OF _____
As _____
CORRECTIONS LIEUTENANT

Office Sheriff
RICHLAND COUNTY

THIS IS TO CERTIFY, that the undersigned being of opinion that the business of this office requires it, has appointed _____

a suitable and competent person as _____
CORRECTIONS LIEUTENANT

Therein, beginning on the 26TH day of SEPTEMBER 2016
and continuing until otherwise ordered.

Said _____

as compensation the sum of \$25.1800 dollars
per hour payable bi-weekly from the County Treasury upon the warrant of the

County Auditor.

Witness my signature and seal of office, this 26TH day of Sep-16

J. Steve Sheldon - Sheriff
RICHLAND COUNTY
J. STEVE SHELDON SHERIFF

OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

_____ being duly sworn, says that
he/she will support the Constitution of the United States and the Constitution of the State of Ohio,
and that he will faithfully discharge the duties of Deputy in the office of the _____ Sheriff
of said County.

Sworn to before me and signed in my presence, this 26TH day of SEPTEMBER 2016

J. Steve Sheldon - Sheriff
J. STEVE SHELDON SHERIFF
Richland County

Future Changes

NOTARY: *Shirley A. Dawdy*
My COMMISSION Expires: 9-16-2020

OATH OF OFFICE

I, _____, do solemnly swear or affirm that I will uphold the constitution of the United States of America, that I will uphold and abide by the laws of the State of Ohio, and that I will faithfully discharge the duties of my appointed office to the best of my abilities. So help me God.

Signature: X

Appointing Authority: _____

Witness: _____

Date: _____

Notary: Shirley Dowdy
My Commission Expires: 9-16-2022

Richland County Sheriff's Office

Job Description

Job Title:	Corrections Lieutenant
Division:	Corrections
Bargaining Unit:	FOP/OLC
Employment Status:	Full-Time
Work Hours:	Determined by FOP Contract
Civil Service Status:	Classified
FLSA Status:	Overtime Eligible
Probation:	One Year
Reports to:	Corrections Staff Lieutenant/Assistant Jail Administrator
Supervises:	Correctional Sergeants and Officers
Job Summary:	Supervises, under general direction, the Correction Officers and Sergeants

Minimum Qualifications:

Completion of Middle Management Training within the first year of being promoted
Two years' experience as Corrections Sergeant with the Richland County Jail
Up to date on all training requirements set for by the Minimum Jail Standards and RCSC
Valid Ohio Driver's License

Essential Functions:

Regular and predictable attendance

Work in a 24 hours, 7 days a week operation in a variety of weather conditions

Work overtime as necessary and directed

Maintain the trust, faith and confidence of the Sheriff

Support and enforce the administrative and operational policies of the Sheriff

Make supervisory decisions aligned with the mission, goals, and directives of the Sheriff

Maintain confidentiality in the performance of duties

Ensure the general safety of inmates by protecting them from harm and threats

Use physical force to control inmates

Qualify with firearms, (as required), and other offensive and defensive weapons

Drive county vehicles under adverse and stressful conditions according to driving policy

Work independent of direct supervision

Use directed and self-directed work time in an efficient and effective manner

Perform jobs, duties, tasks and assignments in a competent and proficient manner

Be physically, mentally, medically and psychologically fit to perform correctional duties

Complete incident reports, arrest reports, service of arrest warrants, logs and rosters

Confers with Staff Lieutenant on disciplinary actions

Perform any other duties requested or required by the Jail Administrator or his designee

Duties and Responsibilities:

Supervises work of Correction Officers and Sergeants by delegating assignments

Monitors performance of Sergeants to ensure proper completion of assignments

Evaluates Sergeant job performance and completes Performance Evaluations

Ensure that Sergeants fairly evaluate the job performance of correction officers

Ensures officers are scheduled for training and that new hires are being trained by FTOs

Monitors behavior of jail inmates and conducts security inspections of the jail

Ensure inmates are accounted for and are observing rules and regulations of facility

Assures facility is clean by directing inmates to clean pods and common areas

Authorize and perform strip searches on inmates based on procedures set forth in policy

Release inmates from jail per court orders and supervise the release of property

Reviews reports for accuracy and assures that all paperwork is completed by end of shift

Supervises work of correctional staff to ensure adherence to policies and procedures

Coordinates and directs all shift operations and functions

Supervises and delegates tasks to assigned personnel

Monitors work performance to ensure proper completion of tasks

Evaluates, counsels and disciplines employees

Determines scheduling and manpower allocation

Review jail policies and procedures, rules and regulations, and SOPs

Compile data and prepare records and reports when directed

Attend training as requested or directed

Inspects jail and safety equipment including the building structure

Inspect officer uniforms and approve requests for new officer uniforms and equipment

Assure that keys are inventoried and accounted for at the beginning and end of shifts

Performs investigations into employee and inmates rule violations

Perform investigations as directed by Staff Lieutenant into matters of concern

Testifies in depositions, hearings, pre-disciplinary hearings and trials

Supervises crime scenes in the jail

Evaluates and adjusts to current operational needs

Interacts with inmates and investigates complaints and grievances

Conducts or reviews hearings on inmate discipline and violations of jail rules

Ensures cooperation and completion of required paperwork and reports for inspections

Assist the Health Department, Contractors, Fire Department, Maintenance and others

Help prepare documents and reports for the Minimum Jail Standards Inspection

Conduct security inspections as required by policy

Complete a personal observation check of all pods during the shift that you supervise

Requisite Job Knowledge:

Corrections practices and procedures

Investigative procedures

Local, state and federal laws

Administrative, criminal, civil and constitutional law

Rules and regulations, policies and procedures, and standard operating procedures

Current labor contracts

Employee disciplinary, grievance and arbitration procedures

Supervision and middle management principles and practices

Village, city, township and county geography

Equipment Used:

County motor vehicle, portable and mobile radio

Computer, fax, copy machine, cell phone and telephone

Firearms and Body Armor as required

Handcuffs, chemical agents and electronic restraint device

Video and audio recording devices

Job Description Approval:

I have reviewed this job description and understand that it reflects the major work requirements, essential job functions and tasks for which I am responsible. I understand that this job description is not all inclusive and that if I have questions, I can contact my supervisor for clarification. I acknowledge that I must follow all orders given to me by a superior officer unless the order is illegal, immoral or unethical.

Employee Printed Name

9-26-16
Date

En

I have issued this job description to the employee.

[Signature]
Supervisor Signature

9-26-16
Date

This job description reflects the needed skills and abilities required to perform this position.

[Signature]
Administrator Signature

9/26/16
Date

NOTARY: Shirley A. Dowdy
MY COMMISSION EXPIRES: 9-16-2020

INTER-OFFICE COMMUNICATION

TO: RICHLAND COUNTY CORRECTIONS

DATE: 9/29/16

FROM: CAPTAIN BLUNK

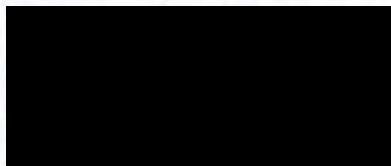
EFFECTIVE DATE:

SUBJECT: PROMOTION

REF: NEW SERGEANT AND LIEUTENANT IN
CORRECTIONS

☒ MESSAGE ☐ SPECIAL DETAIL ☐ ASSIGNMENT ☐ INTELLIGENCE INFORMATION

Effective Monday September 26, 2016 Sergeant Jamaal [REDACTED] was promoted to Lieutenant in Corrections. Lt. [REDACTED] will be supervising on B-watch at this time. Effective Wednesday September 28, 2016 Officer Kenneth Moore was promoted to Sergeant in Corrections. He was moved to B-watch and started his supervisor training with Lt. Bigler and will remain on B-watch at this time. Both officers have chosen not to have a ceremony for their promotional. Congratulations to both Lt. [REDACTED] and Sgt. Moore as we continue to carry out our mission here at the jail.



B

9/28

CERTIFICATE OF APPOINTMENT

OF

As _____
CORRECTIONS LIEUTENANT

Office Sheriff
RICHLAND COUNTY

THIS IS TO CERTIFY, that the undersigned being of opinion that the business of this office requires it, has appointed _____

a suitable and competent person as _____
CORRECTIONS LIEUTENANT

Therein, beginning on the 26TH day of SEPTEMBER 2016
and continuing until otherwise ordered.

Said _____

as compensation the sum of \$25.1800 _____ dollars
per hour payable bi-weekly from the County Treasury upon the warrant of the

County Auditor.

Witness my signature and seal of office, this 26TH day of Sep-16

J. Steve Sheldon - Sheriff
RICHLAND COUNTY
J. STEVE SHELDON SHERIFF

OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

_____ being duly sworn, says that
he/she will support the Constitution of the United States and the Constitution of the State of Ohio,
and that he will faithfully discharge the duties of Deputy in the office of the _____
of said County. Sheriff

Sworn to before me and signed in my presence, this 26TH day of SEPTEMBER 2016

J. Steve Sheldon - Sheriff
J. STEVE SHELDON SHERIFF
Richland County

Future Changes

NOTARY: Shirley A. Dawdy
My COMMISSION Expires: 9-16-2020



Employee Maintenance

(circle one)		
ADD	CHANGE	DELETE

Name				
Address				
City, State, Zip Code				
Telephone	Has this person ever been employed by			
Birthdate	Richland County in the past? Yes or No			
Social Security Number				
Marital Status:				
Sex				
Race				
Title	Class #			
Department Number	Account #			
Munis Org	Object#			
Business Phone Number				
Start Date	09-26-16			
Rehire Date				
Termination Date				
Reason for Termination				
TAXES	Code	Dep	TY	Add On
Federal				
State				
City				
Status				
Annual Salary				

Salary/pay	
Rate/hour	25.1800
Alt Rate/hour	.80 SHIFT
Longevity Payment	
Annual Hours	
Shift	
Full/Part	
STRS	
PERS	REG OPERS
Direct Dep. Route #	
Direct Dep. Account #	

Signature E. J. Spru

Date 10-3-16

LIEUTENANT OF CORRECTIONS
NEW RATE

Comments

16-196

NOTICE OF PRE-DISCIPLINARY CONFERENCE

TO: [REDACTED]

This notice is provided to you to advise that a pre-disciplinary conference will be held at:

5:15 a.m. on February 10, 2017 at the Richland County Jail

to provide you with an opportunity to respond to the following disciplinary charges:

That on December 29, 2016, you exhibited unsatisfactory work and failed to maintain a required standard of performance by not verifying paperwork prior to releasing an inmate. This is your 6th Group I # 17 violation.

At the hearing, the employee is entitled to:

- 1) oral or written notice of the charges against him/her;
- 2) an explanation of the Employer's evidence; and]
- 3) an opportunity to present his/her side of the story.

The employee may select a union representative to be present at the hearing on his/her behalf.

Following the hearing, the Appointing Authority shall determine what discipline, if any, is appropriate.

[Signature]
Employer Signature

2-1-17
Date

Proof of Service

I served the above notice on Jamaal O'Dell on the 5th of February, 2017.

[REDACTED]
Name

Lieutenant
Title

[Signature]
Employee

2-5-17
Date

16-196

02/05/2017

Captain Blunk,

I am requesting discovery on behalf of Lt. [REDACTED] regarding the Group#1 17 violation he received for the release incident that occurred on 12/29/2016. Lt. [REDACTED]'s pre-disciplinary hearing is scheduled for 2/10/2017.

Brian Smiley

ORIGINAL

Received
2/7/17
Capt. C. Blunk



Employee Maintenance

ADD

Change

(circle one)

Name

Employee#

Address

City, State, Zip Code

Telephone

Birthdate

Social Security Number

Marital Status:

Sex

Race

Title

Department Number

Munis Org

Business Phone Number

Start Date

Rehire Date

Termination Date

Reason for Termination

Has this person ever been employed by
Richland County in the past? Yes or No

Class #

Account #

Object#

510200

349

27525500

TAXES

Code

Dep

TY

Add On

Federal

State

City

Status

Annual Salary

Salary/pay

Rate/hour

Alt Rate/hour

Longevity Payment

Annual Hours

Shift

Full/Part

STRS

PERS

Direct Dep. Route #

Direct Dep. Account #

23.02

EFFECTIVE 12-18-2014

Comments

Signature

Date

12/23/11

Name: Sgt [REDACTED]

Unit #: [REDACTED]

Bi-Annual Review

Review Period: 4-6-16 to 10-6-16

Review Deadline Date: 9-30-16

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION SERGEANT PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Sergeants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

Sgt [REDACTED] was disciplined for leaving taser drawer unlocked and a taser ending up missing.

2. Determine scheduling and manpower allocation.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

Was disciplined for filing escape charges on inmate that had returned to jail.

Any additional comments pertaining to GOAL ONE (1-3):

GOAL TWO: *Correctional Sergeants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

6. Authorize and/or perform strip searches on inmates based on procedures set forth in policy.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: *Correctional Sergeants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.*

7. Review reports for accuracy and assures that all paperwork is completed by end of shift.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

Has alot of Reports returned due to errors.

8. Counsels and disciplines employees.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

sgt [redacted] does a good job of counselling officers when they need it.

9. Supervises work of correction officers by delegating assignments. Monitors performance of officers to assure proper completion of assignments.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

10. Evaluates officer job performance and completes performance evaluations bi-annually.

Above + 2 Meets + 1 Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL Three (7-10):

OVERALL EVALUATION

Total Points: 8

Rater: JA BJ Date: 9-17-16 Comments:

Staff Lieutenant: [Signature] Date: 9-28-16 Comments:

Jail Administrator Cpt. C. Blum Date: 9/28/16 Comments:

Employee Signature: [Signature] [Redacted] Date: 9-19-16 Comments:

I have read the above: I have I have not responded under comments. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Staff Lieutenant or the Jail Administrator to discuss my evaluation _____.

DISCIPLINARY AGREEMENT

To: [REDACTED] Lieutenant
From: J. Steve Sheldon, Sheriff
Re: Agreed Discipline following October 3, 2016 Incident

On October 3, 2016, Lieutenant [REDACTED] exhibited unsatisfactory work and failed to maintain a required standard of performance by not properly opening and closing his shift. This is his 5th Group I # 17 violation.

This agreement is intended to memorialize that Lieutenant [REDACTED] and his union representatives have agreed to waive his right to file a grievance over any discipline issued as a result of this incident and instead accept that Lieutenant [REDACTED] will no longer serve as a Field Training Officer (FTO) to his current trainee and will be suspended from FTO duties until further notice as a result of his actions on October 3, 2016.

G.A. [REDACTED]
Lieutenant

11-22-16
Date

[Signature]
Union Representative

11-22-16
Date

J. Steve Sheldon
J. Steve Sheldon, Sheriff

11-22-16
Date

INTER-OFFICE COMMUNICATION

TO: Captain Blunk

DATE: 10-27-16

FOR:

EFFECTIVE DATE:

FROM: Lt. [REDACTED]

DIVISION:

SUBJECT: Disciplinary Hearing Waive

REF: ☒ MESSAGE ☐ SPECIAL DETAIL ☐ ASSIGNMENT ☐ INTELLIGENCE INFORMATION

At this time, I choose to waive my 5 day period for notification of my pre-disciplinary hearing in reference to the failure to release an inmate complaint.

Sincerely,

Lt.

24

NOTICE OF PRE-DISCIPLINARY CONFERENCE

TO: [REDACTED]

This notice is provided to you to advise that a pre-disciplinary conference will be held at:

3:15 p.m. on October 27, 2016 at the Richland County Jail

to provide you with an opportunity to respond to the following disciplinary charges:

That on October 3, 2016, you exhibited unsatisfactory work and failed to maintain a required standard of performance when you didn't properly open and close your shift. This is your 5th Group I # 17 violation.

At the hearing, the employee is entitled to:

- 1) oral or written notice of the charges against him/her;
- 2) an explanation of the Employer's evidence; and
- 3) an opportunity to present his/her side of the story.

The employee may select a union representative to be present at the hearing on his/her behalf.

Following the hearing, the Appointing Authority shall determine what discipline, if any, is appropriate.

G. A. C. B. E.
Employer Signature

10/18/16
Date

Proof of Service

I served the above notice on Jamal O'Dell on the 18th day of October, 2016.

G. A. C. B. E.
Name

Jail Administrator
Title

[Signature]
Employee [REDACTED]

10-17-16
Date

DISCIPLINARY AGREEMENT

To: [REDACTED], Correction Officer
From: J. Steve Sheldon, Sheriff
Re: Agreed Discipline following August 8 and August 16, 2016 Incidents

On August 8, 2016, CO [REDACTED], exhibited unsatisfactory work and failed to maintain a required standard of performance by not properly securing tasers in the jail. This is his 3rd Group I # 17 violation.

On August 16, 2016, CO [REDACTED] exhibited unsatisfactory work and failed to maintain a required standard of performance by not verifying that an inmate had returned to the jail as ordered and proceeded to order escape charges. This is his 4th Group I # 17 violation.

This agreement is intended to memorialize that CO [REDACTED] and his union representatives have agreed to waive his right to file a grievance over any discipline issued as a result of this incident and instead accept for Twenty-four (24) hours to be deducted from his accrued leave as a result of his actions on August 8 and 16, 2016.

[REDACTED]

9-28-16

Date

[Signature]

Union Representative

9-28-16

Date

[Signature]

J. Steve Sheldon, Sheriff

Date

2016 904!

NOTICE OF PRE-DISCIPLINARY CONFERENCE

TO: 

This notice is provided to you to advise that a pre-disciplinary conference will be held at:

3:00 p.m. on September 7, 2016 at the Richland County Jail

to provide you with an opportunity to respond to the following disciplinary charges:

That on August 8, 2016, you exhibited unsatisfactory work and failed to maintain a required standard of performance by not properly securing tasers in the jail. This is your 3rd Group I # 17 violation.


That on August 18, 2016, you exhibited unsatisfactory work and failed to maintain a required standard of performance by not verifying that an inmate had returned to the jail as ordered and proceeded to order escape charges. This is your 4th Group I # 17 violation.

At the hearing, the employee is entitled to:

- 1) oral or written notice of the charges against him/her;
- 2) an explanation of the Employer's evidence; and
- 3) an opportunity to present his/her side of the story.

The employee may select a union representative to be present at the hearing on his/her behalf.

Following the hearing, the Appointing Authority shall determine what discipline, if any, is appropriate.




Employer Signature

8-25-16

Date

Proof of Service

I served the above notice on Jamaal O'Dell on the 21st day of August, 2016.



Name

Lieutenant

Title



8-29-16

Date

cc: Employee
Supervisor
Appointing Authority

RICHLAND COUNTY SHERIFF'S OFFICE

WRITTEN REPRIMAND

Employee's Name: Employee's Classification: SergeantDate Written Reprimand was Issued: 8-3-16

VIOLATION

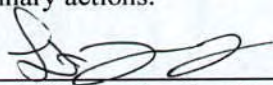
Date Violation Occurred: July 11, 2016Location Where Violation Occurred: Richland County JailType of Violation Group I Number 17

Description of Violation:

That on the date listed, you exhibited unsatisfactory work and failed to maintain a required standard of performance by not transferring an inmate to another facility per the release order. This is your 2nd Group I # 17 violation.

(Attach Additional sheets if necessary)

This written reprimand was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Written Reprimand will be considered active by management for twelve (12) months, and will be considered inactive thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.



Signature of Supervisor Issuing ReprimandLieutenant

Title

I hereby acknowledge that a copy of the above record of the Written Reprimand has been given to me on this date.



8-3-16

Datecc: Employee
Supervisor
Appointing Authority

Employee's Name: Employee's Classification: Sergeant

Date Written Reprimand was Issued: 5/23/16

VIOLATION

Date Violation Occurred: April 19, 2016

Location Where Violation Occurred: Richland County Jail


Type of Violation Group I Number 17

Description of Violation:

That on the date listed, you exhibited unsatisfactory work and failed to maintain a required standard of performance by not following up on an inmate complaint. This is your 2nd Group I # 17 violation.

(Attach Additional sheets if necessary)

This written reprimand was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Written Reprimand will be maintained by management for twelve (12) months, and will be considered inactive thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.


Signature of Supervisor Issuing Reprimand

Title Sail Administrator

I hereby acknowledge that a copy of the above record of the Written Reprimand has been given to me on this date.

5-23-16

Date

cc: Employee
Supervisor
Appointing Authority

OFFICIAL USE ONLY		DEDUCTIBLE
Medical Premium Amount Bi-Weekly	_____	High _____
Dental Premium Amount Bi-Weekly	_____	Low _____

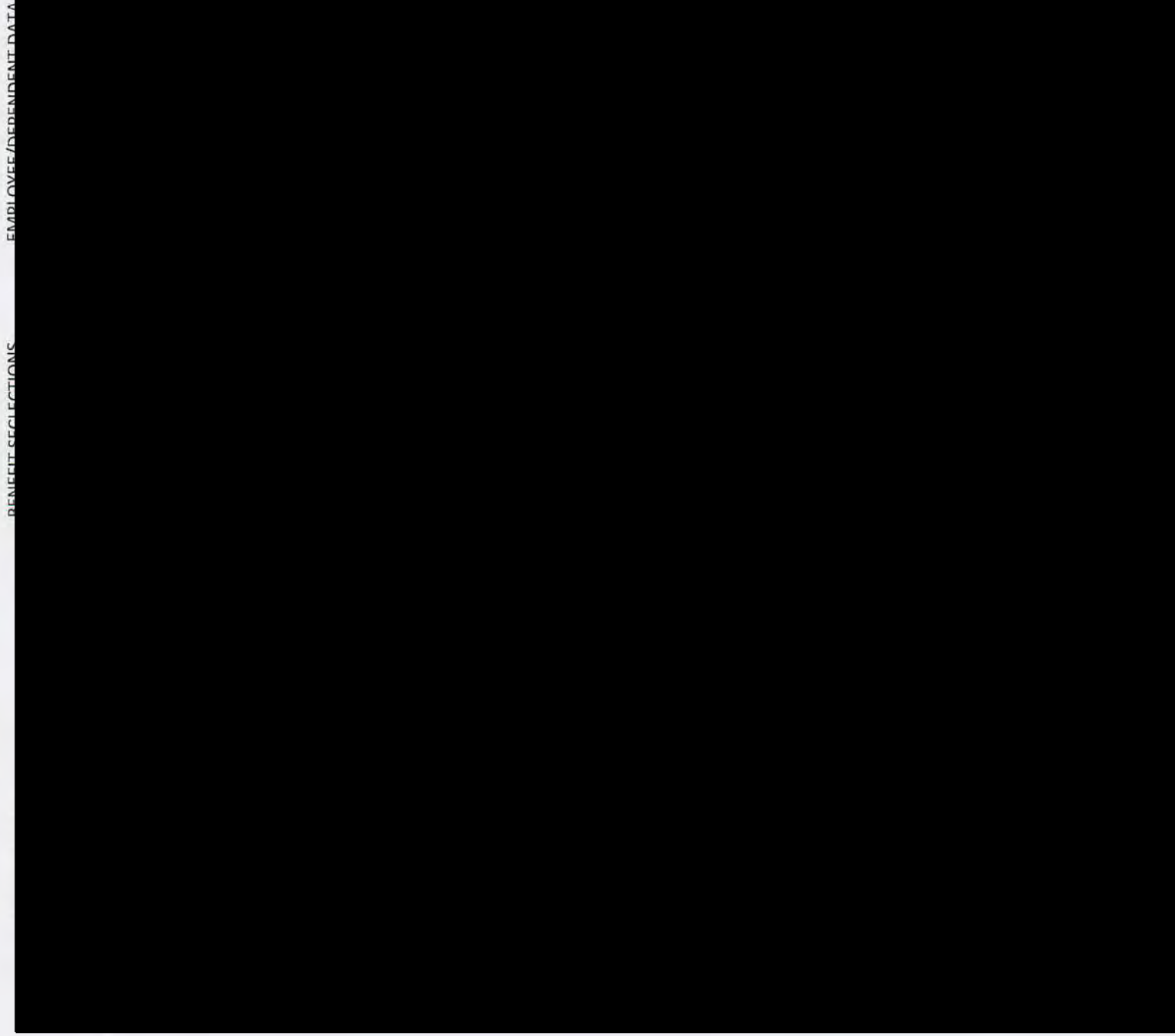


RICHLAND COUNTY
Enrollment/Change Form

Department Name: RCSO - Jail
Employee Number:

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire: 12-14-99	Effective Date: 1-1-16
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			
	<input type="checkbox"/> ADD/CANCEL DEPENDENT(S):			
	<input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Divorce *if marriage, state previous name			
	<input type="checkbox"/> CHANGE NAME/ADDRESS, state previous			
<input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other (explain)				

NAME OF EMPLOYEE:	First: _____	Middle: _____	Last: _____	Social Security #: _____
-------------------	--------------	---------------	-------------	--------------------------



EMPLOYEE/DEPENDENT DATA
REMITTANCE SELECTIONS

Name: Sgt [REDACTED]

Unit #: [REDACTED]

☒ Bi-Annual Review

Review Period: 4-1-15 to 9-30-15

Review Deadline Date: 10-7-15

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION SERGEANT PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: *Correction Sergeants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.*

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] is constantly looking to better himself by reviewing policy & procedures. He is always self evaluating & wanting & inquiring on how he can do better.

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Make sure if approving time off the schedule is updated. If overtime is needed make sure its called for.

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] does a great job completing security inspections & having deficiencies noted & taken care of when needed. He attempts to help the inmates & guide them in the right

Any additional comments pertaining to GOAL ONE (1-3):

direction when it comes to the rules w/in the facility.

GOAL TWO: *Correctional Sergeants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Needs to verify that the cleaning is being completed every night. Make sure all supplies is being issued correctly.

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

6. Authorize and/or perform strip searches on inmates based on procedures set forth in policy.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Always instructs strip searches be conducted w/ procedures set forth in Policy.

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: Correctional Sergeants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.

7. Review reports for accuracy and assures that all paperwork is completed by end of shift.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Does review reports for accuracy however is not always the quickest about getting stuff completed in a timely fashion.

8. Counsels and disciplines employees.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] does counsel his officers & is always trying to help in making each officer better.

9. Supervises work of correction officers by delegating assignments. Monitors performance of officers to assure proper completion of assignments.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

While working control five if job duties of officers are not being completed they need to be told to complete them. If its still not being done then more action needs completed.

10. Evaluates officer job performance and completes performance evaluations bi-annually.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] has took his time & has worked hard on evaluating his officers fairly.

Any additional comments pertaining to GOAL Three (7-10):

OVERALL EVALUATION

Total Points: 14

Rater: [Signature] Date: 10-2-15 Comments:

Sgt. [Redacted] needs to not be so unsure of himself. He knows the job, he just needs to do it. He wants to do the right thing & worries so much of messing up, that it slows him down more than it should. It's

Staff Lieutenant: [Signature] Date: 10-7-15 Comments: Good to be cautious, but you also need to be able to react

Jail Administrator [Signature] Date: 10/14/15 Comments:

Employee Signature: [Signature] Date: 10-5-15 Comments: I look forward to continuing to make adjustments needed to be a more effective supervisor.

I have read the above: ☒ I have ☐ I have not responded under comments. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Staff Lieutenant or the Jail Administrator to discuss my evaluation _____.

Name: Sgt [REDACTED] Review Period: 10/01/15 to 03/30/16
Unit #: [REDACTED] Review Deadline Date: _____
☐ Bi-Annual Review

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION SERGEANT PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: Correction Sergeants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain: **11/21/15 received a time off slip from an Officer and did not pass on to anyone that she intended to take that day off. Needs to communicate with other supervisors on his shift.**

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Any additional comments pertaining to GOAL ONE (1-3):

GOAL TWO: *Correctional Sergeants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

6. Authorize and/or perform strip searches on inmates based on procedures set forth in policy.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain: **I would like to see him ensure his Officers properly complete incident reports with regards to strip searches as far as making sure they get authorization from him prior to conducting the search**

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: *Correctional Sergeants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.*

7. Review reports for accuracy and assures that all paperwork is completed by end of shift.

☐ Above + 2 ☐ Meets + 1 ☒ Does Not Meet + 0

Explain: **Continuously have to return reports to him that are incomplete. At times takes too long to complete assigned tasks or return corrected reports.**

8. Counsels and disciplines employees.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

9. Supervises work of correction officers by delegating assignments. Monitors performance of officers to assure proper completion of assignments.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

10. Evaluates officer job performance and completes performance evaluations bi-annually.

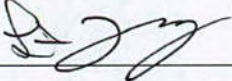
☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain: **Did complete his Officer evaluations in a timely manner. I would like to see him improve on how he scores Officers. If they do not meet in an area chances are they should have some form of discipline as well.**

Any additional comments pertaining to GOAL Three (7-10):


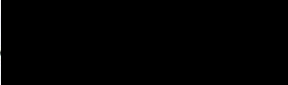
OVERALL EVALUATION

Total Points: 9

Rater:  Date: 5-4-16 Comments:

Staff Lieutenant: _____ Date: _____ Comments:

Jail Administrator  Date: 5/5/16 Comments:

Employee Signature:   Date: 5-4-16 Comments:

I have read the above: ☐ I have ☒ I have not responded under comments. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Staff Lieutenant or the Jail Administrator to discuss my evaluation _____.

INTER-OFFICE COMMUNICATION

TO: CAPTAIN BLUNK

DATE: 5-10-15

FOR:

EFFECTIVE DATE:

FROM: SGT. [REDACTED]

DIVISION:

Corrections

SUBJECT: OPEN C-WATCH SGT.'S POSITION

REF:

☒ MESSAGE ☐ SPECIAL DETAIL ☐ ASSIGNMENT ☐ INTELLIGENCE INFORMATION

I am writing you this letter to let you know that I would like to fill the open spot for Sergeant on C-Watch. Thanks you!

Respectfully,
Sgt. [REDACTED]

MAY 10 '15 13:44

Name: Sgt. [REDACTED]

Unit #: [REDACTED]

☒ Bi-Annual Review

Review Period: 4-14 to 9-14

Review Deadline Date: 10-3-14

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION SERGEANT PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: *Correction Sergeants will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.*

1. Reviews and follows jail policy and procedures, rules and regulations, and standard operating procedures.

☒ Above + 2 ☐ Meet + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] has been observed many times referring to the policy & procedures. His down time he can be observed reading & refreshing himself w/ them.

2. Determine scheduling and manpower allocation.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Needs to make sure he is documenting properly when officers are taking time off. Check & mark sup's schedules & verify w/ speed.

3. Monitors behavior of jail inmates and conducts security inspections of the jail. Ensure inmates are accounted for and are observing rules and regulations of facility. *if updated*

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Sgt. [REDACTED] is very observant. He does a great job at explaining the rules & regulations of the jail to the inmates & also encourages them in positive reinforcement.

Any additional comments pertaining to GOAL ONE (1-3):

GOAL TWO: *Correctional Sergeants will conduct themselves professionally and work independent of direct supervision.*

4. Assures facility is clean by directing inmates to clean pods and common areas.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

5. Interacts with other law enforcement agencies, courts, general public and inmates in a respectful and professional manner. Checks jail packets and authorizes release of inmates from jail per court orders.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Always presents himself professionally when dealing w/ other agencies, courts, or the public & inmates. Takes time to double check his releases & is learning & making himself aware of who needs contacted & when.

6. Authorize and/or perform strip searches on inmates based on procedures set forth in policy.

☒ Above + 2 ☐ Meets + 1 ☐ Does Not Meet + 0

Explain:

Very familiar w/ the policy. He is able to communicate it well w/ his officers & makes sure this is being followed properly.

Any additional comments pertaining to GOAL TWO (4-6):

GOAL THREE: Correctional Sergeants will contribute to the efficiency and effectiveness of the facility in carrying out their duties.

7. Review reports for accuracy and assures that all paperwork is completed by end of shift.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Still learning what paperwork needs completed w/ various incidents. He does review incidents daily & attempts to have everything correct prior to turning in.

8. Counsels and disciplines employees.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Have experienced this one time w/ Sgt. [REDACTED] He was very professional, took his time to explain what happened & what he would like to see happen next time. Did an excellent job. Have not seen any other incidents but one.

9. Supervises work of correction officers by delegating assignments. Monitors performance of officers to assure proper completion of assignments.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Not seeing a lot of delegating at this point. Does attempt to assure officers are / have completed assignments properly.

10. Evaluates officer job performance and completes performance evaluations bi-annually.

☐ Above + 2 ☒ Meets + 1 ☐ Does Not Meet + 0

Explain:

Needs to be more descriptive in his evaluation process. Give examples!

Only completed 60 day evals. No-biann. yet.

Any additional comments pertaining to GOAL Three (7-10):

OVERALL EVALUATION

Total Points: 13

Rater: L. Murphy Date: 9-28-14 Comments:

Is progressing nicely. More experience is needed. Sgt. [REDACTED] maintains his ability & desire to continue learning & wants to do the best he can. With his positive attitude, he
Staff Lieutenant: [Signature] Date: 10-4-14 Comments: will continue to improve.

Jail Administrator [Signature] Date: 10/6/14 Comments:

Employee Signature: [Signature] [REDACTED] Date: 9-28-14 Comments:

I have read the above: ☐ I have ☒ I have not responded under comments. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Staff Lieutenant or the Jail Administrator to discuss my evaluation _____.



J. Steve Sheldon, Sheriff

*Richland County Sheriff's Office & Civil Division
597 Park Avenue East • 2nd Floor
Mansfield, Ohio 44905
Phone: 419-774-5881 Fax: 419-522-8153
Civil Office: 419-774-3570*

TO: [REDACTED]

DATE OF PROMOTION: 06/24/2014

TO THE POSITION OF: Sergeant Correction's

SUBJECT: Probationary Period

All employees awarded a vacancy shall serve a one-year probation period.

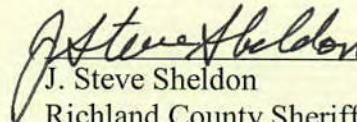
An employee selected shall be considered to have qualified for the position when he/she satisfactorily performs the required duties with proper training by supervision, and when, he/she has completed the appropriate probationary period.

Should an employee not satisfactorily complete the probationary period for a position acquired through job posting, he/she shall be returned to his/her former position with no prejudice.

The probationary reduction shall not be subject to grievance.

Officer: [REDACTED]

Date: 6.27-14


J. Steve Sheldon
Richland County Sheriff





Employee Maintenance

ADD

(circle one)

Change

Delete

Name

Address

City, State, Zip Code

Telephone

Birthdate

Social Security Number

Marital Status:

Sex

Race

Title

Department Number

Munis Org

Business Phone Number

Start Date

Rehire Date

Termination Date

Reason for Termination

Employee#

Has this person ever been employed by
Richland County in the past? Yes or No

Class #

Account #

Object#

510200

349

27525500

Salary/pay

Rate/hour

22.6600

Alt Rate/hour

Longevity Payment

Annual Hours

Shift

Full/Part

STRS

PERS

Direct Dep. Route #

Direct Dep. Account #

TAXES

Code

Dep

TY

Add On

Federal

State

City

Status

Annual Salary

Justin Sheldon
Signature

6-24-14
Date

Comments

OATH OF OFFICE

STATE OF OHIO
COUNTY OF RICHLAND

I DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT AND ABIDE BY THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE CONSTITUTION AND LAWS OF THE STATE OF OHIO, AND THE RULES AND REGULATIONS OF THE RICHLAND COUNTY SHERIFF'S OFFICE AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF CORRECTION SERGEANT, TO WHICH I HAVE BEEN APPOINTED ACCORDING TO LAW AND TO THE BEST OF MY ABILITIES.

I UNDERSTAND THAT MY FAILURE TO COMPLY WITH THE PROVISIONS OF THIS OATH, WITH OR WITHOUT FAULT OF MY OWN, IS CAUSE FOR TERMINATION.

I HAVE NOT PAID, NOR HAVE I OFFERED OR PROMISED TO PAY, ANY MONEY OR OTHER THING OF VALUE TO ANY PERSON, FIRM OR CORPORATION FOR THE USE OF INFLUENCE TO PROCURE MY APPOINTMENT TO THIS POSITION.


PRINTED NAME OF MEMBER



SWORN TO AND SUBSCRIBED BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF RICHLAND, THIS 24 DAY OF June, 2014.


NOTARY PUBLIC 11-8-14

SWORN TO AND SUBSCRIBED BEFORE ME, SHERIFF, IN AND FOR THE COUNTY OF RICHLAND, THIS ____ DAY OF _____, 20____.


J. STEVE SHELDON,
SHERIFF, RICHLAND COUNTY

NOTICE: A MEMBER WHO VIOLATES A SWORN OATH IS SUBJECT TO IMMEDIATE TERMINATION, AS WELL AS THE POSSIBILITY OF BEING CHARGED WITH VIOLATIONS OF CRIMINAL STATUTES.

Richland County Sheriff's Office Job Description

Job Title: Correction Sergeant

Division: Corrections

Bargaining Unit: FOP/OLC

Employment Status: Full-Time

Work Hours: Determined by FOP Contract

Civil Service Status: Classified

FLSA Status: Non-exempt

Reports to: Correction Lieutenant

Probation: One Year

Supervises: Correction Officers

Job Summary: Supervises, under general direction, the Correction Officers in the Correction Division

Minimum Qualifications: United States Citizen
High School Diploma or G.E.D.
Ohio Driver License
Two years experience as Corrections Officer with the Richland County Jail
Up to date on all training requirements set by the Minimum Jail Standards and RCSO

Essential Functions: Regular and predictable attendance

Work in a 24 hours, 7 days a week operation in a variety of weather conditions

Work overtime as necessary and directed

Maintain the trust, faith and confidence of the Sheriff

Support and enforce the administrative and operational policies of the Sheriff

Make supervisory decisions aligned with the mission, goals, and directives of the Sheriff

Maintain confidentiality in the performance of duties

Ensure the general safety of inmates by protecting them from harm and threats

Use physical force to control inmates

Qualify with firearms, (as required), and other offensive and defensive weapons
Drive county vehicles under adverse and stressful conditions according to driving policy
Work independent of direct supervision
Use directed and self-directed work time in an efficient and effective manner
Perform jobs, duties, tasks and assignments in a competent and proficient manner
Be physically, mentally, medically and psychologically fit to perform correctional duties
Complete incident reports, arrest reports, service of arrest warrants, logs and rosters
Perform any other duties requested or required by the Jail Administrator or his designee

Duties and Responsibilities:

Supervises work of Correction Officers by delegating assignments
Monitors performance of officers to ensure proper completion of assignments
Evaluates officer job performance and completes Performance Evaluations bi-annually
Ensures officers are scheduled for training and that new hires are being trained by FTOs
Monitors behavior of jail inmates and conducts security inspections of the jail
Ensure inmates are accounted for and are observing rules and regulations of facility
Assures facility is clean by directing inmates to clean pods and common areas
Book individuals arrested and detained by taking fingerprints, photographing, DNA, etc
Authorize and perform strip searches on inmates based on procedures set forth in policy
Release inmates from jail per court orders and supervise the release of property
Reviews reports for accuracy and assures that all paperwork is completed by end of shift
Dispense food, medication, mail, clean linen and commissary items to inmates
Coordinates and directs all shift operations and functions
Supervises and delegates tasks to assigned personnel
Monitors work performance to ensure proper completion of tasks
Evaluates, counsels and disciplines employees
Determines scheduling and manpower allocation
Review jail policies and procedures, rules and regulations, and SOPs
Compile data and prepare records and reports when directed

Attend training as requested or directed

Inspects jail and safety equipment including the building structure

Inspect officer uniforms and approve requests for new officer uniforms and equipment

Assure that keys are inventoried and accounted for at the beginning and end of shifts

Performs investigations into employee and inmates rule violations

Perform investigations as directed by a supervisor into matters of concern

Testifies in depositions, hearings, pre-disciplinary hearings and trials

Supervises crime scenes in the jail

Evaluates and adjusts to current operational needs

Interacts with inmates and investigates complaints and grievances

Conducts or reviews hearings on inmate discipline and violations of jail rules

Ensures cooperation and completion of required paperwork and reports for inspections

Assist the Health Department, Contractors, Fire Department, Maintenance and others

Help prepare documents and reports for the Minimum Jail Standards Inspection

Conduct security inspections as required by policy

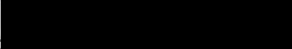
Complete a personal observation check of all pods during the shift that you supervise

Requisite Job Knowledge: Corrections practices and procedures
Investigative procedures
Local, state and federal laws
Administrative, criminal, civil and constitutional law
Rules and regulations, policies and procedures, and standard operating procedures
Current labor contracts
Employee disciplinary, grievance and arbitration procedures
Supervision and management principles and practices
Village, city, township and county geography

Equipment Used: County motor vehicle, portable and mobile radio
Computer, fax, copy machine, cell phone and telephone
Firearms and Body Armor as required
Handcuffs, chemical agents and electronic restraint device
Video and audio recording devices

Job Description Approval:

I have reviewed this job description and understand that it reflects the major work requirements, essential job functions and tasks for which I am responsible. I understand that this job description is not all inclusive and that if I have questions, I can contact my supervisor for clarification. I acknowledge that I must follow all orders given to me by a superior officer unless the order is illegal, immoral or unethical.

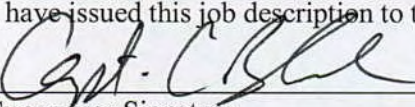

Employee Printed Name

6-24-14
Date



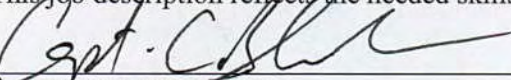
Supervisor Signature

I have issued this job description to the employee.


Supervisor Signature

6/24/14
Date

This job description reflects the needed skills and abilities required to perform this position.


Administrator Signature

6/24/14
Date

Name: [REDACTED]
Unit #: [REDACTED]

Review Period: 10/13 to 3/14
Review Deadline Date: 4/1/14

Bi-Annual Review

**RICHLAND COUNTY SHERIFF'S OFFICE
CORRECTION OFFICER PERFORMANCE EVALUATION**

This evaluation consists of three (3) strategic goals tied to the RCSO values of safety and security, and operational effectiveness. Each goal is evaluated through specific objectives. Rate your direct report as: Above, Meets, or Does Not Meet. A rating of "Does Not Meet" requires justification and must include a Performance Action Plan.

GOAL ONE: *Correction Officers will uphold the highest standards of security and safety for staff, facilities, inmates and visitors consistent with the mission of the facility.*

1. Identifies and addresses safety and security problems in a timely and appropriate manner. Seeks information/advice from the correct sources as appropriate and provides pertinent information to his/her supervisor and relieving shift officers.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I FEEL THAT I CONSISTANTLY GET INPUT FROM SUPERVISORS BEFORE PERFORMING A DUTY OUTSIDE OF MY SCOPE OF AUTHORITY, AND INFORM THEM OF ISSUES THAT DEVELOPE FROM A SECURITY STANDPOINT AS WELL.

2. Consistently completes required security rounds and documents as appropriate.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I CONSISTANTLY MAKE SURE OBSERVATION CHECKS ARE COMPLETED, AND FREQUENTLY ENSURE THAT CHECKS ARE DOCUMENTED IN WEB JAMIN PROPERLY

3. Takes only appropriate and/or reasonable risks and understands the importance of boundaries between inmates and Correction Officers.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I AM COMFORTABLE INTERACTING WITH INMATES, BUT COULD BE MORE MINDFUL OF LIMITING CONVERSATIONS AT TIMES. I DONT FEEL THAT INMATES UNDERMINE ME WHEN GIVING THEM OFFICIAL COMMANDS.

Any additional comments pertaining to GOAL ONE (1-3):

(4)

GOAL TWO: *Correction Officers will conduct themselves professionally and support the organization's mission by treating inmates in a firm, fair and consistent manner.*

4. Develops and maintains professional interactions and appropriate rapport and credibility with inmates.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I FEEL THAT I CONSISTANTLY MAKE MYSELF AVAILABLE / APPROACHABLE TO THE INMATES, I TREAT THEM WITH RESPECT, AND I HAVE VERY GOOD OVERALL RAPPORT WITH INMATES.

5. Clearly and consistently communicates facility rules and expectations to inmates and responds to questions in a professional manner. Ensures that inmates have timely and complete access to Grievance forms and the Inmate Kite system.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I CONTINUALLY LOOK TO ARTICULATE JAIL RULES TO THE INMATES, AND DO NOT REFUSE THEM ACCESS TO APPROPRIATE FORMS SHOULD A SITUATION ARISE THAT I CANNOT RESOLVE FOR THEM.

6. Makes prudent and sound decisions and takes appropriate action to diffuse problem situations.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I FEEL THAT I ALWAYS / CONSISTANTLY HAVE A PLAN AND USE DE-ESCALATING TECHNIQUES TO DIFFUSE PROBLEMS WHEN THEY ARISE. ALMOST ALWAYS A PROBLEM CAN BE RESOLVED W/OUT INCIDENT.

Any additional comments pertaining to GOAL TWO (4-6):

⑥

GOAL THREE: Correction Officers will contribute to the efficiency and effectiveness of the facility in carrying out their duties.

7. Consistently follows post orders, policies and procedures.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I CONSISTANTLY FOLLOW POST ORDERS / POLICIES & PROCEDURES AND WORK TO MAKE SURE I HAVE MY TRAINEES FOLLOW THEM AS WELL.

8. Arrives on time for his/her shift, is dependable, and has a good attendance record. (Exclude from consideration any leave taken under the Family Medical Leave Act-FMLA).

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I CONSISTANTLY ARRIVE ON TIME, BUT I COULD ARRIVE A LITTLE SOONER AT TIMES.

9. Completes required documentation timely, thoroughly and accurately, meets deadlines and completes special assignments or duties on time.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I USUALLY PREPARE REPORTS ON TIME, HOWEVER, AT TIMES I'VE HAD TO BE REMINDED TO COMPLETE FORMS A LITTLE SOONER.

10. Demonstrates appropriate respect for co-workers and supervisors, especially in the presence of inmates, and displays a professional and courteous demeanor when communicating with inmate visitors and others within the facility.

Above + 2 Meets + 1 Does Not Meet + 0

Explain: I STRIVE TO ALWAYS FOLLOW THE STANDARDS OF CONDUCT AND TREAT EVERYONE FAIRLY. I FEEL THAT I HAVE GOOD RELATIONS WITH ALMOST EVERYONE I MEET.

Any additional comments pertaining to GOAL Three (7-10):



OVERALL EVALUATION

Total Points: 15

Rater: Sgt Sam B. [Signature]

Date: 3/29/14

Comments:

Lieutenant/Staff Lieutenant: [Signature]

Date: 3-31-14

Comments:

Jail Administrator: Capt C. B. [Signature]

Date: 3/31/14

Comments:

Employee Signature: [Redacted Signature]

Date: 3-29-14

Comments:

I have read the above: I have I have not responded under comments. My signature may not indicate agreement with the ratings.

Initial to request to have a meeting with the Staff Lieutenant or the Jail Administrator to discuss my evaluation _____.

Date Written Reprimand was Issued: 05-13-15

cc: Employee
Supervisor
Appointing Authority

RICHLAND COUNTY SHERIFF'S OFFICE
INSTRUCTION & CAUTIONINGEmployee's Name: [REDACTED]

Employee's Classification:

Correction Officer

Date Instruction & Cautioning was Issued:

05-26-12St. R. Santos

VIOLATION

Date Violation Occurred:

April 30, 2012

Location Where Violation Occurred:

Richland County Jail

Type of Violation

Group INumber 17

Description of Violation: That on April 30, 2012, you exhibited unsatisfactory work and failed to maintain a required standard of performance when you failed to properly inventory inmate property. This is a Group I # 17 offense.

(Attach Additional sheets if necessary)

This Instruction and Cautioning was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Instruction and Cautioning will be maintained by management for six (6) months, and will be destroyed thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

Steve Shultz

Signature of person issuing reprimand

Shiff

Title

I hereby acknowledge that a copy of the above record of Instruction and Cautioning has been given to me on this date.

Employee's Signature

[REDACTED]

Date

05-26-12

cc: Employee
Supervisor
Appointing Authority

**RICHLAND COUNTY SHERIFF'S OFFICE
"PERSONNEL COMPLAINT REPORT"**

ORIGINAL

DATE/TIME REPORTED		LOCATION OF INTERVIEW		COMPLAINT NO
05/05/11				11-035
COMPLAINANT'S NAME	RESIDENCE ADDRESS	RES. PHONE		BUS. PHONE
LT SANTORO				419.774.7864
TYPE OF COMPLAINT	PLACE OF OCCURRENCE	DATE	TIME	
SOP 16.1 #F - SICK LEAVE ABUSE	RCSO JAIL	05/05/11		
BRIEF DESCRIPTION OF COMPLAINT:				
OFFICER [REDACTED] VIOLATED THE SICK LEAVE ABUSE POLICY 16.1 #F VIA THE PATTERN ABUSE WITHIN THE LAST (12) MONTHS BY USING (3) SICK DAYS ALL ON WEDNESDAYS WITHOUT HAVING DOCTORS EXCUSES. THE FOLLOWING DATES APPLY: 08/18/10, 09/08/10, AND 03/02/11.				
OFFICER(S) INVOLVED:				
NAMES	BUREAU	UNIT NO.		
OFFICER [REDACTED]	CORRECTIONS	[REDACTED]		
NUMBER AND SEGREGATE THE FOLLOWING (1) DETAILS OF COMPLAINT AS STATED BY COMPLAINANT (2) INTERVIEWER'S REMARKS (3) INVESTIGATION SUGGESTIONS.				
*NOTICE: UNDER SECTION 2921.13 OF THE OHIO REVISED CODE, FALSIFICATION IS A CRIMINAL ACT, WHICH MAY BE SUBJECT TO PROSECUTION. PUNISHABLE BY UP TO 6 MONTHS CONFINEMENT AND A FINE OF \$1,000.				
COMPLAINANT'S SIGNATURE	INVESTIGATING OFFICER		DATE	
<i>[Signature: Lt. R. Santoro]</i>			05-05-11	

RICHLAND COUNTY SHERIFF'S OFFICE
INSTRUCTION & CAUTIONINGEmployee's Name: [REDACTED] Employee's Classification: Correction OfficerDate Instruction & Cautioning was Issued: 05-16-11

VIOLATION

Date Violation Occurred: 8/18/10; 9/8/10; 3/2/11Location Where Violation Occurred: N/AType of Violation Group 1 Number 13

Description of Violation: That on the dates listed above, you negligently failed to observe a rule, regulation, policy or directive of the Sheriff's Office by violating Sick Leave Policy 16.1, F, 2, h. Pursuant to this policy, you are required to produce a physician's verification statement for all subsequent illnesses.

(Attach Additional sheets if necessary)

This Instruction and Cautioning was issued as a corrective measure in an effort to help you improve your conduct and work performance. A copy of this Instruction and Cautioning will be maintained by management for six (6) months, and will be destroyed thereafter, provided that you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

Robert C. Santoro
Signature of person issuing reprimand

Lieutenant
Title

I hereby acknowledge that a copy of the above record of Instruction and Cautioning has been given to me on this date.

[REDACTED]
5-17-11
Date

cc: Employee
Supervisor
Appointing Authority



RICHLAND COUNTY SHERIFF'S OFFICE

JAMES A. STIERHOFF, SHERIFF

55 East Second St. • Mansfield, Ohio 44902

January 17, 2002

Lt. Betty Cooper
Sgt. James Myers
C.O. Carla Likes
C.O. Dan Moore
✓ C.O. [REDACTED]
C.O. Tommy Theisen
C.O. Melissa Wilson
C.O. Chris Allen

Dear Officers:

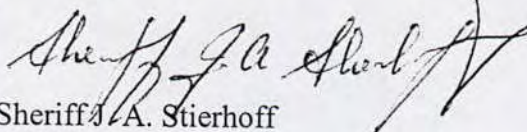
I would like to take this opportunity to personally thank each and every one of you listed above for the job everyone did on our fire inspection of the Jail on Tuesday, January 15, 2002.

I know you only did your job, but I think each person put forth that extra effort to make sure the fire drill was successful.

All of our concerns are for our fellowman and safety of everyone including inmates.

Thanks for a job well done.

Sincerely,


Sheriff J.A. Stierhoff

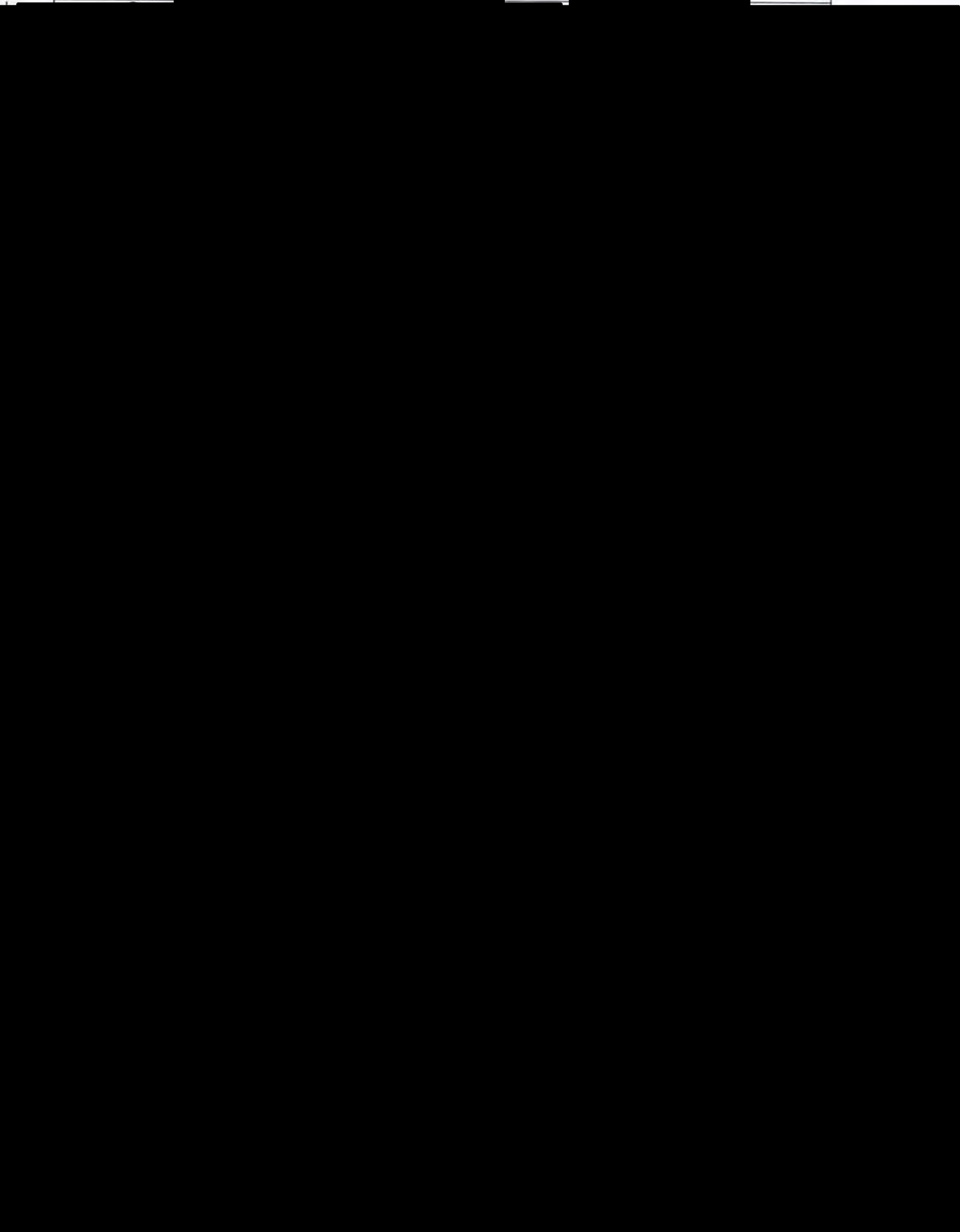
BUSINESS CALLS 774-5678
EMERGENCY CALLS 524-2412
FAX 419-774-5646



RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 0349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE	<u>N/A</u>	<u>12-14-99</u>	<u>1-1-14</u>
	<input type="checkbox"/> CHANGE NAME/ADDRESS, state previous			
	<input type="checkbox"/> ADD/CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Divorce *If marriage, state previous name			
	<input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other (explain)			
NAME OF EMPLOYEE		Social S		





Employee Maintenance

(circle one)
ADD **Change** **Delete**

Name		Employee #	
Address			
City, State, Zip Code			
Telephone		Has this person ever been employed by	
Birthdate		Richland County in the past? Yes or No	
ocial Security Number			
Marital Status:			
Sex			
Race			
Title			
Department Number	349	Account #	
usiness Phone Number			
Start Date			
Rehire Date			
Termination Date			
Reason for Termination			
TAXES	Code	Dep	TY Add On
Federal			
State			
City			
Status			
Annual Salary			

Salary/pay	
Rate/hour	\$ 20.0500
Alt Rate/hour	R 80 SHIFT
Wage Factor	
Annual Hours	
Shift	
Full/Part	
STRS	
PERS	
Direct Dep. Route #	
Direct Dep. Account #	

EFFECTIVE 12/19/13

Comments

Steve Sheldon
Signature

12/19/13
Date



Employee Maintenance

ADD

(circle one)

Change**Delete**

Name		Employee #	
Address			
City, State, Zip Code			
Telephone		Has this person ever been employed by	
Birthdate		Richland County in the past? Yes or No	
ocial Security Number			
Marital Status:			
Sex			
Race			
Title			
Department Number	349	Account #	
usiness Phone Number			
Start Date			
Rehire Date			
Termination Date			
Reason for Termination			

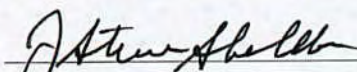
Salary/pay	
Rate/hour	\$ 19.5500
Alt Rate/hour	R 80 SHIFT
Wage Factor	
Annual Hours	
Shift	
Full/Part	
STRS	
PERS	
Direct Dep. Route #	
Direct Dep. Account #	

TAXES	Code	Dep	TY	Add On
Federal				
State				
City				

Status	
Annual Salary	

EFFECTIVE 12/20/12

Comments


Signature

12/11/13
Date



Mike DeWine
Ohio Attorney General

October 28, 2013

40 OXFORD AVENUE
MANSFIELD, OH 44906

NO BCI&I RECORD ON FILE
AUTHENTICATION NO. CS0019413A3F3322

The Ohio Bureau of Criminal Identification and Investigation (BCI&I) has completed a criminal history record check on the applicant listed below. Based upon information furnished by your agency, BCI&I has **NO CRIMINAL HISTORY RECORD** on file for:

Name: [REDACTED]
SSN: [REDACTED]
BCI Completion Date: **October 3, 2013**
Reason Fingerprinted: **Law Enforcement Criminal Justice**
Agency ID: **CSV526**

This "No Record" verification is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath
Superintendent, Ohio Bureau of Criminal
Identification & Investigation



Ohio Bureau of Criminal Identification and Investigation

P.O.Box 365
London, OH 43140
Telephone: (740) 845-2000
Facsimile: (740) 845-2020



An Internationally Certified Law Enforcement Agency

www.ag.state.oh.us



Mike DeWine
Ohio Attorney General

October 28, 2013

40 OXFORD AVENUE
MANSFIELD, OH 44906

NO FBI RECORD ON FILE
AUTHENTICATION NO. CS0019413A3F3322
ICN: E2013280000000221788

The Federal Bureau of Investigation (FBI) has completed a criminal history record check on the applicant listed below. Based upon the information furnished by your agency, the FBI has **NO CRIMINAL HISTORY RECORD** on file for:

Name:	[REDACTED]
SSN:	[REDACTED]
FBI Completion Date:	October 7, 2013
Reason Fingerprinted:	LAW
Agency ID:	CSV526

This "No Record" verification is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath
Superintendent, Ohio Bureau of Criminal
Identification & Investigation



Ohio Bureau of Criminal Identification and Investigation

P.O.Box 365
London, OH 43140
Telephone: (740) 845-2000
Facsimile: (740) 845-2020



An Internationally Certified Law Enforcement Agency

www.ag.state.oh.us

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary \$19.0473 / hour

Effective date 12-24-09

Signed [Signature]

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary \$17.2629 / hour

Effective date 01-01-07

Signed [Signature]

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary \$16.1151 / hour

Effective date 01-01-05

Signed [Signature]

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary 17.8671 / hour

Effective date 12/27/2007

Signed [Signature]

Laser 5163®

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary 19.0473 / hour

Effective date 12-24-09

Signed [Signature]

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary 16.6791 / hour

Effective date 01-01-06

Signed [Signature]

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary 19.0473 / hour

Effective date 12-23-10

Signed [Signature]

Smooth Feed Sheets™

**Richland Co. Sheriff Office
Appointment/Salary Change Record**

Name: [REDACTED]

New Salary \$18.4478 / hour

Effective Date 12/25/08

Signed [Signature]

SETTLEMENT AGREEMENT

To: [REDACTED]

From: J. Steve Sheldon, Sheriff

On April 27, 2013, CO [REDACTED] (Employee) was served with an Instruction and Cautioning for exhibiting unsatisfactory work and failing to maintain a required standard of performance for not properly conducting personal observation checks on inmates on April 11 and 12, 2013. This was his first Group I # 17 violation involving personal observation checks.

On May 13, 2013, CO [REDACTED] was served with a Written Reprimand for exhibiting unsatisfactory work and failing to maintain a required standard of performance for not properly conducting personal observation checks on inmates on April 29, 2013. This was his second Group I # 17 violation involving personal observation checks.

The Sheriff (Employer) and the Fraternal Order of Police (Union), believe it is in the best interests of the parties to resolve the present disciplinary matter and to avoid future disciplinary action regarding personal observation checks.

NOW, THEREFORE, the parties agree as follows:

1. By signing this Agreement, the Employer agrees to withdraw the Written Reprimand issued to the Employee on May 13, 2013.
2. By signing this Agreement, the Employee and the Union agree to withdraw any grievance that was filed regarding the above referenced disciplinary action.
3. The Employee acknowledges that, prior to signing this Agreement, he was provided with the opportunity to consult with his Union representative and/or legal counsel of his choice and that he is voluntarily entering into this Agreement and not relying on any representation made by the Sheriff's Office except as expressly provided herein.
4. The parties acknowledge that this Agreement constitutes a single integrated agreement expressing the entire agreement between the parties. There are no other agreements, written or oral, express or implied, between the parties thereto concerning the subject matter of this Agreement.
5. The Employee expressly agrees and waives any right to challenge the validity of this Agreement in the event that litigation is necessary regarding the interpretation of this Agreement, each side shall bear their own costs of suit and attorneys' fees regardless of who is the prevailing party. This Agreement is entered into in the State of Ohio and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with the laws of the State of Ohio.

J. Steve Sheldon - Sheriff
J. Steve Sheldon, Sheriff

07-23-13
Date

[REDACTED]
Employee

7-31-13

[Signature]
Union Representative

Date
7-30-13
Date

CERTIFICATE OF APPOINTMENT

OF

As

Correction Officer

Office

Sheriff

RICHLAND COUNTY

THIS IS TO CERTIFY that the undersigned being of opinion that the business of this office requires it, has appointed

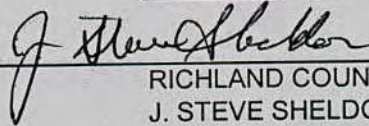
a suitable and competent person as Correction Officer

Therein, beginning on the 1st day of January 2005 and continuing until otherwise ordered.

Said

as compensation the sum of \$15.4952 dollars (\$) per hour payable bi-weekly from the County Treasury upon the warrant of the County Auditor.

Witness my signature and seal of office, this 1st day of January 2005


RICHLAND COUNTY
J. STEVE SHELDON SHERIFF

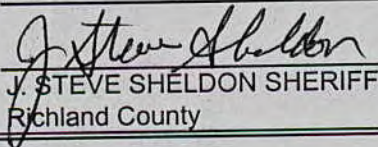
OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

being duly sworn, says that he/she will support the Constitution of the United States and the Constitution of the State of Ohio, and that he will faithfully discharge the duties of Deputy in the office of the Sheriff of said County.

Sworn to before me and signed in my presence, this


J. STEVE SHELDON SHERIFF
Richland County

Future Changes

CERTIFICATE OF APPOINTMENT

OF _____

As _____ Correction Officer 1

Office Sheriff
RICHLAND COUNTY

THIS IS TO CERTIFY, that the undersigned being of opinion that the business of this office requires it, has appointed _____

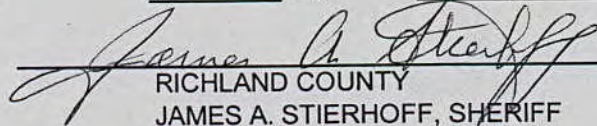
a suitable and competent person as Correction Officer 1

Therein, beginning on the 1st day of January 2003
and continuing until otherwise ordered.

Said _____

as compensation the sum of \$15.0075 per hour _____ dollars
(\$ _____) per hour payable bi-weekly from the County Treasury upon the warrant of the County Auditor.

Witness my signature and seal of office, this 1st day of January 2003



RICHLAND COUNTY
JAMES A. STIERHOFF, SHERIFF

OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

_____ being duly sworn, says that
he/she will support the Constitution of the United States and the Constitution of the State of Ohio,
and that he will faithfully discharge the duties of Deputy in the office of the _____
of said County.

Sworn to before me and signed in my presence, this _____ day of _____

Future Changes _____

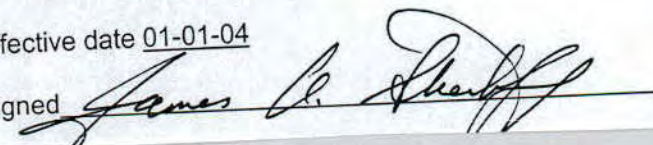
Richland Co. Sheriff Office Appointment/Salary Change Record

Name _____

New Salary \$15.4952 / hour


Effective date 01-01-04

Signed _____



Richland County Sheriff's Office
597 Park Avenue East
Mansfield, OH 44905

I acknowledge that I have been issued a signed copy of my Oath of Office and a signed copy of my job description for the position of Correction Officer.


Name printed



3-7-13
Date

MAJ DALE FORTNEY
Witness printed


Witness signed

OATH OF OFFICE

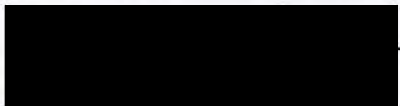
STATE OF OHIO
COUNTY OF RICHLAND

I DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT AND ABIDE BY THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE CONSTITUTION AND LAWS OF THE STATE OF OHIO, AND THE RULES AND REGULATIONS OF THE RICHLAND COUNTY SHERIFF'S OFFICE AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF CORRECTION OFFICER, TO WHICH I HAVE BEEN APPOINTED ACCORDING TO LAW AND TO THE BEST OF MY ABILITIES.

I UNDERSTAND THAT MY FAILURE TO COMPLY WITH THE PROVISIONS OF THIS OATH, WITH OR WITHOUT FAULT OF MY OWN, IS CAUSE FOR TERMINATION.

I HAVE NOT PAID, NOR HAVE I OFFERED OR PROMISED TO PAY, ANY MONEY OR OTHER THING OF VALUE TO ANY PERSON, FIRM OR CORPORATION FOR THE USE OF INFLUENCE TO PROCURE MY APPOINTMENT TO THIS POSITION.


PRINTED NAME OF MEMBER


SWORN TO AND SUBSCRIBED BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF RICHLAND, THIS 24 DAY OF February, 2013.

Bonnie Miller.
NOTARY PUBLIC

DONNIE MILLER
NOTARY PUBLIC, STATE OF OHIO
My Commission Expires 7/31/13

SWORN TO AND SUBSCRIBED BEFORE ME, SHERIFF, IN AND FOR THE COUNTY OF RICHLAND, THIS 25 DAY OF Feb, 2013.

J. Steve Sheldon
J. STEVE SHELDON,
SHERIFF, RICHLAND COUNTY

NOTICE: A MEMBER WHO VIOLATES A SWORN OATH IS SUBJECT TO IMMEDIATE TERMINATION, AS WELL AS THE POSSIBILITY OF BEING CHARGED WITH VIOLATIONS OF CRIMINAL STATUTES.

Richland County Sheriff's Office Job Description

Job Title:	Correction Officer
Division:	Corrections
Bargaining Unit:	FOP/OLC
Employment Status:	Full-Time
Work Hours:	Variable, Determined by FOP Contract
Civil Service Status:	Classified
FLSA Status:	Non-exempt
Probation:	One year
Reports to:	Correction Sergeant, Correction Lieutenant
Job Summary:	Under general direction, supervises inmates and attends to their safety and well-being, and maintains security in the Richland County Jail
Minimum Qualifications:	United States Citizen High School Diploma or G.E.D Ohio Driver License
Essential Functions:	Regular and predictable attendance Arrive on time for shift, be dependable, and maintain good attendance records Work in a 24 hour, 7 days a week operation in a variety of weather conditions Work overtime as necessary and directed Maintain the trust, faith and confidence of the Sheriff Support and enforce the administrative and operational policies of the Sheriff Make decisions aligned with the mission, goals, and directives of the Sheriff Demonstrate appropriate respect for co-workers and supervisors Maintain confidentiality in the performance of duties Maintain a harmonious work relationship with other personnel and agencies Ensure the safety of inmates by protecting them from harm and threats Use physical force to control inmates

Qualify with firearms as required and defensive weapons

Work independent of direct supervision

Use directed and self-directed work time in an efficient and effective manner

Perform jobs, duties, tasks and assignments in a competent and proficient manner

Be physically, mentally, medically and psychologically fit to perform duties

Duties and Responsibilities:

Works under general supervision and requires considerable knowledge of custody, safety and security measures for detention of adult inmates in a controlled environment in order to maintain discipline, order and security.

Seeks information/advice from supervisors as appropriate and provides pertinent information to his/her supervisor and relieving shift officers

Conduct themselves professionally and support organization's mission and treat inmates in a firm, fair and consistent manner

Develop and maintain professional rapport with inmates

Communicate facility rules and expectations to inmates and respond to questions

Ensure inmates have access to grievance forms and kites

Make prudent and sound decisions and diffuse problem situations

Contribute to the efficiency and effectiveness of the facility

Uphold the highest standards of security and safety

Works rotation posts and assignments to maintain security on assigned area

Directs all inmate activity in assigned areas of the facility to include dayrooms, showers, cells, living and recreation areas

Attends meetings and committees and provides feedback

Responds to the need of staff and the concerns of inmates

Maintain discipline and order of inmates

Monitors and operates security controls and or computers

Open security doors between pods, cells, perimeter doors and security areas

Monitors and responds accordingly to alarms and medical emergencies

Utilize computers and monitor surveillance equipment as required by assigned post

Directs inmate trustees and work crews to ensure quality work and security

Direct, secure and supervise inmates at a medical center/office outside of the jail.

Maintain security internally as well as the perimeter, sally port and visitation area

Operates a county car or van in accordance with the county driving policy

Operates a county car or van under adverse and stressful conditions

Operates a county vehicle to transport inmates as required

Completes and maintains electronic post logs, JAMIN information and reports

Document information accurately, concisely and in proper grammar

Count inmates and then report them in accordance with count procedures

Distribute food trays to inmates at meal time and coordinates with the kitchen

Controls and distributes all incoming mail to proper inmates

Completes necessary paperwork as required in the performance of duties

Complete personal observation rounds inside the pods as required

Ensure orderly movements of inmates throughout the facility

Attend a corrections academy within the first year of employment

Successfully pass the OPOTA Corrections Officer Test

Successfully complete a 12 week field training corrections training program

Enforce inmate rules, regulations, and procedures and policies

Visually and tactfully detect contraband per facility rules and regulations

Electronically write incident reports and initiate inmate rule violations as needed

Report any unusual circumstances and information to supervision

Identify and address safety and security problems

Visually inspect and assure assigned areas are clean, safe and secure

Ensure cleanliness of the facility by directing inmates to clean

Conduct searches and inventories of inmate personal and issued property

Encouraged to participate on committees

Prevent escapes or incidents which threaten the security or safety of the facility, inmates, staff or the general public which includes, when necessary, using physical force, unarmed self-defense, firearms (if authorized to carry), or other force to detain or secure inmates.

Review and comply with jail policies and procedures and minimum jail standards

Comply with Standard Operating Procedures and County Policies and Procedures

Read and consistently follow post orders

Take only appropriate and/or reasonable risks; understand the importance of boundaries

Attends training as requested and directed

Maintains uniform and equipment issued by the department

Testify in depositions, hearings and trials

Requisite Job Knowledge:

Correctional practices and procedures
Local, state and federal laws
Administrative, criminal, civil and constitutional law
Rules and regulations, policies and procedures
Standard operating procedures
Current labor contracts

Equipment Used:

Motor vehicle
Portable hand unit or mobile radio
Computer, fax, copy machine and telephone
Firearms as required for job
Body armor, handcuffs, chemical agents, electronic restraint devices
Video recording devices

Job Description Approval:

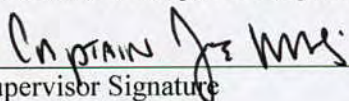
I have reviewed this job description and understand that it reflects the major work requirements, essential job functions and tasks for which I am responsible. I understand that this job description is not all inclusive and that if I have questions, I can contact my supervisor for clarification. I acknowledge that I must follow all orders given to me by a superior officer unless the order is illegal, immoral or unethical.


Employee Printed Name

2-7-13

Date

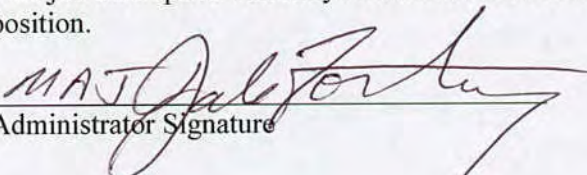
I have issued this job description to the employee.


Supervisor Signature

2/7/13

Date

This job description currently reflects the needed skills and abilities required to perform this position.


Administrator Signature

02-07-13

Date

OATH OF DEPUTY

Rev. Code, Secs. 3.22, 3.23

The State of Ohio, Richland County, ss.

sworn, says that he will support the Constitution of the United States and the Consti-
tution of the State of Ohio, and that he will faithfully discharge the duties of Deputy
in the office of the of said County.

Sworn to before me and signed in my presence, this day of 19.....

Richland County, Ohio

CERTIFICATE OF APPOINTMENT OF

as
Correction Officer 1

In the Office of

Sheriff

01-01-00: \$11.0577

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF

SALARY CHANGE: 01-01-01

\$11.7788 HRLY

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF

SALARY CHANGE: 01-01-02

\$12.50 HRLY

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF

OATH OF DEPUTY

Rev. Code, Secs. 3.22, 3.23

The State of Ohio, Richland County, ss.

sworn, says that he will support the Constitution of the United States and the Consti-
tution of the State of Ohio, and that he will faithfully discharge the duties of Deputy
in the office of the _____ of said County. being duly

Sworn to before me and signed in my presence, this _____ day of _____, 19 _____

Richland County, Ohio

CERTIFICATE OF APPOINTMENT OF

as _____
Correction Officer 1

In the Office of

Sheriff

01-01-00: \$11.0577

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF
SALARY CHANGE: 01-01-01
\$11.7788 HRLY

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF

OATH OF DEPUTY

Rev. Code, Secs. 3.22, 3.23

The State of Ohio, Richland County, ss.

sworn, says that he will support the Constitution of the United States and the Constitution of the State of Ohio, and that he will faithfully discharge the duties of Deputy in the office of the of said County. being duly

Sworn to before me and signed in my presence, this day of 19.....

Richland County, Ohio

CERTIFICATE OF APPOINTMENT OF

Correction Officer 1

as

In the Office of

Sheriff

01-01-00: \$11.0577

James A. Stierhoff
JAMES A. STIERHOFF, SHERIFF

CERTIFICATE OF APPOINTMENT

Of _____ as

* _____
Correction Officer 1

Office of Sheriff _____

Richland County, Ohio

THIS IS TO CERTIFY, That the undersigned being of opinion that the business of this office requires it, has appointed _____


*a suitable and competent person as * _____
Correction Officer 1*

therein, beginning on the 14th day of December 19 99, and continuing until otherwise ordered.

Said _____ to receive as compensation the sum of \$10.5769 per hour _____ Dollars

(\$ 10.5769) per annum, payable bi-weekly from the County Treasury upon the warrant of the County Auditor.

Witness my signature and seal of office, this 14th day of December 19 99


JAMES A. STIERHOFF, SHERIFF
County Richland



RICHLAND COUNTY SHERIFF'S OFFICE

JAMES A. STIERHOFF, SHERIFF

55 East Second St. • Mansfield, Ohio 44902

TO: [REDACTED]

FROM: James Stierhoff, Richland County Sheriff

SUBJECT: Probationary Status - Civilian Employees

Inasmuch as you have applied for employment with the Richland County Sheriff's Office, I would like to take this opportunity to inform you of the county policy of probationary status for newly hired Civilian Employees.

It is the policy of Richland County, Ohio, that all newly hired employees, as mentioned above, do successfully complete one year probationary period before being considered a permanent county employee. Should you be accepted for employment, you will be required to fulfill this one year probationary period. If, during this period, it becomes apparent through job performance and training that you are unable or unwilling to carry out your assigned duties as a Civilian Employee, you will be notified of such and terminated from your employment with the Richland County Sheriff's Office.

This letter is not meant to scare or otherwise intimidate you. Furthermore, the job requirements and standards are such that if you are hired, you should have no problem in getting through your probationary period. It will require an honest effort on your part to learn your job and perform it to the best of your ability. If for some reason, you are unwilling or unable to measure up to that which is required of you, the Richland County Sheriff's Office does reserve the right to terminate your employment for the convenience and betterment of the county. You would, of course, receive adequate notice of any such notice of any decision to terminate.

I wish you the best of luck in your application process, and should you be hired, I am sure you and Richland County will benefit from your service at the Richland County Sheriff's Office.

James Stierhoff, Richland County Sheriff

[REDACTED]
Job Applicant

12-14-99
Date

BUSINESS CALLS 774-5678
EMERGENCY CALLS 524-2412
FAX 419-774-5646



CERTIFICATE OF APPOINTMENT

OF _____

As _____ Corrections Sergeant

Office Sheriff
RICHLAND COUNTY

THIS IS TO CERTIFY, that the undersigned being of opinion that the business of this office requires it, has appointed _____

a suitable and competent person as _____ Corrections Sergeant

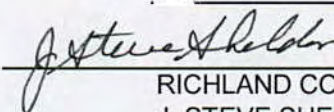
Therein, beginning on the 24th day of June 2014
and continuing until otherwise ordered.

Said _____

as compensation the sum of \$22.6600 22.52 dollars
per hour payable bi-weekly from the County Treasury upon the warrant of the

County Auditor.

Witness my signature and seal of office, this 24th day of June 2014


RICHLAND COUNTY
J. STEVE SHELDON SHERIFF

OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

_____ being duly sworn, says that
he/she will support the Constitution of the United States and the Constitution of the State of Ohio,
and that he will faithfully discharge the duties of Deputy in the office of the _____ Sheriff
of said County.

Sworn to before me and signed in my presence _____ day of June 2014


J. STEVE SHELDON SHERIFF
Richland County

Future Changes

CERTIFICATE OF APPOINTMENT

OF _____

As _____ Correction's Sergeant

Office Sheriff
RICHLAND COUNTY

THIS IS TO CERTIFY, that the undersigned being of opinion that the business of this office requires it, has appointed _____

a suitable and competent person as Correction's Sergeant

Therein, beginning on the 24th day of June 2014
and continuing until otherwise ordered.

Said _____

as compensation the sum of \$22.5200 dollars
per hour payable bi-weekly from the County Treasury upon the warrant of the

County Auditor.

Witness my signature and seal of office, this 24th day of June 2014

J. Steve Sheldon
RICHLAND COUNTY

J. STEVE SHELDON SHERIFF

OATH OF OFFICE

Rev Code Secs 3.22, 3-23

The State of Ohio, Richland County, ss.

_____ being duly sworn, says that
he/she will support the Constitution of the United States and the Constitution of the State of Ohio,
and that he will faithfully discharge the duties of Deputy in the office of the Sheriff
of said County.

Sworn to before me and signed in my presence _____ day of June 2014

J. Steve Sheldon
J. STEVE SHELDON SHERIFF
Richland County

Future Changes



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Ohio Peace Officer Training Academy

London Office:
740-845-2700
800-346-7682

Richfield Office:
330-659-2311
888-436-7282

Fax 740-845-2675

Fax 330-659-2401

April 25, 2012

CONTACT:

Major Dale Fortney
Richland County Sheriff's Office
597 Park Avenue East
Mansfield OH 44905

STUDENT:



Course Number	Course Name	Dates	Cost
05-485-12-03	Field Training Officer (FTO) Program (Ohio Model)	5/14/2012- 5/18/2012 ✓	\$250.00
	Tuition -	\$250.00	
	Room - 0 night(s) =	\$0.00	
	Arrival Date -		

Course Location: **Owens Community College**

Comments:

Course is restricted to law enforcement/public safety agencies. Students should come prepared to work hard in a group setting. Evening class sessions may be scheduled.

#05-485-12-03 @Owens Community College - Findlay Campus, 3200 Bright Road, Findlay, OH (At the Commuunity Education & Wellness Center Building, Room #124)

This is to confirm you are registered for the above named course. Courses are held 8:00-5:00 PM, unless otherwise stated above. Lodging is available at the London Campuses @ \$15.00 per night; check-in time is after 4:00 pm. Students who do not attend and have not cancelled their registration four days prior will be charged 1/2 the total course fee. **Our standby policy has changed: If the course is full, you will not be automatically enrolled into the next available session. You will need to submit another form to attend the next class.**

OPOTA - London: Tactical Training Center – 1960 US Highway 42 SW, London, OH 43140 (Two (2) miles West of London).

OPOTA - London – 1650 State Route 56 SW, London, OH 43140 (Located three (3) miles South of I-70 on State Route 56, Exit #72 on I-70).

Richfield Campus – 4055 Highlander Parkway, Richfield, OH 44286 (Southwest of the intersection of Wheatley and Brecksville Roads).



OHIO PEACE OFFICER TRAINING ACADEMY



Registration Form

London Campus
1650 State Route 56, SW
London, Ohio 43140
Phone: (740) 845-2703

Tactical Training Center
1960 US Route 42, SW
London, Ohio 43140
Phone: (740) 845-6300

Richfield Campus
4055 Highlander Parkway
Richfield, Ohio 44286
Phone: (330) 659-2311

Please fax or e-mail the completed form to (740) 845-0362 or opotreregistration@ohioattorneygeneral.gov

STUDENT INFORMATION

Name: [Redacted] Last [Redacted] First [Redacted] MI [Redacted] SSN [Redacted] Rank: Corr. Officer
Gender: ☒ M ☐ F DOB: 02-20-79 (MM/DD/YY) Phone: 419-774-7870 E-mail: R.SANTORO@RichlandCountyOH.US
LT. R. SANTORO E-mail.

AGENCY INFORMATION

Agency: Richland Co. Sheriff's Dept. Agency Contact: Major D. Farley
Address: 597 Park Ave East
City: Mansfield County: Richland State: OH Zip: 44903
Phone: 419-774-5881 Fax: 419-774-5046

BILLING INFORMATION (IF DIFFERENT FROM ABOVE)

Address: _____ Billing Contact: _____
City: _____ County: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

COURSE REGISTRATION

Course Title: Ohio Model FTO Course No: 05-485-12-03
Course Date(s): May 14th-18th Tuition Fee: 250.00
(Private Security @ additional \$25.00/day)

London and Tactical Training Center Campuses Only - Meals are included with tuition fee. All rooms are double occupancy.

Overnight accommodations (\$15.00/night) Yes ☐ No ☒ Arrival Date: _____

Agreement: Registered enrollees who do not attend and do not cancel the registration four business days prior to the course will be charged an administrative fee equal to one-half the total course fee. Upon the conclusion of a course, invoices are processed and forwarded to the designated billing address, check or money order are acceptable forms of payment (no cash or credit cards). The Ohio Peace Officer Training Academy will provide instruction in the course under competent instructors and assumes no responsibility other than the opportunity to learn under supervision. The Ohio Peace Officer Training Academy, Ohio Peace Officer Training Commission, and the Office of the Attorney General are hereby relieved of all liability. All courses are subject to cancellation. Enrollment in a course constitutes an acceptance of this agreement and the conditions stated. Signatures indicate approval for attendance, billing and agreement, as well as verification of applicant's affiliation with agency.

Applicant's Signature: [Redacted]

Authorizing Signature and Rank: Sgt. M. J. Felt

Date: 4-11-12



**Bureau of Workers'
Compensation**

**Waiver of Workers' Compensation Benefits
for Recreational or Fitness Activities**

Instructions

- Complete this form to waive workers' compensation coverage for voluntary participation in employer-sponsored recreational activities or fitness programs.
- In the space provided, list all employer-sponsored recreational activities and fitness programs for which the employee wishes to waive workers' compensation coverage. Make a line through any blank spaces.
- The employee **must** sign and date this form to acknowledge agreement.
- The employer shall retain the original for his or her files and provide a copy to the employee.
- The employer should submit a copy to BWC **only when an employee files a claim** for an injury or occupational disease sustained in the employer-sponsored recreational activity or fitness program. For further information call 1-800-OHIOBWC (1-800-644-6292).

Employee name (please print or type) [REDACTED]	Date 1-5-12
Employer name RICHLAND COUNTY SHERIFF'S OFFICE	Risk number 3700000 - 1

Pursuant to Section 4123.01(C)(3) of the Ohio Revised Code (ORC), the employer and employee shall list those employer-sponsored recreational activities and fitness programs for which the employee wishes to waive all rights to compensation and benefits under Chapter 4123 of the ORC. The waiver must be signed and dated prior to the date of injury or, in an occupational disease claim, the date of disability. Should an employee sustain an injury or occupational disease in an employer-sponsored recreational activity or fitness program **which is not listed**, the employee may be eligible for workers' compensation benefits.

Recreational activities/Fitness programs ANY AND ALL ACTIVITIES IN EMPLOYEE FITNESS ROOM INCLUDING, BUT NOT LIMITED TO, USE OF THE FOLLOWING EQUIPMENT: TREADMILL, STATIONARY BICYCLE, UNIVERSAL WEIGHT MACHINE, KICKING / PUNCHING BAG, WEIGHT BENCH, DUMBBELLS, FREE WEIGHTS, ETC.

The undersigned declares that he or she is a voluntary participant in the employer-sponsored recreational activities or fitness programs listed above. He or she hereby waives and relinquishes all rights to workers' compensation benefits under Chapter 4123 of the ORC for any injury or disability incurred while participating in the above activities or programs. This waiver is valid for two calendar years. The waiver may not bar any workers' compensation claim filed for death benefits by the employee's dependents.

[REDACTED]

1-5-12

Date signed

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

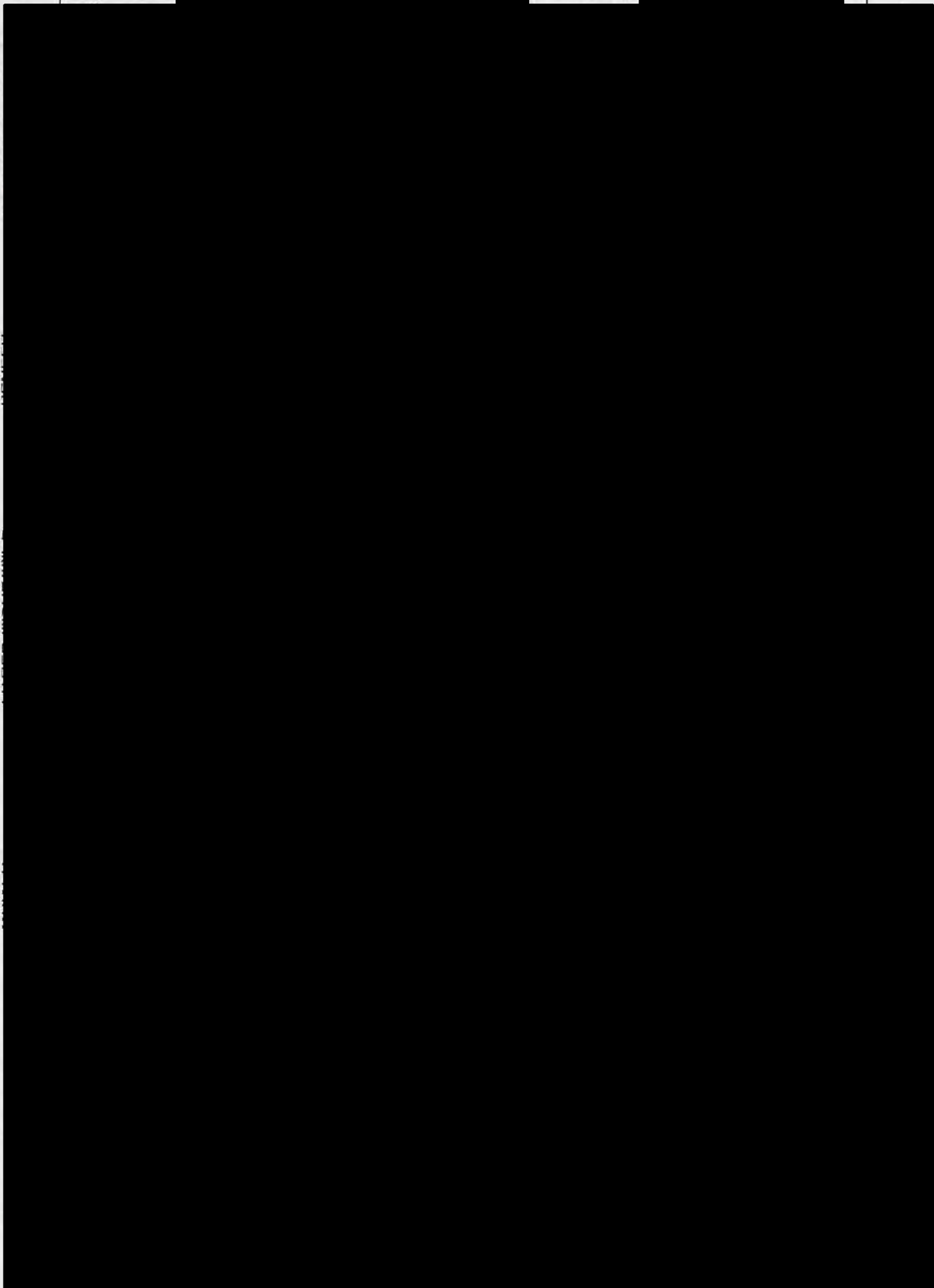
✕ Department Number: 6349

✕ Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	✕ Date of Hire:	✕ Effective Date:
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE		12-14-99	1-1-12
	<input type="checkbox"/> CHANGE NAME/ADDRESS, state previous			
	<input type="checkbox"/> ADD/CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Divorce *If marriage, state previous name			
<input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other (explain)				

NAME OF EMPLOYEE

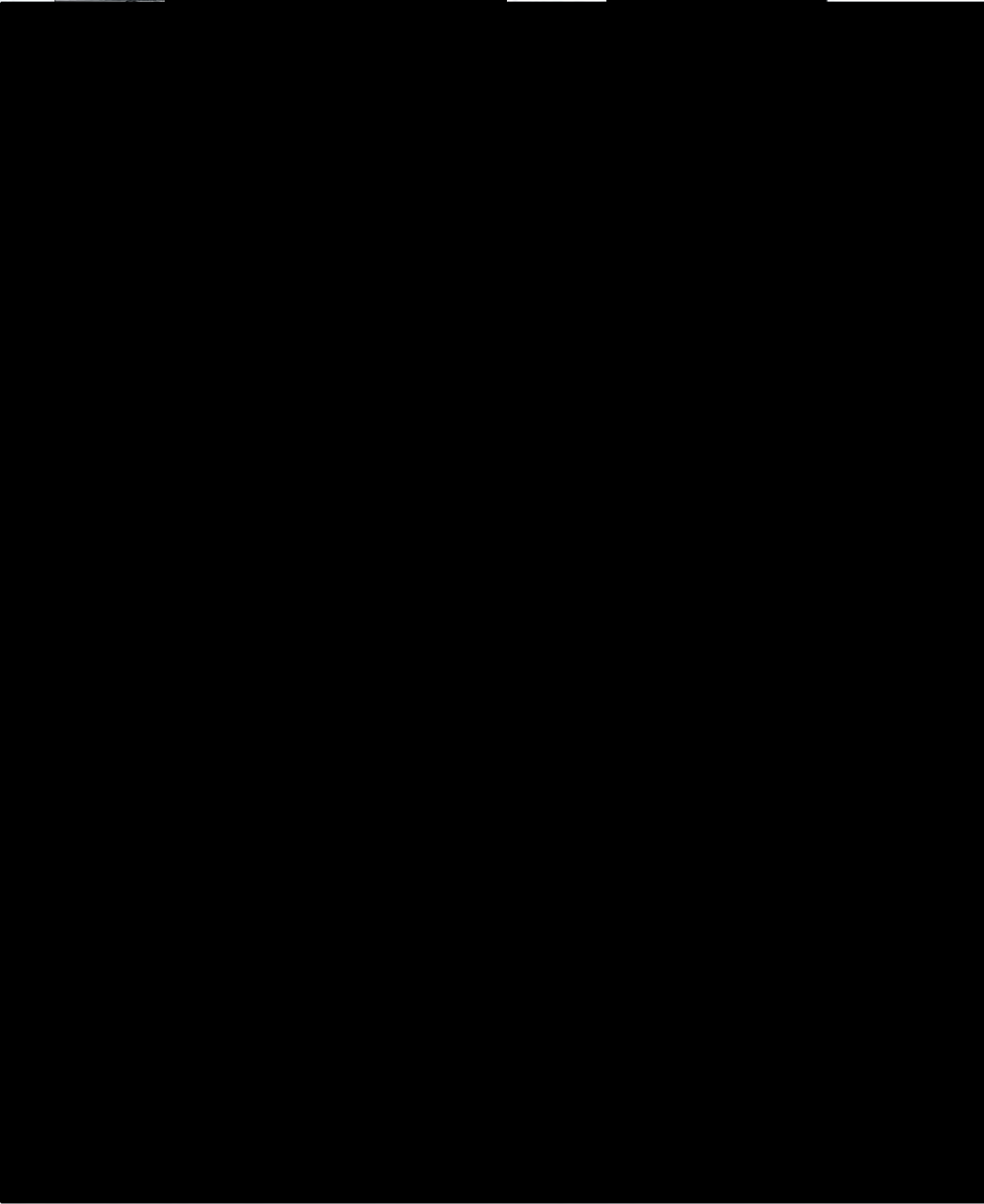
Social Security #

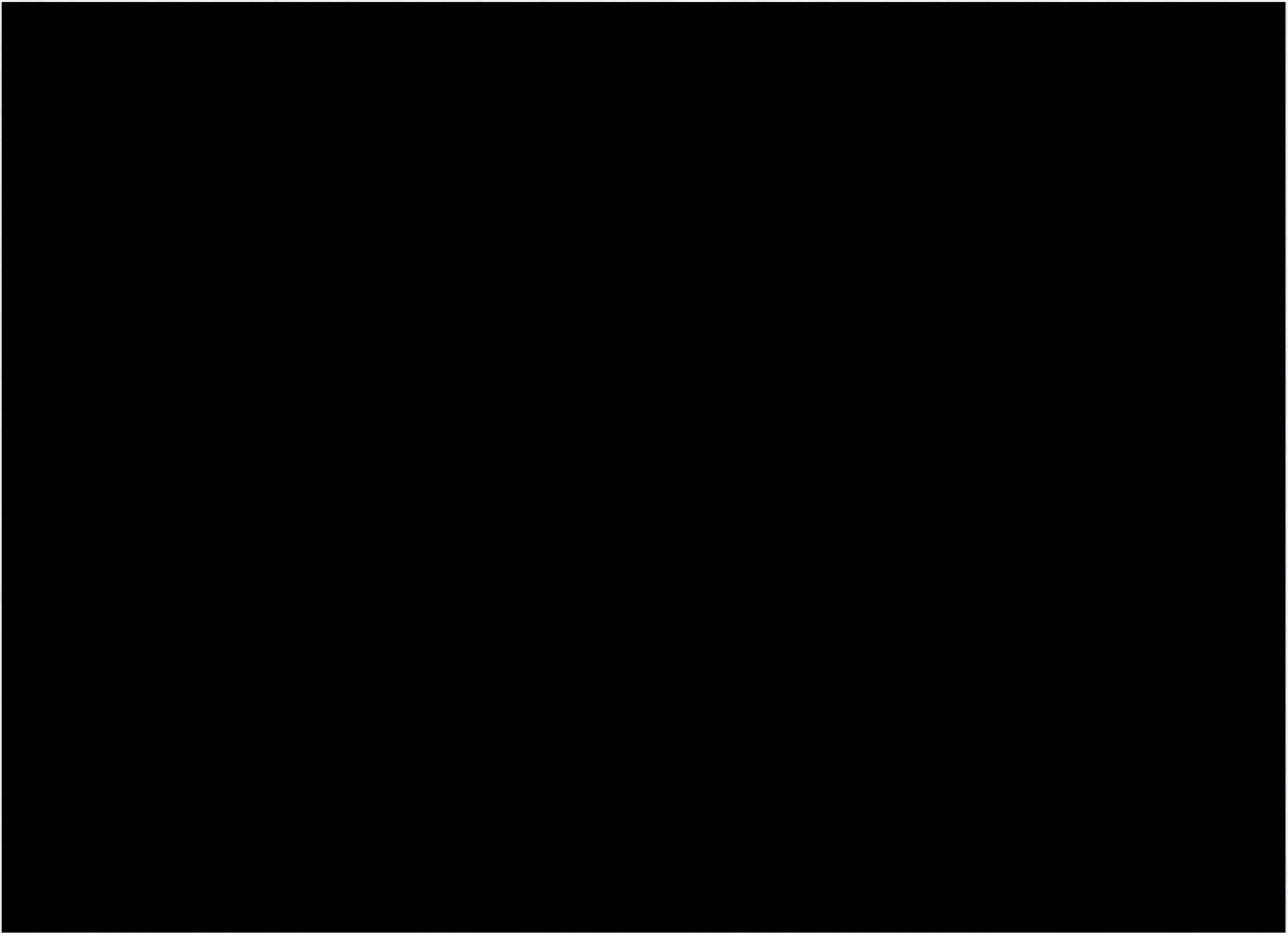


RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 0349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire: <u>12-14-99</u>	Effective Date: <u>1-1-11</u>
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			
	<input checked="" type="checkbox"/> CHANGE NAME/ADDRESS, state previous			
	<input type="checkbox"/> ADD/CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Divorce *If marriage, state previous name			
	<input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other (explain)			
	NAME OF EMPLOYEE: <u>[REDACTED]</u>		Social Security #: <u>[REDACTED]</u>	





Richland County Payroll Form

DOH: 12-14-99		Gross Amount			Additional			
Pay Period	Date Paid	Regular	Corr Pay	Overpay	Holiday	Corr Hol Pay	Overpay	Comments
1	01/01/10	1,531.82						
2	01/15/10	1,579.79	1,523.34	56.45				
3	01/29/10	1,579.79	1,523.34	56.45				
4	02/12/10	1,579.79	1,523.34	56.45				
5	02/26/10	1,579.79	1,523.34	56.45	236.97	228.50	8.47	12 hrs. Pres. Day
6	03/12/10	1,579.79	1,523.34	56.45				
7	03/26/10	1,560.04	1,504.30	55.74				79 hr. pay/Day Light Savings Time
Y.T.D.				337.99			8.47	\$ 346.46

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:	
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			12-14-99	1-1-10
	<input type="checkbox"/> Reinstatement above indicated coverage with no lapse <input checked="" type="checkbox"/> Change name address				
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name				
<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status					

NAME OF EMPLOYEE:	First Name	Last Name	Social Security #
-------------------	------------	-----------	-------------------

WAIVER
OTHER INSURANCE
GENERAL

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 0349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:	
	<i>CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE</i>			12-14-99	1-1-00
	<input type="checkbox"/> Reinstatement above indicated coverage with no lapse <input type="checkbox"/> Change name/address				
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name				
<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status					

NAME OF EMPLOYEE:	First: <u>[REDACTED]</u>	Social Security #: <u>[REDACTED]</u>
-------------------	--------------------------	--------------------------------------

COPY

EMPLOYEE/DEPENDENT DATA

BENEFIT SELECTIONS

OTHER INSURANCE

WAIVER

EXEMPTIBLE SPENDING

[REDACTED]

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 0349
Employee Number [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input checked="" type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:
	<i>CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE</i>		<u>12-14-99</u>	<u>1-1-06</u>
	<input type="checkbox"/> Reinstate above indicated coverage with no lapse <input checked="" type="checkbox"/> Change name/address			
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name			
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status			

NAME OF EMPLOYEE:	First:	Middle:	Last:	Social Security #
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 0349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE		12-14-99	1-1-05
	<input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address			
	<input checked="" type="checkbox"/> ADD DEPENDENT(S): <input checked="" type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name			
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status			

NAME OF EMPLOYEE:	First: <u>[REDACTED]</u>	Social Security #: <u>[REDACTED]</u>
-------------------	--------------------------	--------------------------------------

EMPLOYEE/DEPENDENT
BENEFIT

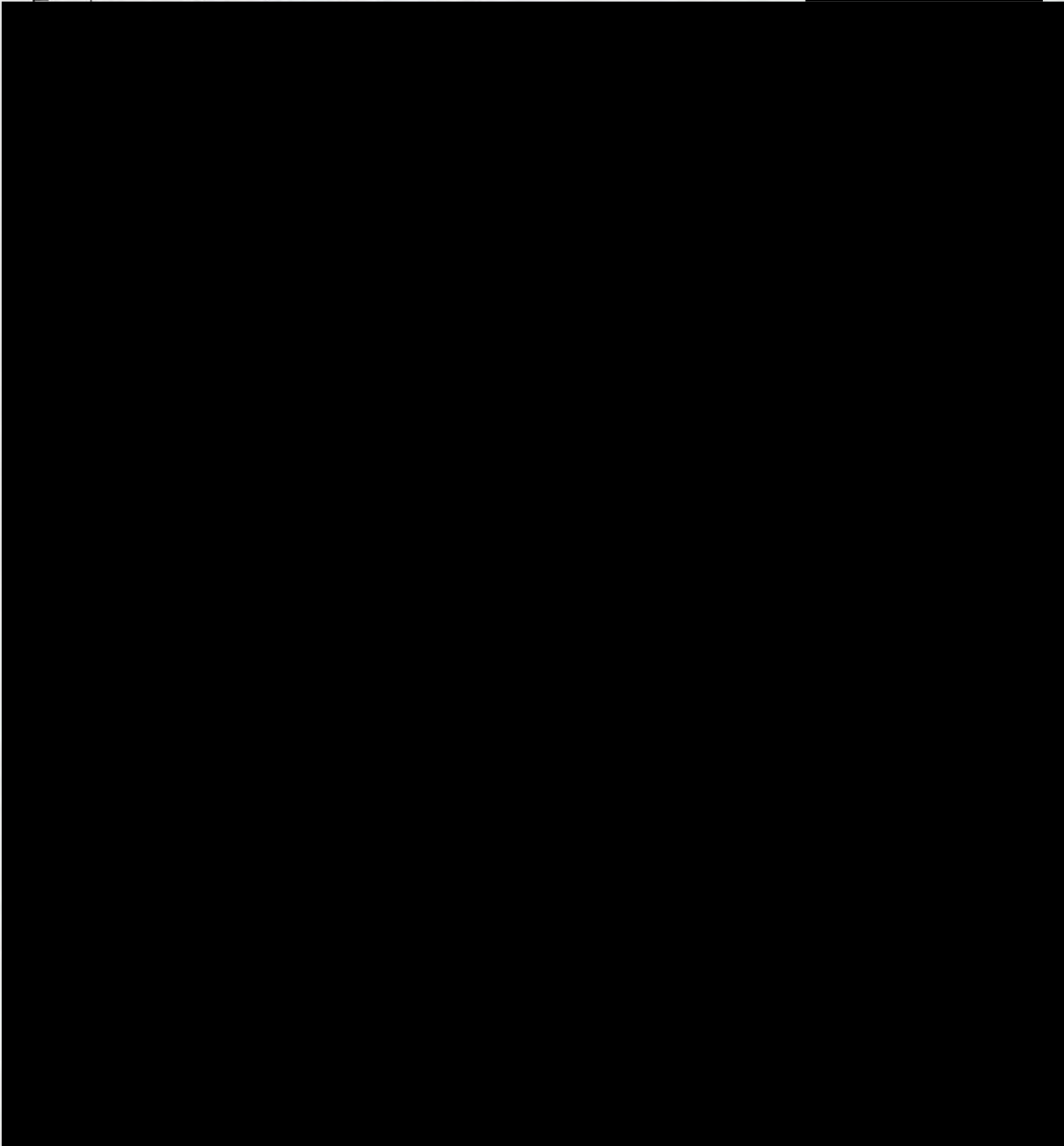
RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

COPY

Department Number: 349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input checked="" type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			
	<input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address			
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status			

NAME OF EMPLOYEE:	First: <u>[REDACTED]</u>	Social Security #: <u>[REDACTED]</u>
-------------------	--------------------------	--------------------------------------



Request for Change - Group Insurance

American United Life Insurance Company®
One American Square, P.O. Box 6123
Indianapolis, IN 46206-6123
(800) 553-5318 Telephone
(317) 285-1565 Fax



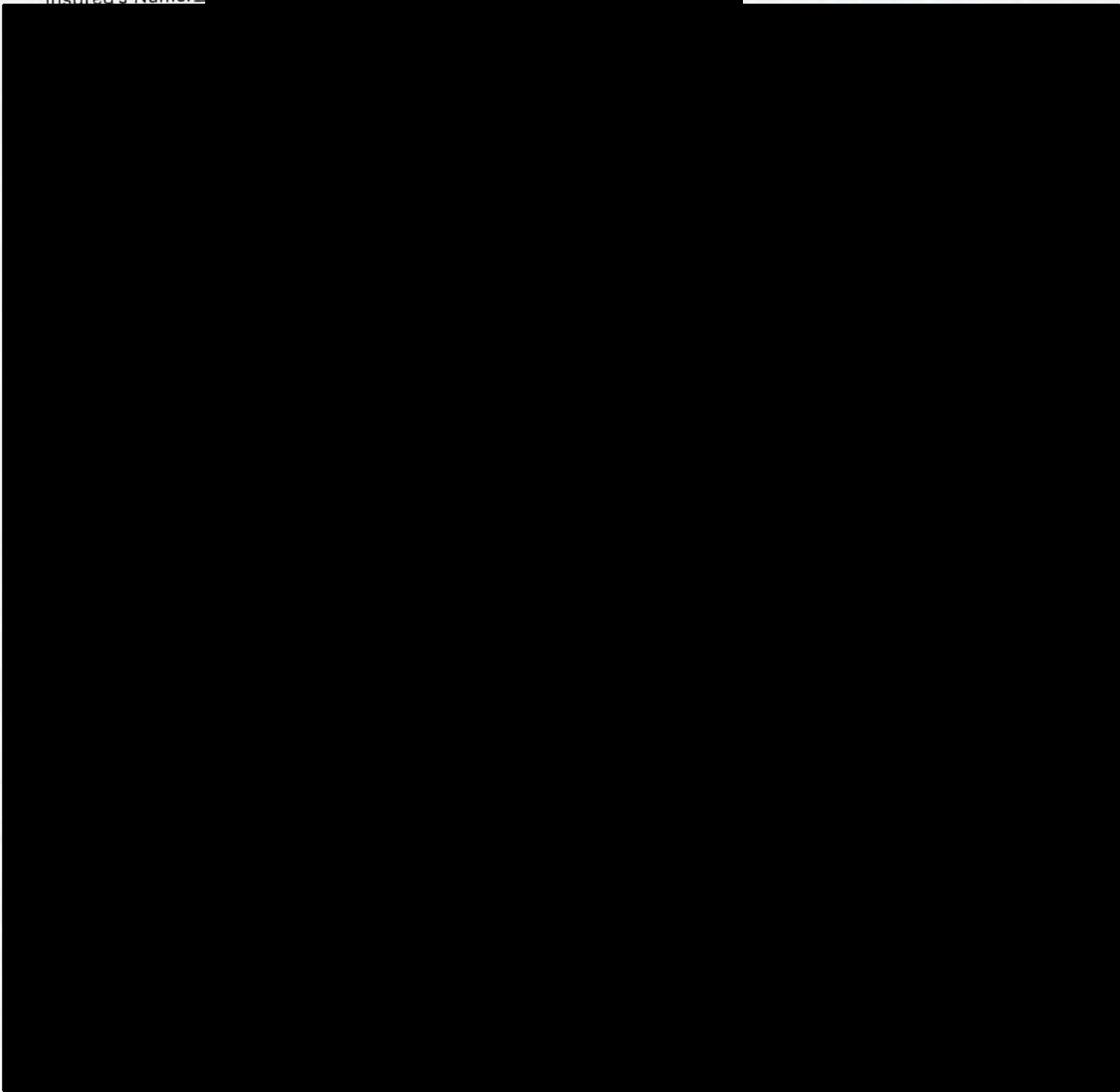
COPY

THIS FORM TO BE COMPLETED BY THE EMPLOYEE.

Please send the completed request to American United Life Insurance Company® at the address shown above.

Employer's Name: [REDACTED] Group Number: 349

Insured's Name: [REDACTED] Date of Birth: 02-20-1979



RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: ~~0349~~ 0349
Employee Number: [REDACTED]

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire: 12-14-99	Effective Date: 1-1-04
	CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			
	<input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address			
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name			
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status			

NAME OF EMPLOYEE:	First:	Middle:	Last:	Social Security #:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

STATE OF OHIO
County of Richland County, SS
FIRST MERIT BANK

Docket No.:

Case No.:

Court:

MANSFIELD MUNICIPAL COURT

PO BOX 1228
MANSFIELD, OH 44901
419-755-9639

Judgment Creditor(s)

Against

Judgment Debtor(s)

**ORDER AND NOTICE OF GARNISHMENT
AND ANSWER OF EMPLOYER**

THIS LAW FIRM IS A DEBT COLLECTOR ATTEMPTING TO COLLECT THIS DEBT FOR
OUR CLIENT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT

RICHARD CNTY SHERIFF'S OFFICE ; 597 PARK AVE EAST; MANSFIELD, OH 44905

The judgment creditor in the above case has filed an affidavit, satisfactory to the undersigned, in this Court stating that you owe the judgment debtor money for personal earnings, and that some of that money may not be exempt from garnishment under the laws of the State of Ohio or the laws of the United States.

You are therefore ordered to complete the "ANSWER OF EMPLOYER (GARNISHEE)" in section B of this form. Return one completed and signed copy of this form to the clerk of this Court within five (5) business days after you receive this order of garnishment. Deliver one completed and signed copy of this form and the accompanying documents entitled "NOTICE TO THE JUDGMENT DEBTOR" and "REQUEST FOR HEARING" to the judgment debtor. Keep the other completed and signed copy of this form for your files.

(The total probable amount now due on this judgment is \$2135.69. The total probable amount now due includes the unpaid portion of the judgment in favor of the judgment creditor, which is \$1661.74; interest on that judgment and, if applicable, prejudgment interest relative to that judgment at the rate of 7.25% per annum payable until that judgment is satisfied in full; and court costs in the amount of \$118.00.)

This order of garnishment of personal earnings is a continuous order that generally requires you to withhold a specified amount, calculated each pay period at the statutory percentage, of the judgment debtor's personal disposable earnings during each pay period, as determined in accordance with the "Interim Report and Answer of Garnishee", from the judgment debtor's personal disposable earnings during each pay period of the judgment debtor commencing with the first full pay period beginning after you receive the order until the judgment in favor of the judgment creditor and the associated court costs, judgment interest, and, if applicable, prejudgment interest awarded to the judgment creditor as described above have been paid in full. You generally must pay that specified amount, calculated each pay period at the statutory percentage, to the clerk of this Court within thirty (30) days after the end of each pay period of the judgment debtor and must include with that specified amount calculated each pay period at the statutory percentage an "INTERIM REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in section 2716.07 of the Ohio Revised Code. A copy of the "INTERIM REPORT AND ANSWER OF GARNISHEE" is attached to this order of garnishment of personal earnings, and you may photocopy it to use each time you pay the specified amount to the clerk of this Court. You are permitted to deduct a processing fee of up to three dollars from the judgment debtor's personal disposable earnings for any pay period of the judgment debtor that an amount was withheld for that order (the processing fee is not a part of the court costs). You are not required to file with the court the "INTERIM REPORT AND ANSWER OF GARNISHEE" for any pay period of the judgment debtor for which an amount from the judgment debtor's personal disposable earnings during that pay period was not withheld for that order.

This order of garnishment of personal earnings generally will remain in effect until one of the following occurs:

1. The total probable amount due on the judgment as described above is paid in full as a result of your withholding of the specified amount, calculated each pay period at the statutory percentage, from the judgment debtor's personal disposable earnings during each pay period of the judgment debtor that commenced with the first full pay period beginning after you received the order.
2. The judgment creditor or the judgment creditor's attorney files with this court a written notice that the total probable amount due on the judgment as described above has been satisfied or the judgment creditor or the judgment creditor's attorney files a written request to terminate this order of garnishment and release you from the mandate of this order of garnishment.
3. A municipal or county court appoints a trustee for the judgment debtor and issues to you an order that stays this order of garnishment of personal earnings.
4. A federal bankruptcy court issues to you an order that stays this order of garnishment of personal earnings.
5. A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order with a higher priority than this order.
6. A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor and that does not have a higher priority than this order.
7. The judgment creditor or the judgment creditor's attorney files with this court a written request to terminate and release the order of garnishment, and as a result, the order of garnishment will cease to remain in effect.

05937432 C G Gro DIA

Under any of the circumstances listed above, you are required to file with this court a "FINAL REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in section 2716.08 of the Ohio Revised Code. A copy of the "FINAL REPORT AND ANSWER OF GARNISHEE" is attached to this order of garnishment of personal earnings. Under the circumstances listed in (5) and (6) above, you must cease processing this order of garnishment after the expiration of the full pay period within which the one hundred eighty-second (182) day after you began processing it falls.

Special stacking, priority of payment, and manner of payment rules apply when a garnishee receives multiple orders of garnishment with respect to the same judgment debtor. These rules are set forth in section 2716.041 of the Ohio Revised Code. An employer guide to processing continuous orders of garnishment is included with this order of garnishment. You should become familiar with these rules.

Witness my hand and the seal of this court on this date of:

ID Info:

Judge

GIVE TO DEFENDANT

INTER-OFFICE COMMUNICATION

TO:	C. O. [REDACTED]	DATE:	05-06-02
FOR:	F.Y.I.	EFFECTIVE DATE:	05-08-02
FROM:	Pat Galliway	DIVISION:	Payroll
SUBJECT:	Anthem Insurance		
REF:	<input checked="" type="checkbox"/> MESSAGE <input type="checkbox"/> SPECIAL DETAIL <input type="checkbox"/> ASSIGNMENT <input type="checkbox"/> INTELLIGENCE INFORMATION		

COPY

National[®] Brand

45-604 Eye-Ease®

45-304 2 - Pack

Made in USA

	Initials	Date
Prepared By		
Approved By		

Prepared By

Approved By

Initials	
----------	--

Date _____

১০০০০

21

32

3

24

HLTH

HLT2

 $\gamma \tau D$

30
31
32
33
34
35
36
37
38
39
40

30
3
31
32
33
34
35
36
37
38
39
40

PAYROLL TIMESHEET OVERRIDE - RICHLAND COUNTY

Emp [REDACTED]

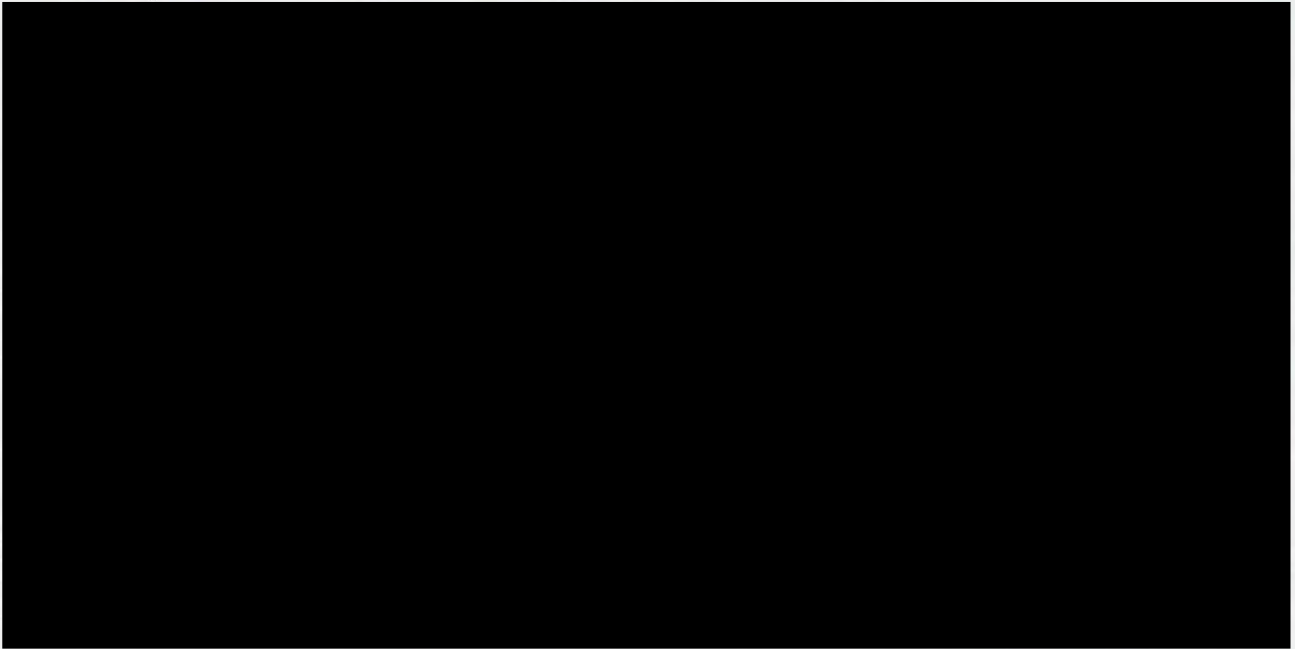
Issue 1

Gross Pay : 942.30

1 Check Date : 01-11-2002

Net Pay : 667.68

2 Check No : 467689



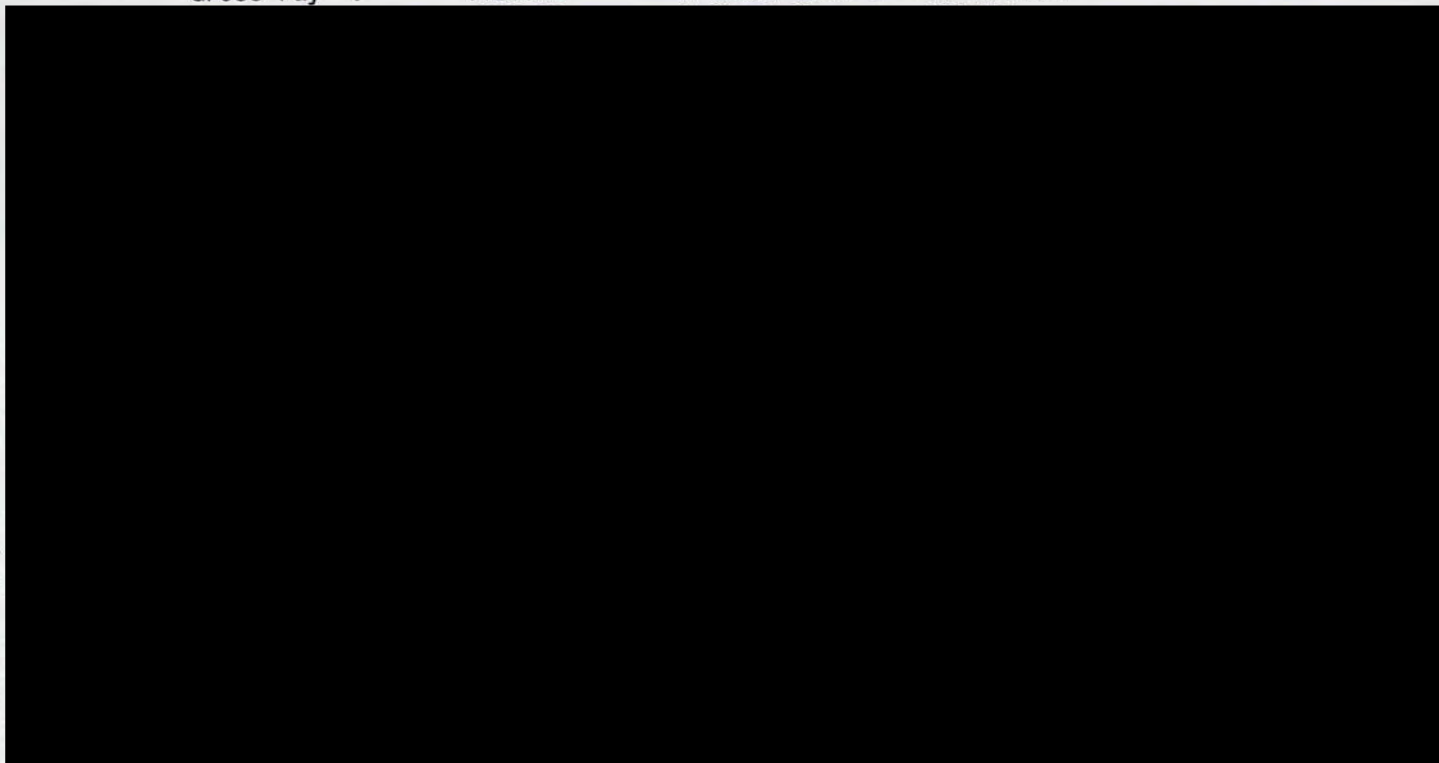
PAYROLL TIMESHEET OVERRIDE - RICHLAND COUNTY

Emp [REDACTED]

Issue 1

Gross Pay : 1120.42

1 Check Date : 01-25-2002



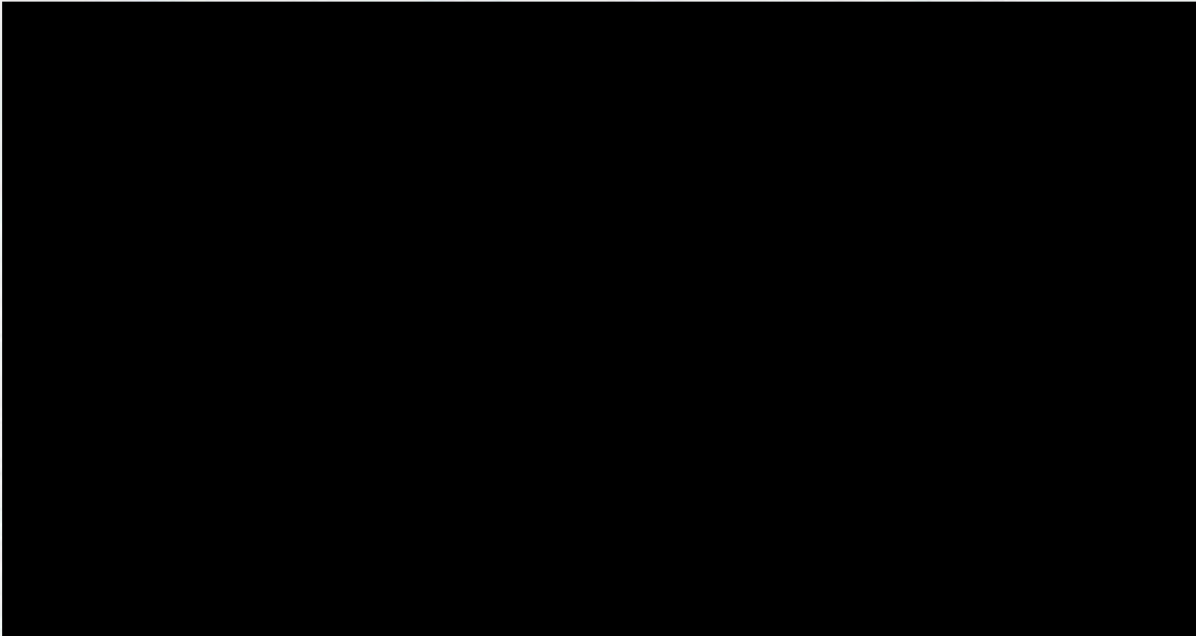
PAYROLL TIMESHEET OVERRIDE - RICHLAND COUNTY

Emp [REDACTED]

Issue 1

Gross Pay : 1131.92
Net Pay : 787.38

1 Check Date : 02-08-2002
2 Check No : 469273

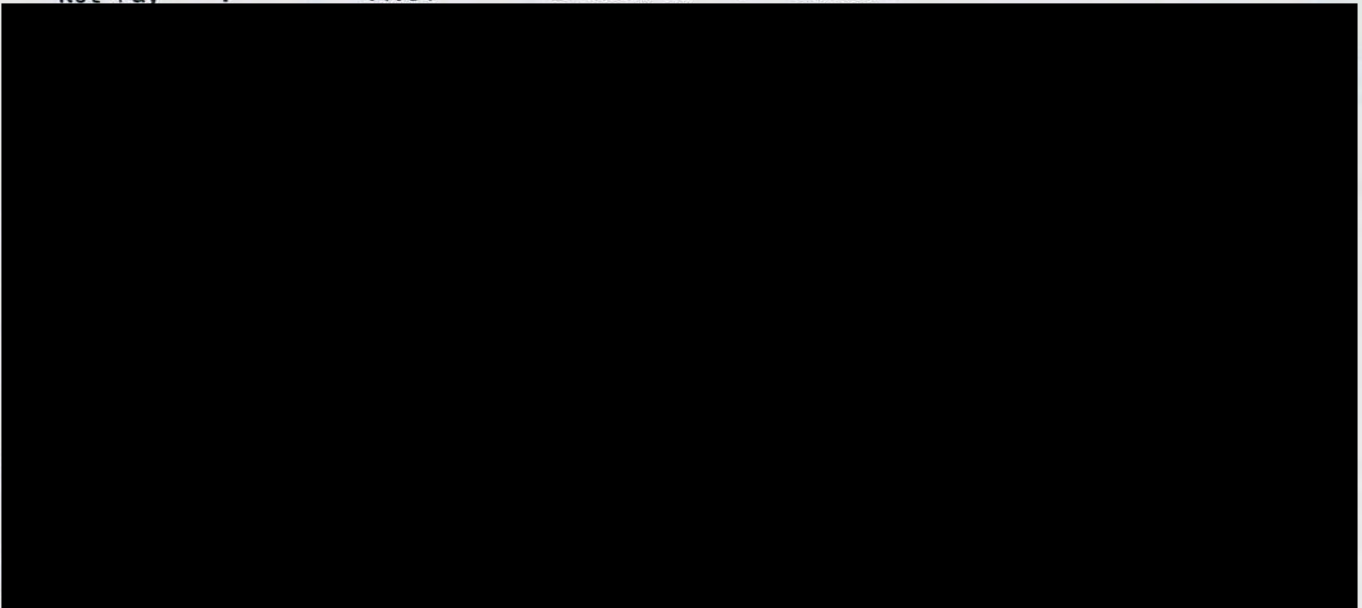


PAYROLL TIMESHEET OVERRIDE - RICHLAND COUNTY

Emp [REDACTED]

Issue 1

Gross Pay : 0.00 1 Check Date : 02-08-2002
Net Pay : 44.64 2 Check No : 469903



PAYROLL TIMESHEET OVERRIDE - RICHLAND COUNTY

Emp

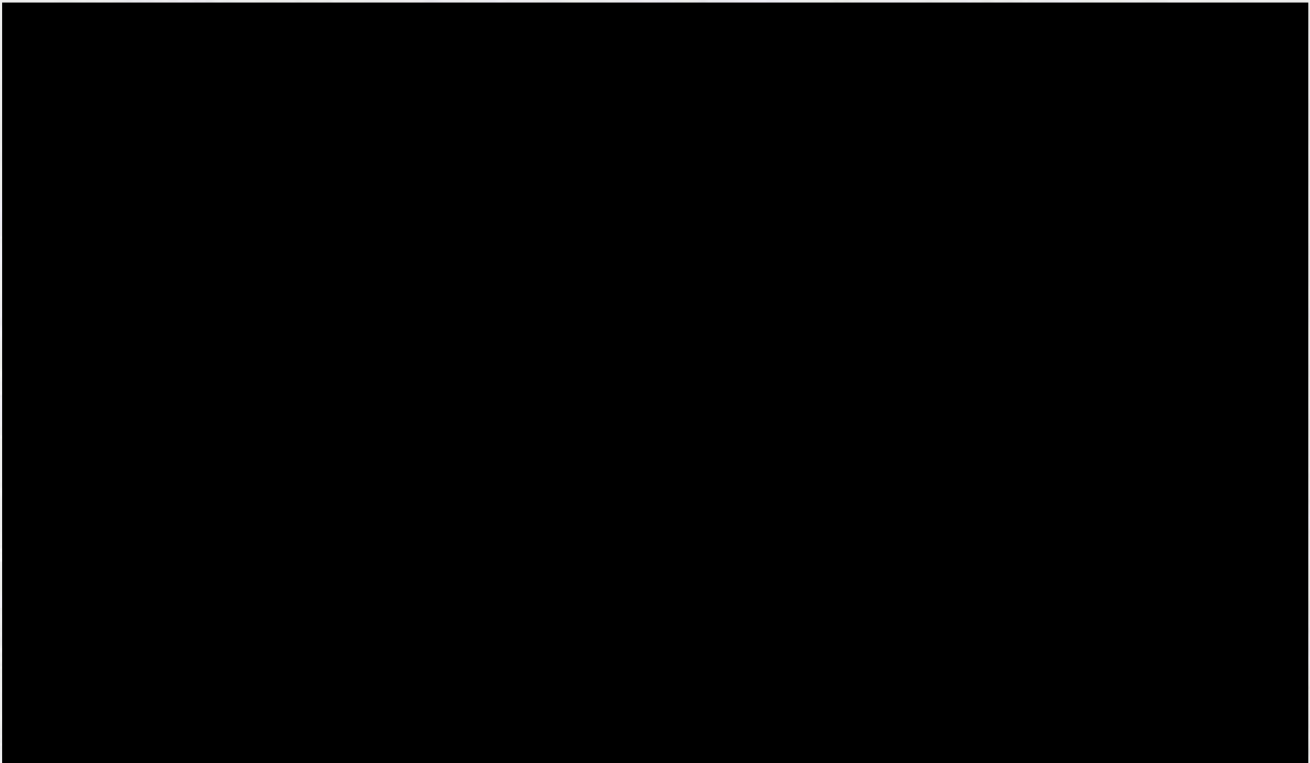


Issue

1

Gross Pay : 978.30
Net Pay : 706.87

1 Check Date : 02-22-2002
2 Check No : 470078



RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department: RC 344
Employee Number: [REDACTED]

CHECK ONE: <input type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE <i>CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE</i>	Date of Change:	Date of Hire:	Effective Date:
<input type="checkbox"/> Change division <input type="checkbox"/> Convert to COBRA <input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address <input type="checkbox"/> Other: Specify Below Date of Change			
<input type="checkbox"/> CANCEL COVERAGE: <input type="checkbox"/> Terminate employment <input type="checkbox"/> Voluntary withdrawal <input type="checkbox"/> Leave of absence <input type="checkbox"/> Decreased hours <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> OTHER CHANGE (Specify): _____ # of new ID Cards _____			
<input type="checkbox"/> I DECLINE dental coverage offered for myself and my eligible dependents.			
<input type="checkbox"/> I DECLINE medical coverage offered for myself and my eligible dependents.			
Employee SIGNATURE: _____			
NAME OF EMPLOYEE:	First:	Middle:	Last:
	[REDACTED]	[REDACTED]	[REDACTED]
			Social Security #: [REDACTED]

THE COPY

RICHLAND COUNTY Enrollment/Change Form
(press firmly this is a multi-part form)

Department: Corrections
Employee Number: [REDACTED]

CHECK ONE: <input type="checkbox"/> OPEN ENROLLMENT <input checked="" type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:
CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE			
<input type="checkbox"/> Change division <input type="checkbox"/> Convert to COBRA <input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address <input type="checkbox"/> Other: Specify Below Date of Change			
<input type="checkbox"/> CANCEL COVERAGE: <input type="checkbox"/> Terminate employment <input type="checkbox"/> Voluntary withdrawal <input type="checkbox"/> Leave of absence <input type="checkbox"/> Decreased hours <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> OTHER CHANGE (Specify): _____ # of new ID Cards _____			
<input type="checkbox"/> I decline dental coverage offered for myself and my eligible dependents.		Employee Signature: _____	
<input type="checkbox"/> I decline medical coverage offered for myself and my eligible dependents.			
NAME OF EMPLOYEE: First: _____ Middle: _____ Last: _____		Social Security: _____	

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 6241
Employee Number: [REDACTED]

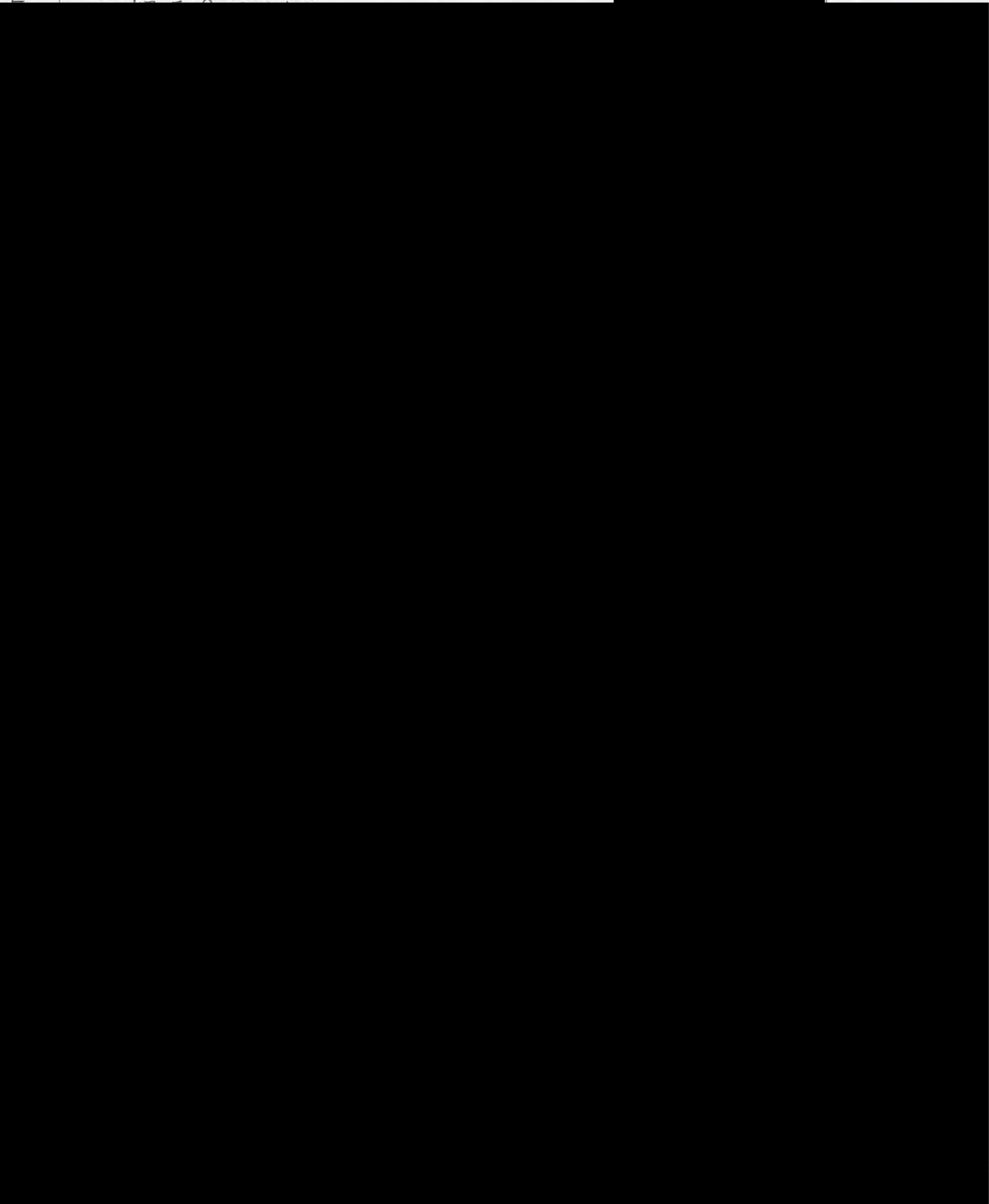
CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE	Date of Change:	Date of Hire: <u>12-14-97</u>	Effective Date: <u>1-1-02</u>
<input type="checkbox"/> Change division <input type="checkbox"/> Convert to COBRA <input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address <input type="checkbox"/> Other: Specify Below Date of Change			
<input type="checkbox"/> CANCEL COVERAGE: <input type="checkbox"/> Terminate employment <input type="checkbox"/> Voluntary withdrawal <input type="checkbox"/> Leave of absence <input type="checkbox"/> Decreased hours <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status <input type="checkbox"/> Other: Specify Below Date of Event			
<input type="checkbox"/> OTHER CHANGE (Specify): _____ # of new ID Cards <u>1</u>			
<input type="checkbox"/> I DECLINE dental coverage offered for myself and my eligible dependents.			
<input type="checkbox"/> I DECLINE medical coverage offered for myself and my eligible dependents. Employee SIGNATURE: _____			
NAME OF EMPLOYEE: First: _____ Middle: _____ Last: _____ Social Security: _____			

RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: 349
Employee Number: [REDACTED]


OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE <input type="checkbox"/> Date of Change:	Date of Hire:	Effective Date:
	<i>CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE</i>	12-14-99	1-1-07
	<input checked="" type="checkbox"/> Reinstatement above indicated coverage with no lapse <input type="checkbox"/> Change name/address		
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage* <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order *If marriage, state previous name		
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status		

NAME OF EMPLOYEE:	First <u>[REDACTED]</u>	Social Security #: <u>[REDACTED]</u>
-------------------	-------------------------	--------------------------------------



RICHLAND COUNTY Enrollment/Change Form
(use ballpoint pen and press firmly)

Department Number: **0349**

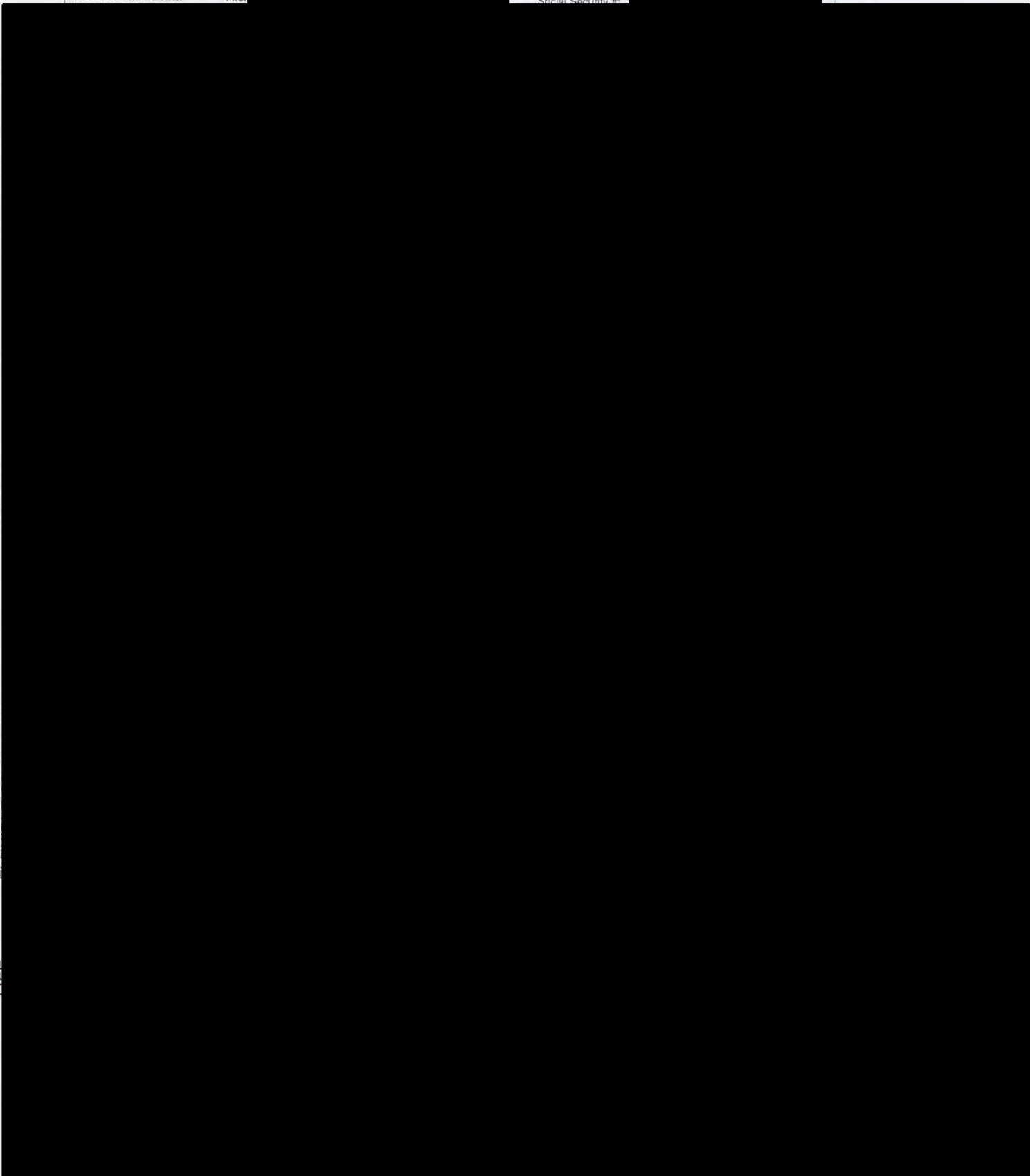
Employee Number: 

OTHER CHANGES	CHECK ONE: <input checked="" type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> CHANGE	Date of Change:	Date of Hire:	Effective Date:	
	<i>CHECK ALL APPROPRIATE BOXES BELOW FOR CHANGE</i>			12-14-99	1-1-03
	<input type="checkbox"/> Change division <input type="checkbox"/> Convert to COBRA <input type="checkbox"/> Reinstate above indicated coverage with no lapse <input type="checkbox"/> Change name/address				
	<input type="checkbox"/> CANCEL COVERAGE: <input type="checkbox"/> Terminate employment <input type="checkbox"/> Voluntary withdrawal <input type="checkbox"/> Leave of absence <input type="checkbox"/> Decreased hours				
	<input type="checkbox"/> ADD DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Adoption <input type="checkbox"/> Court Order				
	<input type="checkbox"/> CANCEL DEPENDENT(S): <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Age Limit <input type="checkbox"/> Change in student status				
<input type="checkbox"/> OTHER CHANGE (Specify):					

NAME OF EMPLOYEE:

First

Social Security #:



RICHLAND COUNTY SHERIFF'S OFFICE
Mansfield, Ohio

ACKNOWLEDGEMENT SHEET

I acknowledge receipt of the Richland County Sheriff's Office Employee Handbook and hereby affirm I have read and understand the written information in this booklet and agree to follow all the rules and regulations therein. I further agree if any subject matter in this booklet is not clear to me, I will contact my immediate supervisor for clarification. I understand that as a Richland County Sheriff's employee, I must always strive to do my best on the job and treat others with respect, and follow the rules described in this handbook.

Employee's Signature _____

Date 9-6-01 _____

NOTE: Return signed acknowledgement to Nancy Metcalf's office prior to September 21, 2001.

"NEW EMPLOYEE" PROCESSING
PERSONAL DATA

The following information is required in order to correctly process new employees:

1. NAME: _____

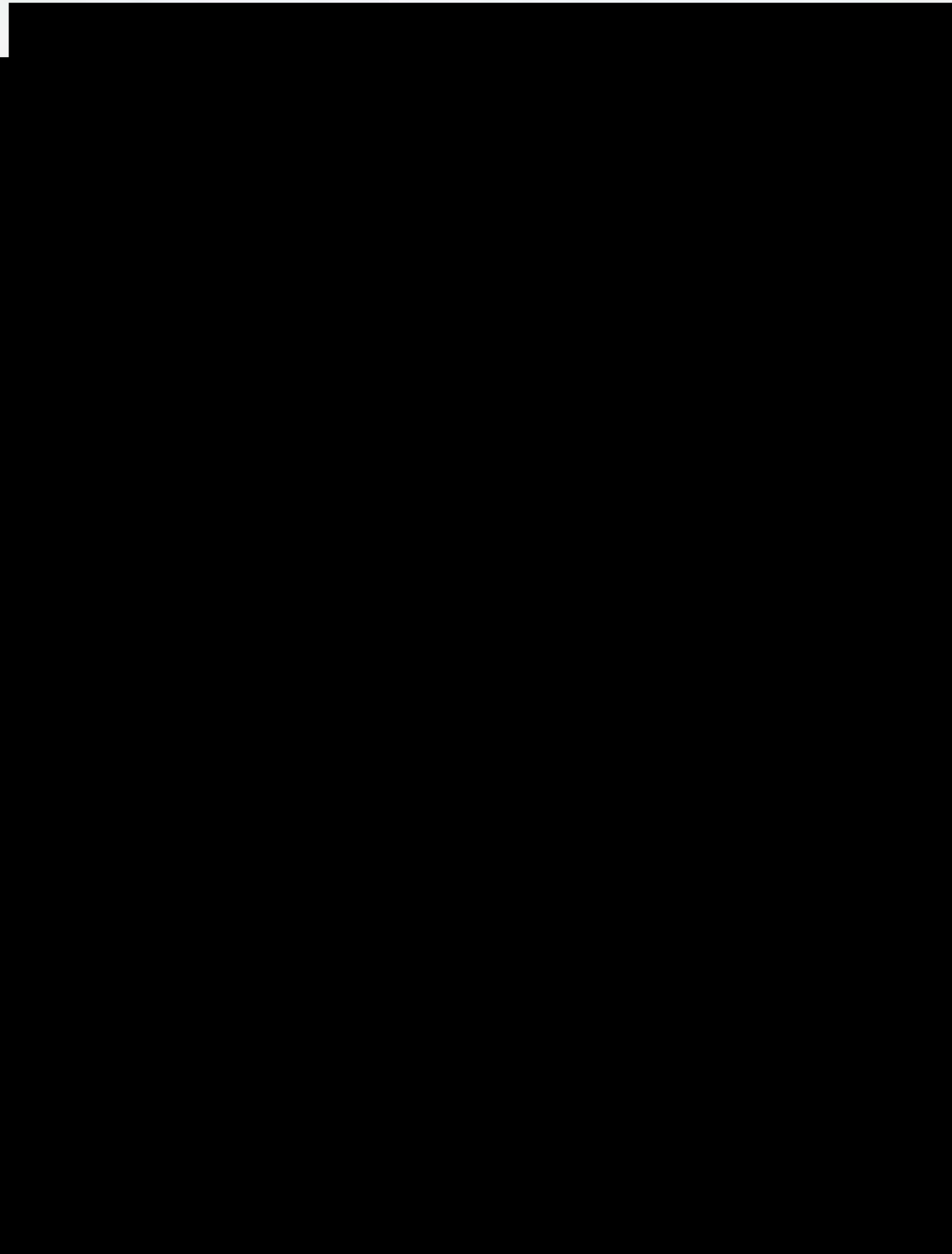
LAST

FIRST

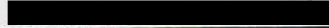

MIDDLE

INST


OUTS

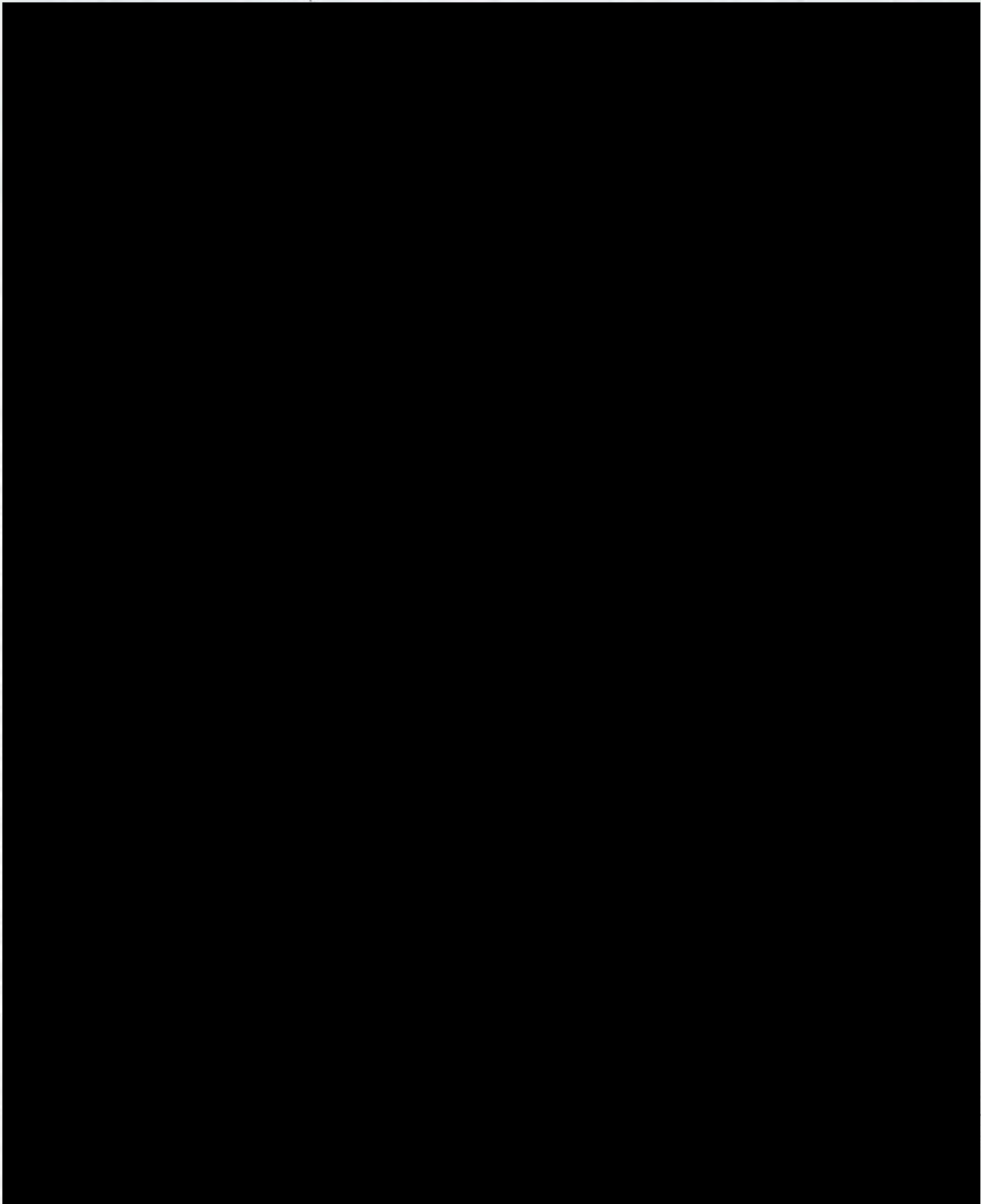


INTER-OFFICE COMMUNICATION

TO:		DATE:	
FOR:		EFFECTIVE DATE:	12-14-99
FROM:		DIVISION:	
SUBJECT:	EMPLOYEE HANDBOOK		
REF:	<input type="checkbox"/> Message <input type="checkbox"/> Special Detail <input type="checkbox"/> Assignment <input type="checkbox"/> Intelligence Information		

**I HAVE RECEIVED MY COPY OF THE RICHLAND COUNTY SHERIFF OFFICE
EMPLOYEE HANDBOOK.**

× 



EMPLOYMENT ELIGIBILITY VERIFICATION

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last First Middle
 City State ZIP Code

- ☐ An alien lawfully admitted for permanent residence (Alien Registration Card)
- ☐ An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ or Admission Number _____, expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature

Date (Month/Day/Year)

12-14-99

CERTIFICATION (If prepared by other than the individual). I attest, under penalty of perjury, that the above was prepared by me and is based on all information of which I have any knowledge.

Signature

Name (Print or Type)

Address (Street Name and Number)

City

State

Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Examine one document from those in List A and check the correct box. or examine one document from List B and one from List C and check the correct boxes. Provide the *Document Identification Number* and *Expiration Date*, for the document checked in that column.

List A
Identity and Employment Eligibility

List B
Identity

and

List C
Employment Eligibility

- ☐ United States Passport
- ☐ Certificate of United States Citizenship
- ☐ Certificate of Naturalization
- ☐ Unexpired foreign passport with attached Employment Authorization
- ☐ Alien Registration Card with photograph

Document Identification

#

Expiration Date (if any)

- ☒ A State issued driver's license or I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes.
(Specify State) Ohio
- ☐ U.S. Military Card
- ☐ Other (Specify document and issuing authority)

- ☒ Original Social Security Number Card (other than a card stating it is not valid for employment)
- ☐ A birth certificate issued by State, county, or municipal authority bearing a seal or other certification
- ☐ Unexpired INS Employment Authorization
Specify form # _____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine, relate to the individual named, and that the individual, to the best of my knowledge, is authorized to work in the United States.

Signature

Name (Print or Type)

Title

James A. Stierhoff, Sheriff

Address

Date

Richland Co. Sheriff Office 55 E. 2nd St. Mansfield, OH 44902 12-14-99



SOCIAL SECURITY

THIS NUMBER HAS BEEN ESTABLISHED FOR

SIGNATURE

PERSONAL HISTORY RECORD

PERS is required to have on file an original, properly completed Personal History Record (A) prior to disbursing any funds from a member's account. A refund of accumulated contributions, retirement allowance, or any benefit cannot be paid until this Form is filed with PERS. We cannot accept a photocopy of a Personal History Record unless an original has previously been received.

The member must complete Sections I, II, and IV. The member also should review Section III for beneficiary designation information and complete if applicable. Section V must be completed by the employer. All signatures must be in **ink** and all other entries must be clearly printed in **ink or typed**. All statements are to be made under oath and may require substantiating proof. Proof of date of birth will be required to obtain retirement and other benefits. **Be accurate when entering the Social Security number.**

SECTION I PERSONAL INFORMATION

Full Name _____

Social Security Number _____

DO NOT WRITE IN THE
FOLLOWING SPACES
FOR PERS OFFICE USE ONLY

Previous PERS Number _____

Employer Code _____

Received for Record
Date Stamp _____**SECTION II SERVICE INFORMATION**1. Give date of first service as an employee in any public employment in Ohio 12-14-99Which employer? Richland County2. Do you have any previous public service for which PERS contributions were not submitted? ☐ yes ☒ no

If "yes", which employer(s)? _____

3. Have you been a member of any of the following retirement systems? If applicable, check either retired or refunded.

- | | | |
|--|---|---|
| a) State Teachers Retirement System (STRS) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | <input type="checkbox"/> retired or <input type="checkbox"/> refunded |
| b) School Employees Retirement System (SERS) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | <input type="checkbox"/> retired or <input type="checkbox"/> refunded |
| c) Ohio Police and Firemen's Disability and Pension Fund (PFDPF) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | <input type="checkbox"/> retired or <input type="checkbox"/> refunded |
| d) State Highway Patrol Retirement System (HPRS) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | <input type="checkbox"/> retired or <input type="checkbox"/> refunded |
| e) Cincinnati Retirement System (CRS) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | <input type="checkbox"/> retired or <input type="checkbox"/> refunded |

Please turn page

SECTION III BENEFICIARY DESIGNATION

In addition to benefits available to you, benefits may be available to your qualifying beneficiary(ies) upon your death. Your beneficiary is determined in one of two ways: **automatic succession** as established by law, or **specific designation** which requires you to name a person, persons, trust, estate, or an institution. By law there are certain events which cancel a specific designation; marriage, divorce, dissolution of marriage, legal separation, the birth or adoption of a child, or withdrawal of account. If you do not submit a new designation to PERS after one of these events occurs, your beneficiary will be determined by automatic succession.

•If you are not retired from another state retirement system and a specific designation is not filed, at your death any amount due is payable to your first qualifying beneficiary in the following order: (1) spouse, (2) children, (3) parents, or (4) estate. If you are satisfied with this order, you do not need to do anything. If you would like to make a **specific designation**, please mark this box ☐; information and the proper form will be sent to you. If you have made a previous designation and your account is still on deposit with PERS and you want to keep that previous designation, please mark this box ☐.

•If you are retired from another state retirement system and a specific designation is not filed, at your death any amount due is payable to your first qualifying beneficiary in the following order under automatic succession: (1) spouse; (2) child(ren) share equally; (3) parents share equally; or (4) estate. If you are satisfied with automatic succession, you do not need to do anything. If you would like to make a **specific designation**, please mark this box ☐, and the proper form will be sent to you.

SECTION IV EMPLOYEE AFFIDAVIT (Must be notarized)

State of Ohio, County of Richland

Being duly sworn, the undersigned states that the statements contained in this Form are complete and true to the best of his/her knowledge and belief.

Sworn to and subscribed to me this 14th day of December 1999
Month and Year

X 

Employee

Barbara L. McConkie
Notary Public

Notary expiration: BARBARA L. McCONKIE
NOTARY PUBLIC, STATE OF OHIO
My Commission Expires Aug. 15, 2000
Month/Day/Year

SECTION V PAYROLL OFFICER'S CERTIFICATION

1. State employer, department, and title in which employed.

EMPLOYER	DEPARTMENT, OFFICE, BOARD, COMMISSION, OR INSTITUTION	TITLE

2. State rate of compensation: _____ per hour / day / month
Circle one

3. Explain certified allowances paid for full maintenance (consisting of housing, laundry, and meals) _____

4. Is current service an elected position? ☐ yes ☐ no If "yes," submit an Application For Membership From An Elective Official (A-9) in duplicate.

I hereby certify that _____ began service with
Employee's Name
the above employer on _____, and the statements set forth are true and accurate as disclosed by the records of this
Month/Day/Year
department.

Signature of Certifying Officer

Title

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location	Rate
Position	Date

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL Date SEPTEMBER 10th, 1999

Name _____

Are you legally eligible for employment in the U.S.A.? Yes ☒ No ☐ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes ☒ No ☐ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes ☐ No ☒ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? 9-20-99

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

To employer: The right to ask questions concerning convictions varies from state to state and is subject to change. If you wish the applicant to answer the following question, and are legally permitted to do so, please check the box next to the question *and* fill in the legally appropriate time period for your state.

To applicant: Do *not* answer the following question unless the employer has checked the box next to the question *and* filled in the blank prior to the word years.

☐ Have you been convicted of a major crime (felony) in the past _____ years? Yes ☐ No ☐
(Do not answer Yes if the conviction has been pardoned, annulled, expunged, sealed or impounded by a court.)

If yes, please give the conviction date and nature of the offense. _____

_____ A conviction record will not necessarily bar employment.

(Turn to Next Page)

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
VECTOR MARKETING	5	99	9	99	\$11.00	\$11.00		ROBERT TODD
Describe the work you did: I work as a Sales Representative. I set up appointments and discuss or present my set of high quality knives manufactured by Cutco.								
Telephone (419) 775-1023								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
LANDOLLS	6	98	11	98	\$6.00	\$6.50		CHUCK ROWE
400 ORANGE ST.	Describe the work you did: I worked as a skidder and a packer of educational books and materials.							
ASHLAND, OHIO 44805								
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
MELSEN	8	97	10	97	\$4.85	\$5.15		ROSS MAYER
1355 N LEX - SPRING, MO	Describe the work you did: I worked in the photo department developing film. I served film to customers, did color correcting, cut negatives, stocked inventory, and cleaned up the lab before closing.							
ONTARIO, OHIO								
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
WATSON'S CONCRETE	6	97	7	97	\$6.10	\$6.10		TERRY WATSON
563 LINN ROAD	Describe the work you did: I worked as a laborer pouring concrete from wheelbarrels and shoveling the concrete into form. I also cleaned up the tools and equipment.							
MANSFIELD, OHIO 44905								
Telephone (419) 526-3631								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes ☒ No ☐

Employer II? Yes ☐ No ☐

Employer III? Yes ☐ No ☐

Employer IV? Yes ☒ No ☐

Signed _____

RICHLAND COUNTY SHERIFF'S OFFICE

APPLICANT RELEASE FORM

I, [REDACTED], presently residing at [REDACTED], have applied for employment

[REDACTED] Sheriff's Office. I have been advised of and am fully aware that a representative of the Sheriff's Office will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this investigation, Officers will be making inquiries of: officials and record offices at schools which I have attended, physicians and/or other persons who may have examined or treated me for any physical or other type of illness or injury, police or courts which whom I may have an arrest or conviction record and/or financial standing, present and previous employers, military records, and any other persons who may be able to provide information about me which the Sheriff's Office desires.

I hereby give my permission and waive all provisions of law forbidding any physician or other person who has attended me, or any other school official, court, police agency, credit bureau, employer, United States Armed Forces, firm or person, from disclosing any knowledge or information they have concerning me which is requested or desired by the Sheriff's Office. I further consent that the Sheriff or his representative be provided with a copy of any such record concerning me which they desire.

I recognize the right of the Richland County Sheriff's Office to treat, at its discretion, certain sources as confidential, at its right to withhold them for me or my agent the names of such confidential sources and information obtained therefrom.

DATE 9-10-99
[REDACTED]

NAME OF APPLICANT [REDACTED]
[REDACTED]

STATE OF Ohio, COUNTY OF Richland

Sworn to and subscribed before me this 10 day of September, 1999

My commission expires July 20, 2004.

Maria [Signature]
Notary Signature

SIGNATURE OF APPLICANT MUST BE SIGNED IN THE PRESENCE OF A NOTARY!

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree
Elementary	UNION ELEMENTARY	X	5 <u>6</u> 7 8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X
High	CRESTVIEW HIGH SCHOOL		1 2 3 <u>4</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	1575 ST. RT. 96 E.				
	ASHLAND, OHIO 44805				
College	NORTH CENTRAL STATE COLLEGE		1 <u>2</u> 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2441 KENWOOD CIRCLE				
	MANFIELD, OHIO 44805				
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number
Jack Chapman	2075 OS. RT. 42 N.	
Sam Banks	256 W. FIFTH STREET	
Vincent Atwater	1440 BARBARA LANE	

May we telephone you to follow up on this application at home? Yes ☒ No ☐

If yes, what is the best time to call? WEEKDAYS FROM 8:00 A.M. to 1:00 P.M.

May we telephone you to follow up on this application at work? Yes ☐ No ☐

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

APPLICANT – Do not write on this page**FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

***See Page 2**

This "Application for Employment" is prepared for general use throughout the United States. Our legal counsel has advised us that it complies with all Federal and State fair employment practice laws and with the Fair Credit Reporting Act. However, the various fair employment practice laws and related statutes and the interpretations of them change frequently, and neither V.W. Eimicke Associates, Inc. nor its counsel assume any responsibility for the inclusion in this "Application for Employment" of any questions that may violate local and/or state and/or federal laws.

Neither V.W. EIMICKE ASSOCIATES, INC. nor its counsel assumes any responsibility for the employer's use of this form or any decision the employer makes which may violate local and/or state and/or federal laws. By publishing and/or selling this form V.W. EIMICKE ASSOCIATES, INC. is not rendering legal advice. Users should consult their legal counsel about any legal questions they may have with respect to the use of this form.

[REDACTED]

CALLED LEFT MESSAGE = 1200 HRS = CALLED
Back WILL BE IN 12.6.99 / 1300 HR
J

WILLIAM B. SCHONBERG, Ph.D.

November 22, 1999

Captain Dan Miller
Richland Co Sheriff's Dept
55 E 2nd Street
Mansfield, OH 44902

RE: [REDACTED]

Dear Captain Miller:

I have completed my evaluation of [REDACTED] a 20 year old who has applied for a position as corrections officer with your department. The evaluation consisted of a clinical interview in addition to tests designed for law enforcement personnel. Mr. [REDACTED] was aware of the lack of confidentiality attached to the evaluation process and was willing to proceed.

Mr. [REDACTED] states that he would like to become a corrections officer because several members of his family have had similar positions. He thinks the job would be "pretty interesting" and would not interfere with his beliefs as a Jehovah's Witness. He believes a good corrections officer needs to be honest and able to follow procedures and treat others fairly. He thinks that he does have these qualifications.

Mr. [REDACTED] has had some factory work as a packer for 6-9 months and has also worked as a sales representative at Meijer's. He was never fired from any jobs and states that he gets along well with co-workers and supervisors.

[REDACTED]

Mr. [REDACTED] was born in Mansfield and raised in Ohio, Mississippi, Florida, and Turkey. He was the oldest of five in the family and states that his childhood was "pretty strict." He graduated from Crestview High School in 1997 and has two quarters to complete a degree in electronics at NCTC. He is uncertain as to whether or not he really wants to pursue a career in that field.

Never married, he has had a girlfriend since February who is living in Akron. He is living with his parents and when not working, he is involved in writing music. He is also active in sports. He does not have a gun collection and has not been involved in traffic accidents. He has never been arrested.

2 Captain Miller

Mr. [REDACTED] is a 140 pound, 5 foot 8 inch male who was casually dressed and adequately groomed looking approximately his stated age. He maintained good eye contact without exhibiting any unusual motor behaviors. His speech was clear and fluent while voice was soft spoken. He answered questions asked in a talkative manner and volunteered information freely. His thinking seemed productive and free of psychotic thought processes with gross memory intact. His affect was appropriate while mood seemed mildly anxious. He related in a pleasant manner. He was agreeable to psychological testing.

The applicant was administered a battery of tests designed to help determine his suitability for employment in the field of law enforcement. It would appear that this applicant is not at safety risk. It does not appear that he would be experiencing problems with anger on the job either since scores were in normal ranges. He has admitted to some disciplinary infractions and an evaluation of past work performance is strongly recommended. It would further appear that this applicant is at high risk in relation to conscientiousness and reliability. Low frustration tolerance may be present along with insensitivity to the reactions of others. He could be unusually impatient. Consequently, this applicant would be at high risk for future performance difficulty and at high risk for termination.

While interview impressions do not suggest the presence of a disorder that would interfere with this applicant's job performance, testing would suggest otherwise. I am still able to recommend him for a job with your department but only with stipulations. Consideration needs to be given to extending his probationary period and to closely observing him for behaviors that might interfere with job performance.

If there is any further information I can provide regarding Mr. [REDACTED] please contact me. Thank you for this referral.

Sincerely,

W.B. Schonberg, PhD
William B. Schonberg PhD
Psychologist

WBS:sy

RICHLAND COUNTY SHERIFF'S OFFICE

JAMES A. STIERHOFF, SHERIFF

55 East Second St.

Mansfield, Ohio 44902

Ph. 524-2412 In Ohio 800-472-5822



11-09-99

920

TRUTH VERIFICATION RELEASE FORMS

I, [REDACTED], DO HEREBY VOLUNTARILY, WITHOUT DURESS, COERCION, PROMISE, REWARD OR IMMUNITY, SUBMIT TO EXAMINATION BY THE POLYGRAPH OR VOICE STRESS ANALYSIS TRUTH VERIFICATION TECHNIQUE, TO BEAR BY RELEASE, ABSOLVE AND FOR EVER HOLD HARMLESS, THE RICHLAND COUNTY SHERIFFS OFFICE Chuck Metcalfe, ITS SERVANTS, AGENTS, AND ANYONE ACTING ON ITS BEHALF, FROM ANY AND ALL CLAIMS, DEMANDS, OR OTHER DAMAGES FROM ANY MATTER, ACT, OR THING ARISING OUT OF AFORESAID EXAMINATION. I UNDERSTAND THAT THIS EXAMINATION MAY BE VIDEO TAPED AND I RELEASE INTO POSSESSION OF THE RICHLAND COUNTY SHERIFFS OFFICE ALL MATERIALS, RECORDINGS, AND ALL OTHER DOCUMENTS FOR THE PURPOSE OF TESTIMONY AND OR TRAINING.

11-9-99

DATE

WITNESSED:

Chuck Metcalfe

ESS CALLS 755-5678

OFFICE PHONE 525-1453

AGENCY CALLS 524-2412 - IN OHIO (800) 472-5822

19-526-6696



APPLICANT:

DATE:

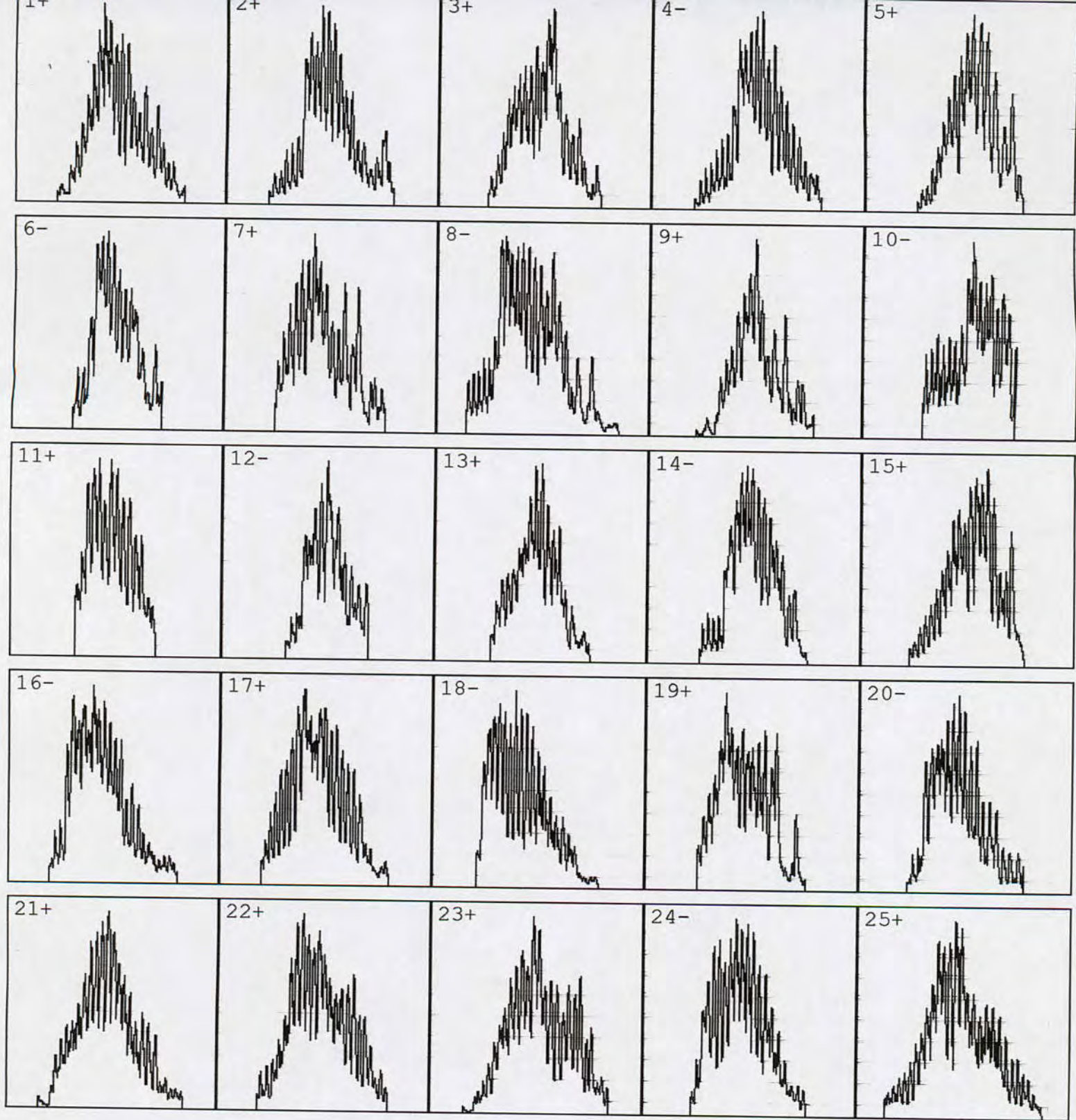
EXAMINER:

PRE-EMPLOYMENT COMPUTERIZED VOICE STRESS EXAMINATION
GENERAL HONESTY

1. IS YOUR NAME [REDACTED]? ☒ Y ☐ N
2. IS THE COLOR OF THE WALL purple? (LIE) ☒ Y ☐ N
3. ARE YOU SITTING DOWN? ☒ Y ☐ N
4. HAVE YOU EVER BEEN FIRED OR ASKED TO LEAVE A JOB THAT YOU HAVE NOT DISCLOSED? other than what we discussed Y ☒ N
5. IS TODAY Tuesday? ☒ Y ☐ N
6. HAVE YOU TAKEN OVER \$10.00 IN CASH FROM AN EMPLOYER WITHIN THE PAST (5) YEARS? Y ☒ N
7. AM I WEARING A WATCH? ☒ Y ☐ N
8. HAVE YOU EVER DRIVEN OVER THE SPEED LIMIT? Y ☒ N
9. AM I SITTING DOWN? ☒ Y ☐ N
10. HAVE YOU TAKEN OVER \$50.00 IN MERCHANDISE FROM AN EMPLOYER WITHIN THE PAST (5) YEARS? Nothing Name tag, Box Y ☒ N
11. ARE YOU WEARING SHOES? cuties, other than we discussed ☒ Y ☐ N
12. HAVE YOU COMMITTED A CRIME WITHIN THE PAST (5) YEARS? Y ☒ N
13. ARE YOU IN THE STATE OF OHIO? ☒ Y ☐ N
14. HAVE YOU EVER RECEIVED ANY PROPERTY THAT WAS STOLEN OR BELIEVED IT TO BE STOLEN? Y ☒ N
15. ARE YOU IN RICHLAND COUNTY? ☒ Y ☐ N

C.V.S.A. EXAMINATION CONTINUED

- 16.HAVE YOU EVER USED OR ABUSED ANY TYPE OF DRUGS? Y ☒ N
- 17.IS THIS THE MONTH OF November? ☒ Y / N
- 18.HAVE YOU EVER SOLD ANY DRUGS? Y / ☒ N
- 19.ARE YOU IN THE UNITED STATES? ☒ Y / N
- 20.HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? Y / ☒ N
- 21.ARE YOU WEARING A SHIRT? ☒ Y / N
- 22.WERE YOU TRUTHFUL ON YOUR EMPLOYMENT APPLICATION? ☒ Y / N
- 23.IS THIS THE YEAR 1999? ☒ Y / N
- 24.DO YOU HAVE ANY MEDICAL PROBLEMS THAT WOULD KEEP
YOU FROM PERFORMING THE JOB DUTIES OF THE POSITION
THAT YOU APPLIED FOR? Y ☒ N
- 25.IS YOUR DATE OF BIRTH 2-20-79? ☒ Y / N



DATE: 11-10-99 () SUPPLEMENTAL
TIME: 1110 HOURS () FOLLOW UP
OFFICER'S NAME: DETECTIVE CHUCK METCALF () METRICH

GENERAL OFFENSE#

COMPLAINANT'S NAME:

COMPLAINANT'S ADDRESS:

TYPE OF OFFENSE: CVSA PRE-EMPLOYMENT ON JAMAAL ODELL

ADDITIONAL INFORMATION OF OFFENSE OR INVESTIGATION

SUSPECT:

I FIRST WENT OVER THE PRE-EMPLOYMENT EXAM WITH [REDACTED] AND I ASKED HIM IF HE HAD EVER BEEN FIRED OR ASKED TO LEAVE A JOB. HE SAID, WELL THERE WAS A JOB THAT HE GAVE TWO WEEKS NOTICE. I BELIEVE IT WAS THE CONCRETE BUSINESS THAT HE WORKED FOR AND THE PERSON TOLD HIM TO JUST GO AHEAD AND LEAVE. HE SAID IF THAT'S CONSIDERED FIRED HE WAS FIRED.

I ASKED HIM IF HE EVER TOOK \$50.00 OF MERCHANDISE FROM AN EMPLOYER WITHIN THE LAST FIVE YEARS. HE SAID, NO HE JUST TOOK NAME TAGS AND HE USED TO WORK FOR A CUTLERY SALES DOOR TO DOOR BUT HE WASN'T MAKING A LIVING AT IT. BUT HE SAID HE DID TAKE A NAME TAG.

THE REST OF THE EXAM HE SAID HE DID NOT HAVE ANY PROBLEM WITH. SO THAT WAS THE ONLY QUESTION OTHER THAN WE DISCUSSED WOULD BE QUESTION #10.

AGAIN HE WAS VERY STRAIGHT FORWARD, GOOD EYE CONTACT. I WENT AHEAD AND WENT OVER THE EXAM AND THEN WENT AHEAD AND GIVE HIM THE EXAM.

THE ONLY QUESTION HE HAD A PROBLEM WITH WAS QUESTION #18 OUT OF THE COMPLETE EXAM. IT WAS HAVE YOU EVER SOLD ANY DRUGS. HE'S SHOWING A DECEPTION THERE, BUT HE'S NOT SHOWING ANY DECEPTION ON #16, HAVE YOU EVER USED OR ABUSED ANY TYPE OF DRUGS. WHICH WOULD LEAD ME TO BELIEVE THAT IT MAY HAVE BEEN JUST SHEER NERVOUSNESS, WHICH IS THE REASON HE MAY HAVE HIT ON QUESTION #18.

THE REST OF THE EXAM HE PASSED WITH NO PROBLEMS AND THIS WAS COLD CALLED BY JEFF MCBRIDE AND HE AGREED WITH MY CALLING OF THIS CHART.

AGAIN I WOULD RECOMMEND THAT WE PROCEED FURTHER WITH [REDACTED] IN THE HIRING PROCESS.

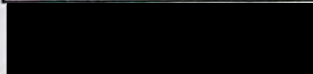
THAT WILL BE THE END OF THIS CONFIDENTIAL.

DETECTIVE CHUCK METCALF

CM/sks
11-12-99 TYPED

CANDIDATE EVALUATION FORM

Candidate Name:



Date: 04 Nov. 99

Position Title:

Collection's

Interviewer: Paxton

EVALUATION SCALE

- 1. Does not meet MINIMUM requirements:
 - * The candidate is unable to clearly communicate answers to the interview questions.
- 2. Meets MINIMUM requirements:
 - * The candidate is able to communicate clearly the most important issues and facts.
- 3. Meets REQUIREMENTS:
 - * The candidate is able to clearly communicate all important issues and facts.
- 4. Exceeds REQUIREMENTS:
 - * The candidate communicates all important issues and facts with exceptional clarity.

INTERVIEW QUESTIONS

- 1. What made you decide on a career in safety forces. 1 2 3 4
- 2. Tell me about a problem that you overcame or an achievement that you are particularly proud of. 1 2 3 4
- 3. If I have two (2) equally qualified candidates, you are one (1) of the two (2), why should I hire you before the other candidate. 1 2 3 4
- 4. Tell me about a disagreement between yourself and a co-worker, roommate, or a friend. 1 2 3 4
How did you resolve it?
What would you do differently if you were in the same situation today?
- 5. What do you believe are the most important traits that a police officer should have to do a good job? 1 2 3 4
- 6. Have you ever belonged to a group, club, or were required to work with others to complete a task? 1 2 3 4
What were the goals of the group?
What did you do to help the team accomplish the task?

7. Tell me about your most recent position. 1 2 3 4
Describe a typical day on the job.
What aspect of that job did you enjoy the most/least?
8. What were your career goals when you completed school? 1 2 3 4
How have your goals changed?
9. Where do you see yourself in five (5) years? 1 2 3 4
What are your long-range career objectives?
10. What are your greatest strengths? 1 2 3 4
How do they apply to this position?
- ~~11. What have you done recently to become more effective in this type of position? 1 2 3 4~~
~~What have you done in the past year to improve yourself?~~
12. Describe the greatest challenge or crisis that you faced during your life? 1 2 3 4
Tell me how you resolved it? What did you learn from it?
13. Have you ever taken any special courses related to this type of position? 1 2 3 4

OVERALL EVALUATION

ACCEPTABLE: _____ UNACCEPTABLE: _____

COMMENTS:

Attended (VETS.) / likes to think

14
13
29

35

CANDIDATE EVALUATION FORM

Candidate Name:

[REDACTED]

Date: 11/4/99

Position Title:

CORRECTIONS

Interviewer:

BURCH

EVALUATION SCALE

1. Does not meet MINIMUM requirements:
 - * The candidate is unable to clearly communicate answers to the interview questions.
2. Meets MINIMUM requirements:
 - * The candidate is able to communicate clearly the most important issues and facts.
3. Meets REQUIREMENTS:
 - * The candidate is able to clearly communicate all important issues and facts.
4. Exceeds REQUIREMENTS:
 - * The candidate communicates all important issues and facts with exceptional clarity.

INTERVIEW QUESTIONS

1. What made you decide on a career in safety forces. 1 2 3 4
2. Tell me about a problem that you overcame or an achievement that you are particularly proud of. 1 2 3 4
3. If I have two (2) equally qualified candidates, you are one (1) of the two (2), why should I hire you before the other candidate. 1 2 3 4
4. Tell me about a disagreement between yourself and a co-worker, roommate, or a friend. 1 2 3 4
How did you resolve it?
What would you do differently if you were in the same situation today?
5. What do you believe are the most important traits that a police officer should have to do a good job? 1 2 3 4
6. Have you ever belonged to a group, club, or were required to work with others to complete a task? 1 2 3 4
What were the goals of the group?
What did you do to help the team accomplish the task?

7. Tell me about your most recent position. 1 2 3 4
Describe a typical day on the job.
What aspect of that job did you enjoy the most/least?
8. What were your career goals when you completed school? 1 2 3 4
How have your goals changed?
9. Where do you see yourself in five (5) years? 1 2 3 4
What are your long-range career objectives?
10. What are your greatest strengths? 1 2 3 4
How do they apply to this position?
11. What have you done recently to become more effective in this type of position? 1 2 3 4
What have you done in the past year to improve yourself?
12. Describe the greatest challenge or crisis that you faced during your life? 1 2 3 4
Tell me how you resolved it? What did you learn from it?
13. Have you ever taken any special courses related to this type of position? 1 2 3 4

OVERALL EVALUATION

ACCEPTABLE: _____ UNACCEPTABLE: _____

COMMENTS:

CASUAL DRESS, RELAXED, GOOD EYE CONTACT.

ABOVE AVERAGE ANSWERS, GOOD INTERVIEW

31

CANDIDATE EVALUATION FORM

Candidate Name:

[REDACTED]

Date:

11-4-99

Position Title:

CORR

Interviewer:

JS

EVALUATION SCALE

1. Does not meet MINIMUM requirements:

* The candidate is unable to clearly communicate answers to the interview questions.

2. Meets MINIMUM requirements:

* The candidate is able to communicate clearly the most important issues and facts.

3. Meets REQUIREMENTS:

* The candidate is able to clearly communicate all important issues and facts.

4. Exceeds REQUIREMENTS:

* The candidate communicates all important issues and facts with exceptional clarity.

INTERVIEW QUESTIONS

1. What made you decide on a career in safety forces. 1 2 3 4

2. Tell me about a problem that you overcame or an achievement that you are particularly proud of. 1 2 3 4

3. If I have two (2) equally qualified candidates, you are one (1) of the two (2), why should I hire you before the other candidate. 1 2 3 4

4. Tell me about a disagreement between yourself and a co-worker, roommate, or a friend. 1 2 3 4

How did you resolve it?

What would you do differently if you were in the same situation today?

5. What do you believe are the most important traits that a police officer should have to do a good job? 1 2 3 4

6. Have you ever belonged to a group, club, or were required to work with others to complete a task? 1 2 3 4

What were the goals of the group?

What did you do to help the team accomplish the task?

7. Tell me about your most recent position. 1 2 3 4
Describe a typical day on the job.
What aspect of that job did you enjoy the most/least?
8. What were your career goals when you completed school? 1 2 3 4
How have your goals changed?
9. Where do you see yourself in five (5) years? 1 2 3 4
What are your long-range career objectives?
10. What are your greatest strengths? 1 2 3 4
How do they apply to this position?
11. ~~What have you done recently to become more effective in this type of position?~~ 1 2 3 4
What have you done in the past year to improve yourself?
12. Describe the greatest challenge or crisis that you faced during your life? 1 2 3 4
Tell me how you resolved it? What did you learn from it?
13. Have you ever taken any special courses related to this type of position? 1 2 3 4

OVERALL EVALUATION

ACCEPTABLE: _____ UNACCEPTABLE: _____

COMMENTS:
