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

2026-2933
Officer Involved Critical Incident - 5193 Robinhood Drive, Willoughby, Ohio 44094 Lake County (L)

**Investigative Activity:** Review – [redacted] Personnel File; Victims' Rights Forms

**Involves:** [redacted]S)

**Activity Date:** 08/19/2026

**Activity Location:** BCI - Richfield

**Authoring Agent:** **SA John P. Tingley #154**

**Narrative:**

On Wednesday, August 19, 2026, Ohio Bureau of Criminal Investigation (BCI) Special Agent (SA) John Tingley (SA Tingley) reviewed the OPOTA Records, Personnel File, Training Records, and Qualification Records for [redacted] from the Willoughby Police Department (WPD). SA Tingley reviewed the listed files and noted the following:

Law Enforcement Experience:

[redacted] was hired by the WPD as a full-time officer on [redacted] previous law enforcement experience is documented in the table below:

| Agency | Employment Status | Start Date | End Date |
|---|---|---|---|
| Chardon Police Department | Full-Time | [redacted] | |
| Chardon Police Department | Part-Time | | |
| Mentor Police Department | Full-Time | | |
| Willoughby Police Department | Special | | |

Basic Training:

[redacted] attended and successfully completed Ohio Peace Officer Training Academy (OPOTA) Basic Training Class [redacted] at the Cleveland Heights Police

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

Academy. [redacted] also took and passed the OPOTA certification examination on [redacted] and was issued a Peace Officer Certificate by the Ohio Peace Officer Training Commission.

Current Peace Officer Status:

Based on the records received and reviewed from OPOTA, it is noted that [redacted] was a duly certified and sworn Ohio Peace Officer at the time of the Officer Involved Critical Incident.

Training File:

[redacted] has completed a number of advanced law enforcement training classes. Some of those classes include:

- Firearms Instructor
- Use of Force and De-Escalation
- Arrest, Search and Seizure
- Legal Updates
- Crisis Mitigation
- Objective Reasonableness
- Critical Thinking in Use of Force Situations
- Use of Deadly Force and Legal Guidelines
- Use of Force, Liability and Standards

Firearms Qualification:

The records provided by the WPD indicate that [redacted] qualified/shot on January 6, 2026, April 5, 2026, and May 4, 2026. The records, however, do not indicate which weapon was qualified/shot on these listed dates.

Disciplinary Records:

Based on the records received and reviewed from the WPD, [redacted] has no discipline related to the use of force.

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Marsy's Law Documentation:

[redacted] was also provided with a Marsy's Law packet which [redacted] chose to fill out and thereby claim the associated status.

The OPOTA Records, Personnel File, Training Records, and Qualification Records are attached to this report. [redacted] Marsy's Law documentation is also attached. Please refer to the attachments for further details.

**References:**

None

**Attachments:**

1. OPOTA RECORDS [redacted]
2. [redacted] file(msevel@willoughbypolice.com)
3. Range Record 2026(msevel@willoughbypolice.com)
4. [redacted] Victims' Rights Form

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# Office of Ohio Attorney General
## Ohio Peace Officer Training Academy
## Officer Record

OPOTA London Campus
1650 State Route 56 SW
P.O. Box 309
London, OH 43140
Phone: 740-845-2700

[redacted] **Willoughby Police Department, ID:** [redacted]

### Appointment History*

| Agency | Employee Status | Start Date | End Date | Separation Reason |
|---|---|---|---|---|
| Willoughby Police Department | Full-time | [redacted] | | |
| Chardon Police Department | Full-time | | | |
| Chardon Police Department | Part-time | | | |
| Mentor Police Department | Full-time | | | |
| Willoughby Police Department | Special | | | |

### Basic Academy Records

| School Number | School | Start Date | End Date | Exam Date | Certificate Number | Certificate Date | Appointed By | Appointed Date |
|---|---|---|---|---|---|---|---|---|
| [redacted] | Cleveland Heights Police Academy | [redacted] | | | | | Willoughby Police Department | [redacted] |

### Advanced Certifications

| Certification Date | Certification | Officer Number | Officer |
|---|---|---|---|
| No Records Found | | | |

### OPOTA Advanced Training Records**

| Course Title | Start Date | End Date |
|---|---|---|
| Semi-Auto Pistol Instructor | 12/15/2025 | 12/19/2025 |

| Course Title | Start Date | End Date |
|---|---|---|
| Building Mutual Respect and Community Trust | 1/10/2022 | 1/10/2022 |
| Trauma Informed Policing | 11/6/2017 | 11/6/2017 |
| Policing in the 21st Century: Use of Force and De-Escalation Webcast | 1/1/2016 | 12/13/2016 |
| Policing in the 21st Century: Community Policing Relations Webcast | 1/1/2016 | 12/13/2016 |
| School Resource Officer | 8/6/2012 | 8/10/2012 |

## LMS Training Records

| Date Completed | Course Title | Officer Number | Officer | |
|---|---|---|---|---|
| 12/9/2025 | CAT and Officer Wellness - 2025 | | | |
| 12/9/2025 | Ohio School Threat Assessment | | | |
| 10/20/2025 | Victims' Rights - Marsy's Law - 2025 | | | |
| 10/20/2025 | Ethics Law - 2025 | | | |
| 10/15/2025 | Arrest, Search, and Seizure - 2025 | | | |
| 10/6/2025 | Arrest, Search, and Seizure - 2025 | | | |
| 10/4/2025 | Legal Updates 2025 | | | |
| 8/22/2024 | National Center for Missing & Exploited Children – Harnessing Resources Seminar | | | |
| 8/21/2024 | Community Diversity and Procedural Justice | | | |
| 8/21/2024 | Crisis Mitigation - An Ohio Model | | | |
| 8/5/2024 | Impacting Narcotics in Ohio | | | |
| 8/5/2024 | Safe at Home | | | |
| 8/5/2024 | Use of Body-Worn Cameras | | | |
| 8/3/2024 | NIBIN II | | | |
| 8/2/2024 | Human Trafficking | | | |
| 8/2/2024 | Veterans In Crisis | | | |

| Date Completed | Course Title | Officer Number | Officer |
|---|---|---|---|
| 8/2/2024 | NIBIN III | [redacted] | [redacted] |
| 8/1/2024 | Legal Updates 2024 | | |
| 8/1/2024 | Victims' Rights - Marsy's Law | | |
| 8/1/2024 | Responding to Mental Health Issues | | |
| 8/1/2024 | NIBIN Overview | | |
| 8/23/2022 | Objective Reasonableness | | |
| 8/23/2022 | Qualified Immunity | | |
| 8/23/2022 | Concealed Firearm Carry Changes | | |
| 8/15/2022 | Critical Thinking in Use of Force Situations | | |
| 8/15/2022 | Responding to Sexual Assault | | |
| 8/15/2022 | Biological Evidence Collection for Sexual Assaults | | |
| 8/15/2022 | Mental Health Response | | |
| 8/15/2022 | Effective Communication and Safe Interaction with Persons in Crisis | | |
| 7/12/2022 | Trauma and the Brain | | |
| 7/12/2022 | Communication Disabilities | | |
| 1/29/2022 | Use of Deadly Force and Legal Guidelines | | |
| 1/26/2022 | BCI Lethal Use of Force and OIS Investigations | | |
| 1/25/2022 | Crisis Intervention | | |
| 1/25/2022 | Vicarious Trauma | | |
| 1/25/2022 | Officer Wellness Seminar | | |
| 1/21/2022 | Use of Restraints | | |
| 1/21/2022 | Ohio Public Records Law | | |
| 1/20/2022 | New and Updated Criminal Charges | | |
| 1/20/2022 | Hazing | | |

| Date Completed | Course Title | Officer Number | Officer |
|---|---|---|---|
| 1/19/2022 | Domestic Violence Legal Updates | [redacted] | [redacted] |
| 9/22/2020 | Procedural Justice and Police Legitimacy | | |
| 1/29/2020 | Use of Force, Liability and Standards | | |
| 12/2/2017 | DeEscalating Mental Health Crises | | |
| 11/15/2017 | Crisis Conflict Management | | |
| 10/30/2017 | Identity Theft | | |
| 9/8/2017 | Companion Animal Encounters | | |
| 8/24/2017 | 2017 Legal Update: Domestic Violence Refresher | | |
| 8/24/2017 | 2017 Legal Update: Civil Liability for Officers | | |
| 7/26/2017 | 04 Blue Courage Health and Wellness | | |
| 6/19/2017 | 03 Blue Courage Positive Psychology | | |
| 6/19/2017 | 02 Blue Courage The Nobility of Policing | | |
| 6/8/2017 | 01 Blue Courage Foundations | | |
| 12/19/2016 | Use of Force, Liability and Standards | | |
| 10/26/2016 | Street Smart Series: Shrooms LSD Huffing | | |
| 10/2/2016 | Street Smart Series: Cocaine and Crack | | |
| 9/28/2016 | Operating a Vehicle Impaired (OVI) Statutory Review | | |
| 5/14/2016 | Human Trafficking 2016 Update | | |
| 10/17/2015 | Death Notification | | |
| 10/17/2015 | Consent to Search Part 1 | | |
| 10/17/2015 | Automobile Inventory | | |
| 10/17/2015 | Automobile Searches | | |
| 10/17/2015 | The Timothy McVeigh Stop | | |
| 10/16/2015 | Domestic Violence with Lethality Factors | | |

| Date Completed | Course Title | Officer Number | Officer | |
|---|---|---|---|---|
| 4/3/2014 | Financial Exploitation of Seniors | [redacted] | [redacted] | |
| 2/9/2013 | Responding to Human Trafficking | | | |
| 2/8/2013 | Ohio Human Trafficking | | | |
| 2/5/2013 | Awareness of Human Trafficking | | | |

## Canine Training Records

| Canine School | Certificate Date | Canine Unit | Certificate Type | Specialty | Renewal Date |
|---|---|---|---|---|---|
| No Records Found | | | | | |

***The appointment records listed above reflect the appointed and separation information reported to OPOTC pursuant to section 109.761 of the Revised Code. Neither OPOTC, nor its staff, has independent knowledge of the information contained in these records.**

****The advanced training records listed above reflect ONLY THOSE trainings the peace officer scheduled through OPOTA. Records reflecting advanced training conducted by the peace officer's agency, or conducted by another organization, are not maintained by OPOTC. Requests for any such records should be directed to the peace officer's employing agency or the organization who conducted the training.**

*****Officer separation reasons are displayed only for separations that occurred on 7/1/2021 or later. For separations prior to 7/1/2021 this information may be obtained by submitting a public records request through the OPOTA Public Records Portal under "Request other records".**

MARC DANN
ATTORNEY GENERAL
STATE OF OHIO

OHIO PEACE OFFICER
TRAINING COMMISSION

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

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

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

## INSTRUCTIONS

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

## A. OFFICER INFORMATION

| 1. SOCIAL SECURITY NUMBER | 2. NAME (Last) (First) (Middle) | 3. BIRTHDATE (mm/dd/yyyy) |
|---|---|---|
| [redacted] | [redacted] | [redacted] |
| 4. GENDER [XX] Male [ ] Female | 5. ALIAS (Last) (First) (Middle) | 6. HOME PHONE NUMBER [redacted] |
| 7. DRIVER'S LICENSE # [redacted] | 8. HOME STREET/MAILING ADDRESS (#Street/PO Box) (City) (County Name) (State) (Zip Code) [redacted] | |

## B. AGENCY INFORMATION

| 9. AGENCY NAME | 10. APPOINTING AUTHORITY'S NAME & TITLE | 11. AGENCY PHONE NUMBER |
|---|---|---|
| Willoughby Police Department | David E. Anderson, Mayor and SafetyDirector | (440) 953-4212 |

| 12. AGENCY STREET/MAILING ADDRESS (#Street/PO Box) | (City) | (County Name) | (State) | (Zip Code) |
|---|---|---|---|---|
| 36700 Euclid Avenue | Willoughby | Lake | Ohio | 44094 |

## C. APPOINTMENT INFORMATION

| 13. APPOINTMENT DATE (mm/dd/yyyy) | 14. CURRENT RANK | 15. TITLE/ POSITION | 16. ORC SECTION |
|---|---|---|---|
| [redacted] | | Special Officer | 737.051 |

17. APPOINTMENT STATUS (mark appropriate box)
[ ] Full Time [ ] Part Time [ ] Auxillary
[ ] Reserve [X] Special

18. APPOINTEE'S FIRST PEACE OFFICER APPOINTMENT?
[X] yes (Complete all of page 2)
[ ] no (Complete pages 2 and 3 – an update evaluation will occur)

## D. TERMINATION INFORMATION

| 19. TERMINATION DATE (mm/dd/yyyy) | 20. REASON FOR TERMINATION (mark appropriate box) |
|---|---|
| | [ ] Resigned [ ] Discharged [ ] Retired [ ] Deceased [ ] Felony Conviction [ ] Other |

## E. ATTESTATION OF REPORTING OFFICIAL

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.

| SIGNATURE OF REPORTING OFFICIAL | NAME & TITLE OF REPORTING OFFICIAL (Typed or Printed Legibly) | DATE |
|---|---|---|
| [signature] | Conrad A. Straube, Chief of Police | [redacted] |



P.O. Box 309/London, Ohio 43140
Phone: (740) 845-2700/(800) 346-7682
FAX: (740) 845-2675

## PEACE OFFICER APPOINTMENT AND OATH OF OFFICE*

If first appointment: SCHOOL NAME Cleveland Hts. Police Academy SCHOOL # [redacted]

### I. TO BE COMPLETED BY APPOINTEE AND APPOINTING AUTHORITY:

On this date, you are hereby appointed as a peace officer to serve as a Special Officer (position/title) for the Willoughby Police Department (department name) pursuant to 737.051 (ORC Section)

As such, you shall swear or affirm the following:

I, [redacted] (appointee's printed name) do solemnly swear or affirm that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, and the Laws and Ordinances of City of Willoughby (political subdivision) and to the best of my ability will discharge the duties of the office of Special Police Officer (position/title).

[redacted]
Signature of Appointee

[redacted]
Date of Appointment (mm/dd/yyyy)

### II. TO BE COMPLETED BY APPOINTING AUTHORITY:

By signing below, I hereby swear or affirm that the above named individual is appointed to the above position pursuant to the authority vested in me by 737.051 (ORC Section), and that the individual has personally appeared before me and signed this oath in my presence.

[redacted]
Signature of Appointing Authority

David E. Anderson, Mayor and Safety Director
Typed/Printed Name of Appointing Authority and Title

**NOTARY:**

Sworn to and subscribed before me this 13 day of MARCH [redacted]

in the county of LAKE and the state of Ohio.

Affix seal here

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

My commission expires

DENNIS J. CORBETT
Notary Public
State of Ohio
My Commission Expires July 17, 2011
(Recorded in Lake County)

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

# OHIO PEACE OFFICER APPOINTMENT HISTORY

OFFICER'S NAME [redacted] SSN: [redacted]

BASIC TRAINING SCHOOL NAME Cleveland Hts Police Academy From: _____ _____
Beginning Date Ending Date

1. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

2. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

3. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

4. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

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

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

[redacted]
Signature of individual officer

Willoughby Police Department
Name of requesting agency

Signature of requesting official

36700 Euclid Avenue
Mailing address of requesting agency

Conrad A. Straube, Chief of Police
Typed name of requesting official

Willoughby, Ohio 44094
Mailing address (continued)

Sworn to and subscribed before me this 13 day of MARCH [redacted]

in the county of LAKE and the state of Ohio.

Signature of Notary/Attorney/Clerk of Courts My commission expires _____

Affix seal here

DENNIS J. CORBETT
Notary Public
State of Ohio
My Commission Expires July 17, 2011
(Recorded in Lake County)

# Memorandum

TO: Sarah Ritchie
Civil Service/Personnel

FROM: Chief Conrad A. Straube

DATE: [redacted]

INRE: Special Officers

---

The following officers were sworn in this morning:

[redacted]
SSN:
DOB:

Eric Charles Miller
1906 Aberdeen Road
Madison, Ohio 44057
SSN: [redacted]
DOB: 09/17/1974

They should begin at the "A" rate. If you need additional information, please do not hesitate to contact me.

CAS/ct
cc: Cher Hoffman
Finance Department

STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
MARC DANN, ATTORNEY GENERAL

March 28, [redacted]

Chief Conrad A. Straube
Willoughby Police Department
36700 Euclid Avenue
Willoughby, OH 44094

RE: Basic Training Certificate Request for
[redacted]
Cleveland Heights Police Academy
[redacted]

Dear Chief Straube:

The enclosed appointment document is being returned for correction for the reason(s) listed below:

**The appointee must sign page 2 where indicated. Return all pages when complete.**

Once the corrected appointment documents are received, and provided that no additional training is required, a certificate of completion will be issued. If you need assistance, please contact me directly at (740) 845-2693.

Sincerely,

Jill Gregory
Certification Officer

Enclosure(s)

JG/sls

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

An Internationally Accredited
Law Enforcement Training Academy

Printed in House

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

MARC DANN
ATTORNEY GENERAL
STATE OF OHIO

OHIO PEACE OFFICER
TRAINING COMMISSION

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

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

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

RECEIVED
PEACE OFFICER
[redacted]

## INSTRUCTIONS

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

## A. OFFICER INFORMATION

| 1. SOCIAL SECURITY NUMBER | 2. NAME (Last) (First) (Middle) | 3. BIRTHDATE (mm/dd/yyyy) |
|---|---|---|
| [redacted] | [redacted] | [redacted] |
| 4. GENDER [XX] Male [ ] Female | 5. ALIAS (Last) (First) (Middle) | 6. HOME PHONE NUMBER [redacted] |
| 7. DRIVER'S LICENSE # [redacted] | 8. HOME STREET/MAILING ADDRESS (#/Street/PO Box) (City) (County Name) (State) (Zip Code) [redacted] | |

## B. AGENCY INFORMATION

| 9. AGENCY NAME | 10. APPOINTING AUTHORITY'S NAME & TITLE | 11. AGENCY PHONE NUMBER |
|---|---|---|
| Willoughby Police Department | David E. Anderson, Mayor and SafetyDirector | (440) 953-4212 |
| 12. AGENCY STREET/MAILING ADDRESS (#/Street/PO Box) | (City) (County Name) (State) | (Zip Code) |
| 36700 Euclid Avenue | Willoughby Lake Ohio | 44094 |

## C. APPOINTMENT INFORMATION

| 13. APPOINTMENT DATE (mm/dd/yyyy) | 14. CURRENT RANK | 15. TITLE/ POSITION | 16. ORC SECTION |
|---|---|---|---|
| [redacted] | | Special Officer | 737.051 |

17. APPOINTMENT STATUS (mark appropriate box)
[ ] Full Time [ ] Part Time [ ] Auxiliary
[ ] Reserve [X] Special

18. APPOINTEE'S FIRST PEACE OFFICER APPOINTMENT?
[X] yes (Complete all of page 2)
[ ] no (Complete pages 2 and 3 – an update evaluation will occur)

## D. TERMINATION INFORMATION

| 19. TERMINATION DATE (mm/dd/yyyy) | 20. REASON FOR TERMINATION (mark appropriate box) |
|---|---|
| | [ ] Resigned [ ] Discharged [ ] Retired [ ] Deceased [ ] Felony Conviction [ ] Other |

## E. ATTESTATION OF REPORTING OFFICIAL

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.

| SIGNATURE OF REPORTING OFFICIAL | NAME & TITLE OF REPORTING OFFICIAL (Typed or Printed Legibly) | DATE |
|---|---|---|
| [signature] | Conrad A. Straube, Chief of Police | [redacted] |



P.O. Box 309/London, Ohio 43140
Phone: (740) 845-2700/(800) 346-7682
FAX: (740) 845-2675

PEACE OFFICER APPOINTMENT

If first appointment: SCHOOL NAME Cleveland Hts. Police Academy SCHOOL # [redacted]

## I. TO BE COMPLETED BY APPOINTEE AND APPOINTING AUTHORITY:

On this date, you are hereby appointed as a peace officer to serve as a Special Officer (position/title) for the Willoughby Police Department (department name) pursuant to 737.051 (ORC Section)

As such, you shall swear or affirm the following:

I, [redacted] (appointee's printed name) do solemnly swear or affirm that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, and the Laws and Ordinances of City of Willoughby (political subdivision) and to the best of my ability will discharge the duties of the office of Special Police Officer (position/title).

[redacted] [redacted]
Signature of Appointee — Date of Appointment (mm/dd/yyyy)

## II. TO BE COMPLETED BY APPOINTING AUTHORITY:

By signing below, I hereby swear or affirm that the above named individual is appointed to the above position pursuant to the authority vested in me by 737.051 (ORC Section), and that the individual has personally appeared before me and signed this oath in my presence.

Signature of Appointing Authority

David E. Anderson, Mayor and Safety Director
Typed/Printed Name of Appointing Authority and Title

**NOTARY:**

Sworn to and subscribed before me this 13 day of MARCH, [redacted]

in the county of LAKE and the state of Ohio.

Affix seal here

Signature of Notary/Attorney/Clerk of Courts

My commission expires

DENNIS J. CORBETT
Notary Public
State of Ohio
My Commission Expires July 17, 2011
(Recorded in Lake County)

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

OHIO PEACE OFFICER APPOINTMENT HISTORY

OFFICER'S NAME [redacted] SSN: [redacted]

BASIC TRAINING SCHOOL NAME Cleveland Hts Police Academy From: [redacted]
Beginning Date Ending Date

1. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

2. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

3. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

4. Appointed by: _____
Agency Name County Name

From: _____ To: _____ Position title: _____
Month/Date/Year Month/Date/Year (Deputy, Reserve Officer, Etc.)

Appointment status: ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special

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

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

[redacted]
Signature of individual officer

Willoughby Police Department
Name of requesting agency

Signature of requesting official

36700 Euclid Avenue
Mailing address of requesting agency

Conrad A. Straube, Chief of Police
Typed name of requesting official

Willoughby, Ohio 44094
Mailing address (continued)

Sworn to and subscribed before me this 13 day of MARCH [redacted]

in the county of LAKE and the state of Ohio.

Affix seal here

Signature of Notary/Attorney/Clerk of Courts

My commission expires _____

DENNIS J. CORBETT
Notary Public
State of Ohio
My Commission Expires July 17, 2011
(Recorded in Lake County)

## Thomas, Cheryl

**From:** Corbett, Dennis
**Sent:** Tuesday [redacted] 5:51 AM
**To:** Thomas, Cheryl
**Subject:** RE: New Specials Start Date

Cheryl..... Both new Officers came in on Sunday evening [redacted] for orientation, and are being paid for that day, which would be their first paid time. Hope that answers your question.....Dennis

---

**From:** Thomas, Cheryl
**Sent:** Monday, March 17, [redacted] 12:47 PM
**To:** Corbett, Dennis
**Subject:** New Specials Start Date

Sergeant Corbett:

I was completing the agency roster for OPOTA and I need to have the actual start date for Specials [redacted] and Miller.

Thanks, Cheryl

[redacted]

# Memorandum

**TO**: Sarah Ritchie
Civil Service/Personnel

**FROM**: Chief Conrad A. Straube

**DATE**: February 2, 2010

**INRE**: Special Officer [redacted]

---

The following officer was sworn [redacted]

[redacted]

SSN: [redacted]
DOB: [redacted]

Special [redacted] should begin at the "A" rate of $15.97. If you need additional information, please do not hesitate to contact me.

CAS/ct

cc: Finance Department

Phone #

Print Form

RICHARD CORDRAY
OHIO ATTORNEY GENERAL

# NOTICE OF PEACE OFFICER APPOINTMENT

Complete all blanks. Type or Print Legibly. Enter N/A if not applicable. Complete pages one and two for a new appointment.
Complete only page one for a status change. Email, Fax or Mail this document within ten days of the appointment or status change.
For Correction to Record information, enter correct information on this form and send a letter explaining the changes.

## OFFICER INFORMATION

1. Name (Last) (First) (Middle) [redacted]
2. Social Security Number [redacted]
3. Alias (Last)
4. Birth date (mm/dd/yyyy) [redacted]
5. Email Address
6. Home Mailing Address (#/Street/PO Box) [redacted] (City) (State) (Zip Code) (County Name)
7. Basic Training Academy (Academy Name) (Academy Number) (Dates of Training)
(Only complete if this is the officer's first appointment)

## AGENCY INFORMATION

8. Agency Name
9. Agency Email Address
10. Agency Phone Number
11. Agency Mailing Address (#/Street/PO Box) (City) (Zip Code) (County Name)

## APPOINTMENT INFORMATION (check the appropriate boxes)

12. ☐ New Appointment ☐ Status Change
13. Appointment Date
14. Select New Status ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

☐ City/Municipality Full-Time/Part-Time (737.02) ☐ City/Municipality Auxiliary/Reserve/Special 737.051)
☐ Sheriff (311) ☐ Deputy Sheriff (311.04) ☐ Township Police Officer (505.49) ☐ Township Constable (509.01)
☐ Village Chief (737.15) ☐ Village Full-Time/Part-Time/Special (737.16) ☐ Village Auxiliary/Reserve (737.161)
☐ Other (Indicate the correct ORC/Charter Number _____

## ATTESTATION OF LAW ENFORCEMENT AGENCY ADMINISTRATOR

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry.

15. Signature of Law Enforcement Agency Administrator
16. Name and Title
17. Date

## NOTARY

Sworn to and subscribed before me this _____day of _____, 20____ in the county of _____, Ohio.

_____ My commission expires_____.
Signature of Notary

Affix Seal Here

SF400adm Revised 08/05/2009

P.O. Box 309 London, Ohio 43140
Phone: (740) 845-2700/ (800) 346-7682
Fax: (740) 845-2675
Email:sf400@ohioattorneygeneral.gov

Officer Name (Last) | (First) | (Middle) | Social Security Number

## 18. OATH OF OFFICE

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

Signature of Appointee | Date

Signature of Appointing Authority | Name of Appointing Authority and Title (Typed OR Printed Legibly) | Date

## OHIO PEACE OFFICER APPOINTMENT HISTORY

Use additional pages if needed to complete the entire work history.

19. Appointed By (Agency Name and County): Willoughby Police Lake

20. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):

21. Appointment Status (Check Appropriate Box) :
☐ Full-Time ☑ Part-Time ☐ Auxiliary ☐ Re

22. Appointed By (Agency Name and County): Mentor Police Lake

24. Appointment Status (Check Appropriate Box):
☑ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

25. Appointed By (Agency Name and County): | 26. From(mm/dd/yyyy): | To(mm/dd/yyyy):

27. Appointment Status (Check Appropriate Box):
☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

28. Appointed By (Agency Name and County): | 29. From(mm/dd/yyyy): | To(mm/dd/yyyy):

30. Appointment Status (Check Appropriate Box):
☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

31. Appointed By (Agency Name and County): | 32. From(mm/dd/yyyy): | To(mm/dd/yyyy):

33. Appointment Status (Check Appropriate Box):
☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal



P.O. Box 309 London, Ohio 43140
Phone: (740) 845-2700/ (800) 346-7682
Fax: (740) 845-2675
Email: sf400@ohioattorneygeneral.gov

# RICHARD CORDRAY
OHIO ATTORNEY GENERAL

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

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

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

### INSTRUCTIONS

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

### A. OFFICER INFORMATION

1. SOCIAL SECURITY NUMBER [redacted]
2. NAME (Last) [redacted]
3. BIRTHDATE (mm/dd/yyyy) [redacted]
4. GENDER ☒ Male ☐ Fe
6. HOME PHONE NUMBER [redacted]
7. DRIVER'S LICE [redacted]
(State) hio (Zip Code) [redacted]

### B. AGENCY

9. AGENCY NAM Willoug
11. AGENCY PHONE NUMBER (440) 953-4212
12. AGENCY ST 36700 F
Pri [redacted]
Sec
(State) Ohio (Zip Code) 44094

### C. APPOI

16. ORC SECTION 737.051
17. APPOINT
☐ Full T
☐ Rese
NTMENT?
evaluation will occur)

### D. TERM

19. TERMIN
onviction ☐ Other

### E. ATTE

I attest that
this form.
of this agency substantiate the information on
SIGNATUR
DATE [redacted]



PEACE OFFICE
NG COMMISSION

# Memorandum

**TO:** Sarah Ritchie
Civil Service/Personnel

**FROM:** Cheryl Thomas
Administrative Assistant

**DATE:** May 26, 2009

**INRE:** Resignation of [redacted]

This memorandum will serve as notification that [redacted] has resigned as a Special Police Officer as of [redacted]

Please let me know if further information is needed.

cc: Cherrilyn Hoffman,
Finance Department

Council-manager
government since 1963

City of Mentor
8500 Civic Center Boulevard
Mentor, Ohio 44060-2499
440-255-1100

# Personnel File Disclosure

TO:

I authorize you to furnish the Chief of Police of the City of Mentor or his designee **FULL DISCLOSURE** of my **PERSONNEL FILES**. Please include any and all information of a confidential and privileged nature and photostats of same if requested.

I hereby release the City of Mentor and the above organizations from any liability or damage which may result from furnishing the information requested above.

[redacted]
*Applicant's Signature*

10/9/08
*Date*

[redacted]
*Printed Name*

*Note: This form may be retained in your files.*

*C:\WW6\Forms\Disclose.doc*

[redacted]

Chief Straube,

As of [redacted] I resign my position as a Special Patrolman at the Willoughby Police Department. I have accepted a full time position as a Patrolman with the Mentor Police Department. I would like to thank you for the experience and knowledge that Willoughby Police Department has provided me over the years, both as an Explorer and as a Special.

Sincerely,

[redacted]

Print Form

RICHARD CORDRAY
OHIO ATTORNEY GENERAL

# NOTICE OF PEACE OFFICER APPOINTMENT

Complete all blanks. Type or Print Legibly. Enter N/A if not applicable. Complete pages one and two for a new appointment. Complete only page one for a status change. Email, Fax or Mail this document within ten days of the appointment or status change. For Correction to Record information, enter correct information on this form and send a letter explaining the changes.

## OFFICER INFORMATION

1. Name (Last) [redacted] (First) (Middle)
2. Social Security Number [redacted]
3. Alias (Last) (First) (Middle)
4. Birth date (mm/dd/yyyy) [redacted]
5. Email Address
6. Home Mailing Address (#/Street/PO Box) [redacted] (City) (State) (Zip Code) (County Name)
7. Basic Training Academy (Academy Name) (Academy Number) (Dates of Training)
(Only complete if this is the officer's first appointment)

## AGENCY INFORMATION

8. Agency Name: Willoughby Police Department
9. Agency Email Address: dhuetter@willoughbyohio.com
10. Agency Phone Number: (440) 953-4212
11. Agency Mailing Address (#/Street/PO Box): 36700 Euclid Avenue
(City): Willoughby
(Zip Code): 44094
(County Name): Lake

## APPOINTMENT INFORMATION (check the appropriate boxes)

12. ☒ New Appointment ☐ Status Change
13. Appointment Date [redacted]
14. Select New Status
☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☒ Special ☐ Seasonal

☐ City/Municipality Full-Time/Part-Time (737.02) ☒ City/Municipality Auxiliary/Reserve/Special 737.051)
☐ Sheriff (311) ☐ Deputy Sheriff (311.04) ☐ Township Police Officer (505.49) ☐ Township Constable (509.01)
☐ Village Chief (737.15) ☐ Village Full-Time/Part-Time/Special (737.16) ☐ Village Auxiliary/Reserve (737.161)
☐ Other (Indicate the correct ORC/Charter Number _____

## ATTESTATION OF LAW ENFORCEMENT AGENCY ADMINISTRATOR

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry.

15. Signature of Law Enforcement Agency Administrator
16. Name and Title: Conrad A. Straube, Chief of Police
17. Date [redacted]

NOTARY

Sworn to and subscribed before me this 2ND day of FEBRUARY, 2010 in the county of Lake, Ohio.

Betty Stegura
Signature of Notary

My commission expires 4-19-11.

Affix Seal Here

BETTY STEGURA
Notary Public, State of Ohio
MY Commission Expires April 19, 2011
(Recorded in Lake County)

SF400adm Revised 08/05/2009

P.O. Box 309 London, Ohio 43140
Phone: (740) 845-2700/ (800) 346-7682
Fax: (740) 845-2675
Email:sf400@ohioattorneygeneral.gov

Officer Name (Last) [redacted] (First) [redacted] (Middle) [redacted] Social Security Number [redacted]

## 18. OATH OF OFFICE

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

[redacted]
Signature of Appointee

[redacted]
Date

Signature of Appointing Authority

Mayor and Safety Dir. David Anderson
Name of Appointing Authority and Title (Typed OR Printed Legibly)

[redacted]
Date

## OHIO PEACE OFFICER APPOINTMENT HISTORY

Use additional pages if needed to complete the entire work history.

19. Appointed By (Agency Name and County): Willoughby Police Department, Lake County
20. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):
21. Appointment Status (Check Appropriate Box) : ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☒ Special ☐ Seasonal

22. Appointed By (Agency Name and County): Mentor Police Department, Lake County
23. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):
24. Appointment Status (Check Appropriate Box): ☒ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

25. Appointed By (Agency Name and County):
26. From(mm/dd/yyyy): To(mm/dd/yyyy):
27. Appointment Status (Check Appropriate Box): ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

28. Appointed By (Agency Name and County):
29. From(mm/dd/yyyy): To(mm/dd/yyyy):
30. Appointment Status (Check Appropriate Box): ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

31. Appointed By (Agency Name and County):
32. From(mm/dd/yyyy): To(mm/dd/yyyy):
33. Appointment Status (Check Appropriate Box): ☐ Full-Time ☐ Part-Time ☐ Auxiliary ☐ Reserve ☐ Special ☐ Seasonal

P.O. Box 309 London, Ohio 43140
Phone: (740) 845-2700/ (800) 346-7682
Fax: (740) 845-2675
Email: sf400@ohioattorneygeneral.gov

# RICHARD CORDRAY
OHIO ATTORNEY GENERAL

February 11, 2010

Chief Conrad Straube
Willoughby Police Department
36700 Euclid Avenue
Willoughby, OH 44094

Re: Update Training Evaluation for [redacted]

Dear Chief Straube:

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

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

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

Sincerely,

Mary C. Broyles

Mary C. Broyles
Certification Officer
Professional Standards Section

cc: Officer

MB/jw

Ohio Peace Officer Training Academy
P.O. Box 309 • London,, Ohio 43140 • PHONE 740-845-2700/ 800-346-7682 • FAX: 740-845-2675 • www.ag.state.oh.us
4055 Highlander Pkwy Suite B • Richfield, Ohio 43140 • 330-659-2311/ 888-436-7282 • FAX: 330-659-2401

# RICHARD CORDRAY
OHIO ATTORNEY GENERAL

December 20, 2010

WILLOUGHBY POLICE DEPT
DAVID HUETTER
36700 EUCLID AVE
WILLOUGHBY OH 44094

**NO FBI RECORD ON FILE**
**AUTHENTICATION NO.** [redacted]
**ICN.** [redacted]

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:

| | |
|---|---|
| **Applicant Name:** | [redacted] |
| **Date of Birth:** | |
| **SSN:** | |
| **Date Completed by FBI:** | **December 17, 2010** |
| **Reason Fingerprinted:** | **4749.06** |

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.

Peter C. Tobin, Superintendent
Ohio Bureau of Criminal
Identification and Investigation

9VO777

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

An ASCLD/LAB® Accredited Laboratory (since 2002)

NMTFC4

# RICHARD CORDRAY
OHIO ATTORNEY GENERAL

December 20, 2010

WILLOUGHBY POLICE DEPT
DAVID HUETTER
36700 EUCLID AVE
WILLOUGHBY OH 44094

**NO BCI&I RECORD ON FILE**
**AUTHENTICATION NO.** [redacted]

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] |
| **Date of Birth:** | |
| **SSN:** | |
| **Date Completed:** | **December 17, 2010** |
| **Reason Fingerprinted:** | **Responsible for care, custody, control of children** |

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.

Peter C. Tobin, Superintendent
Ohio Bureau of Criminal
Identification and Investigation

9VO777

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

An ASCLD/LAB® Accredited Laboratory (since 2002)

# Memorandum

**TO:** Patrolman Peter Huth
Patrolman Ken Jordan
Patrolman Tim Kerzisnik
Patrolman David Burrington & Rebel
Sergeant Matthew Tartaglia
Detective Tom Bertone
Detective John Begovic
Detective Chuck Deutsch
[redacted]
Administrative Assistant Cheryl Thomas

**FROM:** Chief Conrad A. Straube CAS

**DATE:** February 13, 2012

**INRE:** 2011/2012 DARE Graduation

---

My office received a memorandum from Detective Sergeant James Schultz recognizing each of you for your individual contributions to the success of the DARE graduation program, from teaching classes to assisting with the slide show presentation. I would like to personally thank each of you who assisted with and attended the DARE Graduation on February 9th at South High School.

Again, thank you for your participation and let this memo serve as confirmation that your efforts did not go unnoticed.

CAS:cat

# Memorandum

**To:** Chief Conrad Straube

**CC:** Assistant Chief Rickard Cooper, Detective Lieutenant Thomas Trem, Lieutenant Philip Smith, Lieutenant Jack Poshe

**From:** Detective Sergeant James Schultz

**Date:** February 9, 2012

**Re:** DARE Graduation

---

I would like to say how proud and honored I am to work along side such outstanding officers and employees as Patrolmen Kenneth Jordan, Peter Huth, Timothy Kerzisnik, David Burrington, K9 Rebel, Sergeant Matthew Tartaglia [redacted] Detectives Thomas Bertone and John Begovic, and Administrative Assistant Cheryl Thomas.

On Thursday evening, February 9, 2012, the DARE Graduation was held for the students of Grant and Edison Elementary Schools. Patrolmen Jordan, Huth, and Kerzisnik have worked tirelessly throughout the 2011/2012 school year to teach, inform, and mentor the students at each of those schools, including McKinley Elementary. They also worked diligently to provide an outstanding graduation ceremony for the children and their parents and families. Each one of the children walked away after receiving their certificate with a huge smile on their face. Many of the students gave Officers Jordan, Huth, and Kerzisnik hugs and kind words of appreciation for their efforts.

Each one of the officers mentioned above provided something instrumental to the cause, the ceremony, and to the students and their families. Patrolmen Jordan, Huth, and Kerzisnik planned and emceed the DARE graduation ceremony. Sergeant Tartaglia, [redacted] Detective Begovic, and Administrative Assistant Thomas provided support for the ceremony, the students, and the parents. Detective Bertone provided support and photographed the ceremony. Patrolman Burrington and K9 Rebel provided support and live demonstrations to all of the students throughout the school year.

Judging by the reactions of the students and parents at the ceremony, Patrolmen Jordan, Huth, and Kerzisnik have made long-lasting impacts on the future of our community. With the relationships these officers have developed with many of the students, it is a shining example of the dedication, commitment, and professionalism displayed by the Willoughby Police Department for the City of Willoughby.

I know the DARE officers appreciated each of the other officers for attending the ceremony, but it truly meant everything to the parents, teachers, and students to see the teachings, the efforts and the support provided by Patrolmen Jordan, Huth, Kerzisnik, Burrington, K9 Rebel, [redacted], Detectives Bertone and Begovic, and Administrative Assistant Thomas for the 2011/2012 DARE program and graduation.

# Memorandum

**TO:** Sergeant Daniel Pitts
Patrolman James Lessick
Patrolman Michael Fitzgerald
Special Patrolman Chuck Popik
[redacted]
Explorer Ryan Kron
Explorer Nick Greig

**FROM:** Jack M. Beckwith
Chief of Police

**DATE:** February 21, 2013

**INRE:** Charity Volleyball Event South High School

---

My office received a Memorandum from Detective Sergeant Matthew Tartaglia commending your actions in regard to the above-referenced event. Detective Sergeant Tartaglia noted your willingness to volunteer your time to assist a member of the Willoughby South High School community. Your commitment to civic duty is commendable. I just wanted you to know that your efforts have not gone unnoticed.

I concur with all of the comments contained in the Memorandum and a copy will be permanently placed in your personnel files.

cc: Lieutenant Randy Sevel
Lieutenant James Schultz
Special Officer Paul Emch

Conrad Strumbo
Chief of Police
David E. Anderson
Mayor and Safety Director

# City of Willoughby

## POLICE DEPARTMENT



Phone (440) 953-4212
Fax (440) 953-4225
Detective Bureau (440) 953-4210

36700 Euclid Avenue
Willoughby, OH 44094

February 11, 2013

Chief Jack Beckwith,

I would like to commend the following officers for their voluntary assistance at a charity event conducted over the weekend.

Sergeant Daniel Pitts
Patrolman James Lessick
Patrolman Michael Fitzgerald
Special Patrolman Chuck Popik
[redacted]
Explorer Ryan Kron
Explorer Nick Greig

The charitable event was held at South High School on Friday February 8th, 2013. It was held to raise funds for the family of a Willoughby Eastlake School teacher, who's son developed a rare disease requiring a lengthy hospital stays and mounting bills.

I had been contacted the week prior by Eagle Protective Services asking for an officer to be hired for security at the event. Through our discussion, Eagle Protective advised me that if someone chose to volunteer for the event, they would donate the officer's pay to the charity.

I posted the detail and as you can see from the names mentioned above, seven representatives of the Willoughby Police Department donated their time for a great cause.

I wanted to your office to be aware of their actions and permanently document their donation to this community. Actions such as theirs are the definition of civic duty and what makes the City of Willoughby what it is today.

I commend their actions and hope that their sense of community is contagious throughout the Willoughby Police Department.

Respectfully Submitted,

Sergeant Matthew Tartaglia

# WILLOUGHBY MIDDLE SCHOOL

Willoughby-Eastlake City School District

Lawrence Keller, Principal
Mathew Sternberg, Assistant Principal
36901 Ridge Road, Willoughby, Ohio 44094 Office 440-975-3600, Fax 440-975-3618

June 11, 2013

Dear Chief Beckwith,

As we close the 2012-2013 school year I wanted to communicate our appreciation for the service of our [redacted] I cannot adequately put into words how much he is valued. He has bonded with the staff and reached out to our more difficult students. He supports the needs of our teachers in getting reluctant students to stand down. When situations get tough and we need a strong and calming presence, [redacted] is there. The children need him and so do we.

Providing school safety is a priority and having [redacted] with us makes this much easier. As we are educators [redacted] elps us understand what steps we need to take to secure our building. His knowledge and professionalism are second to none.

I hope that you find [redacted] experiences at Willoughby Middle School to be valuable to the Willoughby Police. As the summer begins and the children hit the parks, malls and theaters Bill will not be a stranger to our communities' children.

Sincerely,

Mathew Sternberg
Assistant Principal
Willoughby Middle School

Jack M. Beckwith
*Chief of Police*
David E. Anderson
*Mayor and Safety Director*

# City of Willoughby

## ★ POLICE DEPARTMENT ★



Phone (440) 953-4212
Fax (440) 953-4225
Detective Bureau (440) 953-4210

36700 Euclid Avenue
Willoughby, OH 44094

March 3, 2014

[redacted]

This letter is being written to let you know that your name was submitted to the Awards Committee for the 2013 Special Officer of the Year. Although the award was given to a co-worker, that does not mean you are not a valued employee; in fact it is just the opposite.

To be nominated for this award is a great achievement. This letter will be placed in your personnel file as a reminder of your excellent service to the Department and the citizens of Willoughby. The Awards Committee and the Chief of Police would like to thank you for your dedicated service.

Lieutenant Randy Sevel
Awards Committee – Chair

Jack M. Beckwith
Chief of Police

cc: Personnel File

**DISCLAIMER AND SIGNATURE**

I certify that all the information in this application is true and complete. I acknowledge that if any false information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to the City of Chardon's rules and regulations. I agree that my employment and compensation can be terminated with or without cause, with or without notice and at any time by the City of Chardon. I acknowledge and agree that the terms and conditions of my employment may be changed with or without cause and with and without notice at any time by the City of Chardon. I understand that only the City Manager has the authority to enter into any agreement for employment in writing, for any specific period of time, or to agree to terms and conditions contrary to the foregoing.

Signature: [redacted] Date: 5/26/15

In case of an emergency, notify [redacted] Phone: [redacted]

# CITY OF CHARDON APPLICANT RELEASE FORM

Are any of your relatives currently a City employee or serving on a City Board or Commission? ☐ Yes ☑ No

If yes, please name: _____

I, [redacted], currently residing at [redacted]

have applied for employment with the City of Chardon. I have been advise[redacted] that a representative of the City of Chardon will be conducting a thorough investigation of my background to assist in determining my suitability for this position. I realize that, in conducting this background investigation, officers will be making inquiries of, and requesting records from schools that I have attended; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms that may have information regarding my credit record and/or financial standing/ present and previous employers; and any other persons who may be able to provide information about me.

I hereby consent to this investigation and waive all privilege and confidentiality that prevent provisions of law, school official, court, police agency, credit bureau, employer, firm or person, from disclosing any records or information they have concerning me which is requested or desired by the City of Chardon. I further consent to the Chardon City Manager or his representative being provided with a copy of any such record concerning me.

I recognize the right of the City of Chardon to treat, at its discretion, certain sources as confidential and its right to withhold from me or my agent the names of such confidential sources and information obtained therefrom.

[redacted] 5/26/15
Date

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin or other protected classification.*

**Kim Pintar**

**From:** Randy Sevel
**Sent:** Monday, June 19, 2017 1:57 PM
**To:** GRP - All Personnel PD
**Subject:** FW: State of Ohio vs. Derik James Horton II, [redacted]

Great job by all!!! A copy of this will be placed in the personnel file of all involved. Thanks again for a job well done.

The officers involved, as far as CAD shows, are the following:
Sgt. Jordan
Ptl. Jackson
Ptl. Scozzie
Ptl. Neath
Ptl. Popik
[redacted]
Det. Bertone

Please let me or your boss know if you had a part in this case so you can be included!

Thanks

Randy

**From:** Conway, Seanna M. [mailto:Seanna.Conway@lakecountyohio.gov]
**Sent:** Monday, June 19, 2017 10:07 AM
**To:** Kenneth Jordan <KJordan@willoughbypolice.com>
**Cc:** Randy Sevel <RSevel@willoughbypolice.com>
**Subject:** State of Ohio vs. Derik James Horton II, [redacted]

Good morning Sgt. Jordan,

As you may have heard, we secured a guilty verdict in the above case, on one count of Felonious Assault (F2) and two (2) counts of assault. I wanted to personally reach out to you and let you know how thankful I am for the hard work that you and all the officers who responded to the scene put into this case. Specifically, Officers Scozzie, Neath and [redacted]. I know others, such as Officer Popik, also responded to the scene and assisted.

It was not an easy case, but we got the job done and I would not have been able to do that without the assistance, time and patience of the above officers. Additionally, Det. Bertone put a lot of work into following up with witnesses on this case.

Please note my gratitude for your time and of course, the accommodation of the Willoughby Police Dept. in meeting with me on several occasions.

Thank you!

Sincerely,

Seavina M. Conway
Assistant Prosecuting Attorney
Lake County Prosecutor's Office
PO Box 490
Painesville, OH 44077
440-350-2683

**This message and any response to it may constitute a public record and thus may be publicly available to anyone who requests it.**

This transmission is intended only for the intended recipient(s). If you have received this e-mail in error, please notify the sender by e-mail at the address above. Thank you.

emailed 12-9-2020

DAVE YOST
OHIO ATTORNEY GENERAL

OHIO ATTORNEY GENERAL
PEACE OFFICER TRAINING COMMISSION

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

# NOTICE OF PEACE OFFICER APPOINTMENT

**Check Box if: ☐ Correction to Record ☐ Name Change**

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

## OFFICER INFORMATION

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

## AGENCY INFORMATION

9. Agency Name: Willoughby Police Department
10. Reporting Authority's Email Address
11. Agency Phone Number: 440/953-4212
12. Agency Mailing Address (#/Street/PO Box): 36700 Euclid Avenue (City): Willoughby (Zip Code): 44094 (County Name): Lake

## APPOINTMENT INFORMATION (Complete Date, Status and ORC)

13. New Appointment Date [redacted]
14. Status Change Date / /

15. Select New Status ✓ Full-Time ___ Part-Time ___ Auxiliary ___ Reserve ___ Special ___ Seasonal

For the purpose of this form, full-time means those in active pay status (including those on vacation, sick, bereavement, personal or administrative leave; on compensatory time or holidays) receiving compensation and benefits for 40 hours in a work week or 80 hours in a 14-day period.

16. Select New ORC

| | | |
|---|---|---|
| ✓ City Full-Time/Part-Time (737.02) | ___ City Auxiliary/Reserve/Special (737.051) | ___ City Chief (737.02) |
| ___ Village Full-Time/Part-Time/Special (737.16) | ___ Village Auxiliary/Reserve (737.161) | ___ Village Chief (737.15) |
| ___ Township Police Officer (505.49) | ___ Township Constable (509.01) | ___ Other Chief - List ORC/Charter ___ |
| ___ Other - List ORC/Charter ___ | ___ Deputy Sheriff (311.04) | ___ Sheriff (311.01) |

## ATTESTATION OF REPORTING AUTHORITY

I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided on this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.

17. Signature of Reporting Authority: CHIEF
18. Printed Name and Title: James H. Schultz, Chief
19. Date: 12/07/2020
20. Signature of Witness: Kim Pintar
21. Printed Name (First, Middle, Last): Kim Pintar
22. Date: 12/7/2020

**This form may be emailed to: SF400@ohioattorneygeneral.gov**

Officer Name (Last) (First) (Middle) Social Security Number

[redacted]

## 23. OATH OF OFFICE

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

[redacted]

Signature of Appointing Authority

Robert A. Fiala
Name of Appointing Authority (Typed or Printed Legibly)

Mayor and Safety Director
Title of Appointing Authority (Typed or Printed Legibly)

## OHIO PEACE OFFICER APPOINTMENT HISTORY

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

24. Appointed By (Agency Name and County): Chardon Police Department
25. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):
26. Appointment Status (Check Appropriate Box)
XX Full-Time ____ Part-Time ____ Auxiliary ____ Reserve ____ Special ____ Seasonal

27. Appointed By (Agency Name and County): Willoughby Police Department
28. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):
29. Appointment Status (Check Appropriate Box)
____ Full-Time ____ Part-Time ____ Auxiliary ____ Reserve ✓ Special ____ Seasonal

30. Appointed By (Agency Name and County): Mentor Police Department
31. From(mm/dd/yyyy): [redacted] To(mm/dd/yyyy):
32. Appointment Status (Check Appropriate Box)
XX Full-Time ____ Part-Time ____ Auxiliary ____ Reserve ____ Special ____ Seasonal

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

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

39. Appointed By (Agency Name and County):
40. From(mm/dd/yyyy): / / To(mm/dd/yyyy): / /
41. Appointment Status (Check Appropriate Box)
____ Full-Time ____ Part-Time ____ Auxiliary ____ Reserve ____ Special ____ Seasonal

**This form may be emailed to: SF400@ohioattorneygeneral.gov**

# WILLOUGHBY POLICE DEPARTMENT

## PERFORMANCE EVALUATION PATROLMAN

Employee Name [redacted] Assignment [redacted]

Raters Name Lt. Davis Date of Rating 1/15/2022

Evaulation Period 1/1/2021 12/31/2021

### SECTION (1) - GENERAL REQUIRED STANDARDS

**N = Needs Improvement P = Proficient E = Excels**

1.) **Integrity and Organizational Ethics**
Performs all activities in accordance with Oath of Office, Law Enforcement Code of Ethics, Mission Statement, pertinent laws, rules and regulations. Sets an example for other officers in situations where discretion is warranted.

N ☐ P ☑ E ☐

2.) **Attendance, Reporting for Duty on Time**
Reports for duty in time to prepare for roll call and obtain briefing by the previous shift commander. Observes established working hours. Is conscientious with use of compensatory time and shift trades. Sick time usage is in accordance with City Policy 301.

N ☐ P ☑ E ☐

3.) **Safety**
Adheres to safety rules and regulations. Maintains a level of physical fitness to ensure they are able to protect themselves and others.

N ☐ P ☑ E ☐

4.) **Dress Code and Uniform Appearance**
Adheres to departmental uniform requirements. Uniforms are neat and clean. Department issued ballistic body armor is utilized.

N ☐ P ☑ E ☐

5.) **Weapons Proficiency**
Completes required range training. Achieves passing scores with all required weapons.

N ☐ P ☐ E ☑

6.) **Prisoner Booking and Jail Procedures**
Performs all required booking procedures in accordance with departmental policy and procedures. Reports unsafe conditions and problems to supervisor without delay.

N ☐ P ☑ E ☐

7.) **Technical Skills**
Makes proper use of Radar, MDT, CAD, in car video, Livescan, Intoxilizer 8000, and weapons. Understands forensic and investigative methods and is able to either implement methods or enlist personnel whom can.

N ☐ P ☑ E ☐

COMMENTS:

[redacted] adheres to the mission statement and holds himself accountable. [redacted] arrives for work on time ready to perform his duties and his uniforms are neat and clean. He is safety conscious, proficient in all weapon systems, is able to protect himself and others, and is able to complete all booking procedures and adheres to the jail policies.

## SECTION II - POSITION PERFORMANCE FACTORS

1.) **Job Knowledge:**
Standard performance is demonstrated by the Patrolman's understanding and use of current laws, rules, techniques and procedures. Makes an effort to understand and utilize new procedures and techniques. Job knowledge is appropriate with job experience.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] is aware and properly uses long standing policies and procedures, criminal rules, statutes and ordinances.

2.) **Quality of Work/Report Writing:**
Written work is thorough and organized. Follow up investigation is productive and useful and conducted without prompting. Work requires few revisions. Individual and squad goals are accomplished effectively.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] writes good reports with some correction. His reports contain all the necessary information and he is receptive to feedback.

3.) **Quantity of work:**
Completes assignments, incident reports, accident reports, and follow up investigations in a timely manner. Assists others, evidence collection on officer's initiative.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] completes his assignments in a timely manner. He is organized and always willing to help out his squad members.

4.) **Initiative and Innovation**

Utilizes new ideas and techniques. Responds positively to challenges and changes. Assignments are completed without prompting.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] responds well and is accepting of change

5.) **Judgment and Problem Solving**

Appropriate action is taken on a consistent basis and situations are handled effectively. Shows ability to reason through problems arriving at a logical conclusion.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] is able to reason through most problems and will not hesitate to ask questions or for guidance from squad members or is supervisor.

6.) **Communication/Teamwork**

Demonstrates the use of clear, concise, and accurate communication in both written and oral form. Demonstrates good listening skills. Has a positive approach to the department's mission, policies, goals, and duties. Works effectively with peers and supervisors. Assists other officers without compromising assignments or activities.

| N | P | E |
|---|---|---|
| ☐ | ☐ | ☑ |

Comments:

[redacted] communicates well with others and has a postive attitude. [redacted] routinely assists others with their work without prompting. He works well and fits in with peers and supervisors.

7.) **Public Contacts**

Officer is genuinely and properly courteous, friendly, and empathetic. Communicates professionally with objectivity. Is able to take action without creating offense or hostility. No founded complaints or pattern of complaints regarding citizen contacts.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

[redacted] portrays a positive image of the police department. He is kind and courteous with the public and his peers.

## OTHER PERFORMANCE INDICATORS

| | | | |
|---|---|---|---|
| 1.) Letters of commendation from Supervisors | 3 | 5.) Calls for service | 1822 |
| 2.) Letters of commendation from citizens | 0 | 6.) TTA's | 27 |
| 3.) Number of founded complaints against officer | 0 | 7.) Follow up reports | 77 |
| 4.) Discliplinary actions against officer | 0 | 8.a) Sick hours used this period | 0 |
| | | 8.b) Occurences used this period | 0 |

9.) Motor vehicle accidents: 0

10.) Motor vehicle accidents with officer at fault: 0

11.) Schools attended (list below):

weapons training, procedural justice

## In-Service Training Hours:

| | | | |
|---|---|---|---|
| Less Lethal | 1 | Taser | 1 |
| Firearms-Pistol | 1 | Firearms - Rifle | 1 |
| Defensive Tactics | | RAIDER | |
| K-9 | | ERT | |
| Task Force | | Other | 50 |
| Driving Skills | | | |

| | |
|---|---|
| Use of Force Incidents-Justified | 1 |
| Use of Force Incidents-Not Justified | 0 |

Comments:

Difficult to get schools due to manpower and covid.
Did building searches, roll call training, room entry, stop sticks, video debriefing

6 Month Period

OVI

| | | |
|---|---|---|
| 0 | = | Needs Improvement |
| 1 - 3 | = | Proficient |
| 4 + | = | Excels |

Total 3

Year Total

OVI

| | | |
|---|---|---|
| 0 - 1 | = | Needs Improvement |
| 2 - 6 | = | Proficient |
| 7 + | = | Excels |

Total 3

6 Month Period

PARKING

| | |
|---|---|
| 0 - 20 | Needs Improvement |
| 21 - 34 | Proficient |
| 35+ | Excels |

Total 25

Year Total

PARKING

| | |
|---|---|
| 0 - 41 | Needs Improvement |
| 42 - 68 | Proficient |
| 69+ | Excels |

Total 70

6 Month Period

TRAFFIC/ARREST

| | |
|---|---|
| 0 - 63 | Needs Improvement |
| 64 - 90 | Proficient |
| 90+ | Excels |

Total 114

Year Total

TRAFFIC/ARREST

| | |
|---|---|
| 0 - 126 | Needs Improvement |
| 127 - 180 | Proficient |
| 181+ | Excels |

Total 184

6 Month Period

TRAFFIC STOPS

| | |
|---|---|
| 0 - 74 | Needs Improvement |
| 75 - 120 | Proficient |
| 121+ | Excels |

Total 175

Year Total

TRAFFIC STOPS

| | |
|---|---|
| 0 - 148 | Needs Improvement |
| 149 - 240 | Proficient |
| 241+ | Excels |

Total 397

6 Month Period

BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 53 | Needs Improvement |
| 54 - 84 | Proficient |
| 85+ | Excels |

Total 61

Year Total

BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 106 | Needs Improvement |
| 107 - 168 | Proficient |
| 169+ | Excels |

Total 123

| | Yes | No |
|---|---|---|
| Performance Improvement Plan Needed: | ☐ | ☑ |

If Officer needs improvement in a category but no PIP is needed, supervisor is required to explain below in addition to other comments:

Evaluator's Comments:

[redacted] writes good reports and is a very active officer. A couple of reports worth noting are [redacted] makes good use of his discretionary time to enforce traffic and other violations. [redacted] brings a postive attitude with him to work and works well with his peers and is always willing to assist without prompting. Due to Covid 19 the first six months Officer's were tasked with changing the way some things were done to limit exposure causi[redacted]me performance areas.
Goals [redacted] should continue be active in his enforcement of traffic and other violations. [redacted] should continue to take schools that will further his job knowledge and areas of interest within the police department.

Employee's Comments:

Reviewer's Comments:

Employee's Signature: [redacted] Date: 1/25/22

Evaluator's Signature: Lt. Date: 1/25/22

Reviewer's Signature: Capt. Date: 2/1/22

Note: Signature indicates that employee has observed and discussed this evaluation with a supervisor and has been given the opportunity to add written comments. Agreement with the content of this evaluation is not necessarily implied. Appeal of this evaluation must be done in writing within(5) working days, as written in Departmental general order A-7.

# MAYFIELD HEIGHTS
# POLICE DEPARTMENT

Anthony D. Mele
Chief of Police

Chief James Schultz
36700 Euclid Avenue
Willoughby, Ohio 44094

Monday, May 30, 2022

Dear Chief Schultz,

I want to make you aware of the outstanding job your officers did on two separate cases assisting the Mayfield Heights Police Department.

On Wednesday, 5/18/22, MHPD was conducting a burglary investigation in our city. We knew that there were several male suspects that committed the burglary and we had a vehicle description and license plate that the suspects used. The plate was registered to a female. The suspect vehicle hit on a Flock camera at SOM/Euclid. One of our detectives sent a message on the Crime Fighter app and immediately received a reply from Sgt. Sevel. He responded that he would look for the vehicle and notify patrol officers from your department. Within minutes they located the vehicle parked in a lot. A short time later your officers established probable cause to stop the males and detained them on a drug investigation. The males were identified as Jovontae Henderson and James Williams. Their help on this date led to identifying two accomplices in our burglary. It also led to the recovery of three cell phones from the suspects, which may yield additional evidence for our case.

On Thursday, 5/19/22, Mayfield Heights PD responded to a purse snatching in our city. This call led to the suspect fleeing from officers northbound on SOM in a stolen vehicle. Shortly after our department lost sight of the vehicle, Willoughby officers responded to the area and were able to locate our suspect, Leonardo Cisternino. Your officers were able to recover our victim's purse, cell phone, and other belongings. If that wasn't enough, your detectives then assisted in the processing of the stolen auto.

Please extend my sincere thanks to your officers. The Mayfield Heights officers involved in both these cases express to me how impressed they were with the tenacity, willingness to assist, and professionalism of your detectives and patrol officers.

Sincerely,

Anthony Mele
Chief of Police

6154 Mayfield Road, Mayfield Heights, Ohio, 44124-3296
440-442-2323 | FAX 440-442-6360

**Robert A. Fiala**
Mayor and Safety Director
**Todd M. Ungar**
Fire Chief
**Michael E. Dorsey**
Assistant Fire Chief
**Michael J. Kocab**
Captain

# City of Willoughby

FIRE DEPARTMENT **37000 Euclid Avenue · Willoughby, OH 44094**
Fire Administration 440-953-4343
Fire Prevention 440-953-4344
Fax 440-918-8579

July 6, 2022

Willoughby Police Chief James Schultz,

During the early morning hours of July 6, 2022, your officers responded to Incident [redacted] for an apartment fire at 37339 Grove Avenue. Officers arrived to find smoke showing from the second floor and unselfishly entered the building in attempt to evacuate the occupants. They encountered thick smoke conditions inside the building, yet successfully alerted those who had not exited. Your team also located two other occupants that needed to be accessed via ladder.

Please pass along our thanks to Lt. Toby Davis, Sgt. Brad Lampela, and Officers Licursi, [redacted] and DiSanto, we appreciate their hard work and efforts during this incident.

Todd Ungar
Fire Chief

Mike Dorsey
Assistant Fire Chief

Copy:

Mayor Fiala
Asst. Chief Tartaglia
Capt. Smith
Kim Pintar

James Schultz
*Chief of Police*

Robert A. Fiala
*Mayor and Safety Director*

# City of Willoughby

## ★ POLICE DEPARTMENT ★

Matthew A. Tartaglia
*Assistant Chief of Police*



**Phone (440) 953-4212**
Fax (440) 953-4225
Detective Bureau (440) 953-4210

36700 Euclid Avenue
Willoughby, OH 44094

September 12, 2022

Chief James Schultz,

On Saturday September 10th, 2022 several members of the Willoughby Police Department participated in the Local Heroes All Star Game held at the Miracle League Park. The league provides a venue where first responders and physically challenged children can get together on the ball field and have some fun. The following officers participated in the event and I would like your office to be aware of their dedication to our community.

Captain Phil Smith

Lieutenant James Davis

Sergeant Brad Lampela

Sergeant Michael Sevel

Detective David Burrington

Patrolman Ross Shirey

[redacted]

Patrolman Jackson Hyams

Patrolman Allan Cole

[redacted]

Patrolman Dominic Disanto

Patrolman Michael Nogalo

I applaud their dedication to the community and to Willoughby Police Department.

Respectfully Submitted,

Assistant Police Chief Matthew Tartaglia

# Willoughby Police Department

## Memorandum

To: Lieutenant Toby Davis, Detective Lieutenant John Begovic, [redacted], Kurt Keeper, and Chuck Popik

From: Chief James Schultz

CC: Administrative Assistant Kim Pintar, Assistant Chief Matt Tartaglia, and Captain Phil Smith

Date: November 30th, 2022

I wanted to take this opportunity to thank each of you for volunteering as a pallbearer and honoring Willoughby Police Lieutenant Jack Poshe at his funeral at St. Gabriel's Church on November 23, 2022. He deserved the best, and you gave him your best.

Jack was full of enthusiasm, constantly positive, and always made everyone feel important and included. Jack loved to joke around with everyone, which always made our jobs a little brighter. Jack worked unselfishly to fight crime, and he loved being a police officer. He wore the Willoughby Police uniform and later the Lake County Sheriff's Officer uniform with pride and honor.

For most of 2022, we sadly knew this day was coming. Jack fought a long and difficult battle, just like he fought to keep our community safe. He gave everything he had to all the officers that worked for him. Lieutenant Jack Poshe would have greatly appreciated the honor you gave him as you carried him one last time.

Thank you for your honor, commitment, and loyalty. I greatly appreciated it!

Respectfully,

James Schultz
Chief of Police

# Willoughby Police Department

## Memorandum

To: Assistant Chief Matt Tartaglia, Captain Phil Smith, Lieutenant Chris Scozzie, Detective Lieutenant John Begovic, Detective Sergeant Mike Sevel, Detectives Chuck Krejsa, David Burrington, George Lessick, Patrolmen Bruce Fedor, [redacted]yle Bucher [redacted] Dennis Corbett, Jerry Spradlin, and Chuck Popik

From: Chief James Schultz

CC: Administrative Assistant Kim Pintar

Date: November 23rd, 2022

I want to thank each of you for standing guard and honoring Lieutenant Jack Poshe on his day of visitation at the Brickman Bros. Funeral Home. He deserved the best, and you gave him your best.

Most of you worked here for many years with Jack. Jack was full of enthusiasm, constantly positive, and always made everyone feel important and included. Jack loved to joke around with each of us and make our jobs much more fun. Jack worked unselfishly to fight crime, and he loved being a police officer. He wore the Willoughby Police uniform and later the Lake County Sheriff's Office uniform with pride and honor.

For most of 2022, we sadly knew this day was coming. Jack fought a long and difficult battle, just like he fought to keep this City safe. Jack gave everything he had to all his officers who worked for him. Lieutenant Jack Poshe would have greatly appreciated the commitment and honor you gave him as you stood alongside to protect him.

Thank you for your honor, commitment, and loyalty. I greatly appreciated it!

Respectfully,

Chief Schultz

James Schultz
Chief of Police

# Willoughby Police Department

## Memorandum

To: Sergeant Brad Lampela, Patrolmen Kyle Bucher, [redacted] Taylor Zana, Patrolwoman Stacee Wright, Dispatchers Carla Gabele, and Frances Rivas

From: Chief James Schultz

CC: Mayor Robert Fiala, Assistant Chief Matthew Tartaglia, Captain Phil Smith, Lieutenant Chris Scozzie, Lieutenant James Davis, Sergeant Pete Huth, and Communications Supervisor Marlene Matteo

Date: February 22, 2023

Ref: Incident [redacted] Letter of Commendation

On Friday, February 17, 2023, at 0549 hours, Willoughby Dispatch began receiving multiple 911 calls for an active fire at the Chagrin River Walk construction site. You responded to the scene and immediately assisted the Willoughby Fire Department with closing Mentor Avenue. You then went to the individual apartment buildings in phase 1 and phase 2 of the Chagrin River Walk complex to evacuate the residents. Quickly, you were able to evacuate everyone from over 80 apartments in four buildings. Fire Chief Todd Ungar was equally impressed with your innovation of pulling fire alarms to save lives. The communication efforts from Dispatch to all police, fire, and service units on scene and to hundreds of outside entities was incredible, professional, and outstanding.

Yesterday, I received an email from a resident at Chagrin River Walk who expressed her sincere gratitude and thanks for your squad rescuing her dog while she was away at work. The resident wrote "Thanks to you, your department, and the countless other first responders, the residents and many pets of Chagrin River Walk are safe. Thank you for your service to the people of Willoughby. I wish I had the words to properly express just how grateful I am." I think she said it beautifully. This morning, I read an email sent by Sergeant Lampela to Lieutenant Scozzie, Sergeant Huth, and Communications Supervisor Matteo about what an outstanding job you all did that morning.

I greatly appreciate your professionalism, dedication, loyalty, and determination for making the City of Willoughby a safer place. Friday morning, you all were cold, wet, and tired, but I observed something different when I arrived. I saw calmness and confidence in Dispatch, ownership of the scene, a determination to keep everyone safe, an extreme effort to complete the mission that morning, and I saw the incident, as awful as it was, under complete control by Sergeant Lampela, [redacted] Bucher, Zana, [redacted], Patrolwoman Wright, and Dispatchers Gabele and Rivas. This memo will serve as a letter of commendation from my office for your efforts on Friday. Thank you!

Respectfully,

Chief Schultz

James Schultz
Chief of Police
36700 EUCLUD AVE WILLOUGHBY OHIO 44094

## James Schultz

**From:** James Schultz
**Sent:** Tuesday, February 21, 2023 2:02 PM
**To:** Alyssa DiGeronimo
**Cc:** Kim Pintar; Phillip Smith; Brad Lampela; Peter Huth; Chris Scozzie; James Davis
**Subject:** RE: Thank You So Much! - Chagrin Riverwalk Resident & Her Rescued Pup

Ms. Belli,

Last Friday morning was an extremely tragic incident. The fortunate thing was that no one was injured or killed as a result of the fire. I am extremely proud of our police officers and their actions Friday morning at the fire scene assisting the residents and fire fighters. I am also very proud of our Fire Department and the over 20+ Fire Departments who responded and helped our city that morning.

Thank you for reaching out to me about the incident and I am happy that my officers could assist you the way they did. Your words mean the world to me and to my Department. I will pass along your message to all the officers that worked that morning as it was truly a team effort. You can rest assure that you live in a city that has THE FINEST police officers and fire fighters serving this great community.

Thank you!
Jim

*James H. Schultz*
Chief of Police
Willoughby Police Department
36700 Euclid Avenue
Willoughby, Ohio 44094

440-953-4229
440-953-4225

jschultz@willoughbypolice.com
www.willoughbyohio.com/police
www.facebook.com/WilloughbyPolice

**From:** Alyssa DiGeronimo <digeronimo.alyssa@gmail.com>
**Sent:** Tuesday, February 21, 2023 1:01 PM
**To:** James Schultz <JSchultz@willoughbypolice.com>
**Subject:** Thank You So Much! - Chagrin Riverwalk Resident & Her Rescued Pup

Dear Chief Schultz,

I wanted to take a moment to thank you and the entire Willoughby Police Department.

I live at Chagrin Riverwalk and was at work when the fire started early Friday morning. (I work in local news and actually heard it over the scanner). My apartment building was evacuated and my pup Louie was still inside when I learned that it was the new construction that was burning. After a panicked phone call from me, my friend Sara located a Willoughby Police Officer who then rescued my dog from Building 4 while I raced home from downtown Cleveland.

I wish I knew the Officer's name so I could thank him directly - I cannot describe how much his service and care means to me and my family. My mini goldendoodle was scared and wouldn't come out of the crate, so the Officer carried him out of my apartment and down the stairs before he finally agreed to come out. The Officer then ensured my dog was given to my friend Sara until I could meet up with them. He then found me and let me know the crate was left in the stairway so I could go find it later.

Thanks to you, your department, and countless other first responders, the residents (and many pets) of Chagrin Riverwalk are safe. Thank you for your service to the people of Willoughby. I wish I had the words to properly express just how grateful I am.

God bless and take care.

Sincerely,

Alyssa Belli

MAROUS

On February 17th, Chagrin Riverwalk III, which was in the construction process, was completely lost due to a catastrophic fire that also affected Chagrin Riverwalk I and II. First and foremost, our number one priority and concern was and always is the safety and security of our residents, their families and guests, the first responders, the Willoughby community, and our colleagues and contractors.

We would like to thank all the first responders. Their efforts of controlling and putting out the fire, mitigated further damages and saved many lives. I want to stress; this was a very serious fire. No lives were lost or injured due to the efforts of first responders and fully operational fire systems in the occupied buildings.

We also want to thank the residents of Chagrin Riverwalk. There were numerous residents impacted by the fire. Through this tragic event, our residents helped and supported each other and worked effortlessly with our teams. The positivity, generosity, and patience they maintained was truly commendable.

Through valiant efforts, we gathered all our resources available, utilizing teams from Marous Management, Marous Builders, Marous Development, Marous Brother's Construction and Service Master. Those efforts allowed us to have every resident re-occupy their homes by 5pm that day. We will now begin the planning phase of getting the repairs made to the affected units and buildings.

Sincerely,

Joe Carmigiano
Director of Property Management
Marous Management Services

**Robert A. Fiala**
Mayor and Safety Director
**Todd M. Ungar**
Fire Chief
**Michael E. Dorsey**
Assistant Fire Chief
**Michael J. Kocab**
Captain

# City of Willoughby

FIRE DEPARTMENT **37000 Euclid Avenue · Willoughby, OH 44094**
Fire Administration 440-953-4343
Fire Prevention 440-953-4344
Fax 440-918-8579

February 27, 2023

Sergeant Brad Lampela, [redacted] Kyle Bucher [redacted] Stacee Wright, and Taylor Zana,

On the morning of February 17, 2023 we responded to a building fire at 38501 Mentor Avenue. Most of you arrived well before the fire department and quickly acted – without hesitation – entering the buildings on each side of the fire to alert residents and begin evacuating those who were unaware of the fire. What I witnessed firsthand and from watching video footage shows true bravery, you literally *ran* towards one of the largest fires our city has ever responded to with the intent to save lives. Every resident of our community should be proud of each of you for the service you provide to the City of Willoughby.

I commend each of you for your actions that morning and our department and citizens are grateful for your unwavering dedication.

Sincerely,

Todd Ungar
Fire Chief

Copy: Mayor Fiala
Chief Schultz
Assistant Chief Tartaglia
Captain Smith

# Willoughby Police Department

## Memorandum

To: Patrolmen Ross Shirey, Dan Lastoria, [redacted] Michael Nogalo, Detective David Burrington, Detective Sergeant Mike Sevel, Detective Lieutenant John Begovic, Sergeant Brad Lampela, Dispatchers Michelle Spehar and Lindsey Dieterich, and Assistant Chief Matthew Tartaglia

From: Chief James Schultz

CC: Captain Phil Smith, Lieutenants Jamie Greig, Toby Davis, Chris Scozzie, Sergeants Kevin Crowley, Matt Neath, and Communications Supervisor Marlene Matteo

Date: October 23, 2023

Ref: Letter of Appreciation – Miracle League of Lake County

I wanted to thank each of you for attending the two Miracle League of Lake County baseball games on Saturday September 16th at the Lake County Captain's Stadium. It was outstanding seeing so many of our FINEST there that afternoon, and it was an honor to participate alongside of each one of you. We only spent a few hours there, but I think you all made a lasting impression on so many people that day.

The Miracle League of Lake County posted several pictures on their Facebook page of our games. They said our team "came STRONG Saturday for our Local Heroes All-Star Game. Willoughby Police always brings a large, enthusiastic crew that are fired up to help the athletes, and this year was no different." Everyone associated with the Miracle League of Lake County appreciated your commitment, efforts, and donation that afternoon. You represented strong! Thank you!

Respectfully,

James Schultz
Chief of Police

October 20, 2023

Chief James Schultz,

On Saturday September 16th, 2023 several members of the Willoughby Police Department participated in the Local Heroes All Star Game held at the Miracle League Park. The league provides a venue where first responders and physically challenged children can get together on the ball field and have some fun. The following officers participated in the event and I would like your office to be aware of their dedication to our community.

Detective Lieutenant John Begovic

Sergeant Brad Lampela

Sergeant Michael Sevel

Detective David Burrington

Patrolman Ross Shirey

[redacted]

Patrolman Michael Nogalo

Dispatcher Michelle Spehar

Dispatcher Lindsey Dieterich

I applaud their dedication to the community and to Willoughby Police Department.

Respectfully Submitted,

Assistant Police Chief Matthew Tartaglia

# WILLOUGHBY POLICE DEPARTMENT
## PERFORMANCE EVALUATION PATROLMAN

Employee Name [redacted] Assignment [redacted]

Raters Name Sgt Peter J. Huth Date of Rating December 2022

Evaulation Period 01-01-2022 12-31-2022

## SECTION (1) - GENERAL REQUIRED STANDARDS

**N = Needs Improvement** **P = Proficient** **E = Excels**

| | N | P | E |
|---|---|---|---|
| 1.) **Integrity and Organizational Ethics** Performs all activities in accordance with Oath of Office, Law Enforcement Code of Ethics, Mission Statement, pertinent laws, rules and regulations. Sets an example for other officers in situations where discretion is warranted. | ☐ | ☑ | ☐ |
| 2.) **Attendance, Reporting for Duty on Time** Reports for duty in time to prepare for roll call and obtain briefing by the previous shift commander. Observes established working hours. Is conscientious with use of compensatory time and shift trades. Sick time usage is in accordance with City Policy 301. | ☐ | ☐ | ☑ |
| 3.) **Safety** Adheres to safety rules and regulations. Maintains a level of physical fitness to ensure they are able to protect themselves and others. | ☐ | ☐ | ☑ |
| 4.) **Dress Code and Uniform Appearance** Adheres to departmental uniform requirements. Uniforms are neat and clean. Department issued ballistic body armor is utilized. | ☐ | ☑ | ☐ |
| 5.) **Weapons Proficiency** Completes required range training. Achieves passing scores with all required weapons. | ☐ | ☑ | ☐ |
| 6.) **Prisoner Booking and Jail Procedures** Performs all required booking procedures in accordance with departmental policy and procedures. Reports unsafe conditions and problems to supervisor without delay. | ☐ | ☑ | ☐ |
| 7.) **Technical Skills** Makes proper use of Radar, MDT, CAD, in car video, Livescan, Intoxilizer 8000, and weapons. Understands forensic and investigative methods and is able to either implement methods or enlist personnel whom can. | ☐ | ☑ | ☐ |

**COMMENTS:**

- Sick time usage was due to a broken foot while exercising. No other sick time used.
- Able to protect himself and others if needed.
- Attended all squad run ranges and additional ranges with other squads.
- Proficient with all equipment he is trained on.

## SECTION II - POSITION PERFORMANCE FACTORS

1.) **Job Knowledge:**
Standard performance is demonstrated by the Patrolman's understanding and use of current laws, rules, techniques and procedures. Makes an effort to understand and utilize new procedures and techniques. Job knowledge is appropriate with job experience.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

- Knowledgeable in the use of the computer to gather information from several sources.
- Regularly takes calls from initial report to follow up to arrest.

2.) **Quality of Work/Report Writing:**
Written work is thorough and organized. Follow up investigation is productive and useful and conducted without prompting. Work requires few revisions. Individual and squad goals are accomplished effectively.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

- Investigations are thorough and complete.
- reports are complete and follow up is done when needed.

3.) **Quantity of work:**
Completes assignments, incident reports, accident reports, and follow up investigations in a timely manner. Assists others, evidence collection on officer's initiative.

| N | P | E |
|---|---|---|
| ☐ | ☐ | ☑ |

Comments:

- Handles all calls in assigned zone and regularly takes calls outside of zone when needed without being asked.
- Uses his discretionary time wisely.

4.) **Initiative and Innovation**

Utilizes new ideas and techniques. Responds positively to challenges and changes. Assignments are completed without prompting.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

- Assists other officers without being asked. (Traffic Stops, Arrests, Booking, Warrants)
- Provided medical attention when needed. [redacted]

5.) **Judgment and Problem Solving**

Appropriate action is taken on a consistent basis and situations are handled effectively. Shows ability to reason through problems arriving at a logical conclusion.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

- Considers options and uses good judgment when making a decision.

6.) **Communication/Teamwork**

Demonstrates the use of clear, concise, and accurate communication in both written and oral form. Demonstrates good listening skills. Has a positive approach to the department's mission, policies, goals, and duties. Works effectively with peers and supervisors. Assists other officers without compromising assignments or activities.

| N | P | E |
|---|---|---|
| ☐ | ☐ | ☑ |

Comments:

- Communicates well with supervisors, other officers and dispatch.
- Always willing to assist with whatever is needed.
- [redacted]

7.) **Public Contacts**

Officer is genuinely and properly courteous, friendly, and empathetic. Communicates professionally with objectivity. Is able to take action without creating offense or hostility. No founded complaints or pattern of complaints regarding citizen contacts.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

- Presents a positive and professional image to the public.
- Polite and courteous.

## OTHER PERFORMANCE INDICATORS

| | | | |
|---|---|---|---|
| 1.) Letters of commendation from Supervisors | 3 | 5.) Calls for service | 1499 |
| 2.) Letters of commendation from citizens | 1 | 6.) TTA's | 7 |
| 3.) Number of founded complaints against officer | 0 | 7.) Follow up reports | 63 |
| 4.) Discliplinary actions against officer | 0 | 8.a) Sick hours used this period | 16 |
| | | 8.b) Occurences used this period | 2 |

9.) Motor vehicle accidents | 0

10.) Motor vehicle accidents with officer at fault | 0

11.) Schools attended (list below):

- Profiling Teen Killers,School Shooters,Mass Murders and Serial Killers.
- CIT Training.
- QPR Suicide Prevention Gatekeeper Program.
- Completed all required CPT training this rating period.

## In-Service Training Hours:

| | | | |
|---|---|---|---|
| Less Lethal | 3 | Taser | 1 |
| Firearms-Pistol | 11 | Firearms - Rifle | 1 |
| Defensive Tactics | 5 | RAIDER | 0.5 |
| K-9 | NA | ERT | NA |
| Task Force | NA | Other | TS/BS 7 |
| Driving Skills | 2.5 | | |

| | |
|---|---|
| Use of Force Incidents-Justified | 0 |
| Use of Force Incidents-Not Justified | 0 |

Comments:

Evaluator's Comments:

[redacted] regularly arrives early for his shift and is prepared to take calls for service. [redacted] is very active during his shift, utilizing his discretionary time wisely. [redacted] is proficient with all departmental equipment he is trained on. [redacted] uses all avenues available to him when conducting investigations. [redacted] is polite and courteous, and presents a positive and professional image. [redacted] injured his foot and was placed on light duty with the Detective Bureau. [redacted] is certified as a bike patrol officer, FTO and CIT officer. [redacted] is also a member of the WPD Honor Guard. [redacted] brings a positive attitude every shift.

Employee's Comments:

Reviewer's Comments:

Employee's Signature: [redacted] Date: 1/29/23

Evaluator's Signature: [redacted] Date: 1 29 23

Reviewer's Signature: JMS Date:

Note: Signature indicates that employee has observed and discussed this evaluation with a supervisor and has been given the opportunity to add written comments. Agreement with the content of this evaluation is not necessarily implied. Appeal of this evaluation must be done in writing within(5) working days, as written in Departmental general order A-7.

6 Month Period
OVI
0 = Needs Improvement
1 - 3 = Proficient
4 + = Excels
Total _____

Year Total
OVI
0 - 1 = Needs Improvement
2 - 6 = Proficient
7 + = Excels
Total 6**

6 Month Period
PARKING
0 - 20 Needs Improvement
21 - 34 Proficient
35+ Excels
Total _____

Year Total
PARKING
0 - 41 Needs Improvement
42 - 68 Proficient
69+ Excels
Total 51**

6 Month Period
TRAFFIC/ARREST
0 - 63 Needs Improvement
64 - 90 Proficient
90+ Excels
Total _____

Year Total
TRAFFIC/ARREST
0 - 126 Needs Improvement
127 - 180 Proficient
181+ Excels
Total 142**

6 Month Period
TRAFFIC STOPS
0 - 74 Needs Improvement
75 - 120 Proficient
121+ Excels
Total _____

Year Total
TRAFFIC STOPS
0 - 148 Needs Improvement
149 - 240 Proficient
241+ Excels
Total 233**

6 Month Period
BUSINESS/CITY CHECKS
0 - 53 Needs Improvement
54 - 84 Proficient
85+ Excels
Total _____

Year Total
BUSINESS/CITY CHECKS
0 - 106 Needs Improvement
107 - 168 Proficient
169+ Excels
Total 146**

Performance Improvement Plan Needed: Yes ☐ No ☑

If Officer needs improvement in a category but no PIP is needed, supervisor is required to explain below in addition to other comments:

** Broke his foot and was placed on light duty with the Detective Bureau.

# Willoughby Police Department

## Memorandum

To: Patrolmen Kyle Bucher [redacted] Taylor Zana, Stacee Wright, and Dispatchers Michelle Spehar and Lindsey Dieterich.

From: Chief James Schultz

CC: Mayor Robert Fiala, Fire Chief Todd Ungar, Assistant Chief Matthew Tartaglia, Captain Phil Smith, Lieutenant Chris Scozzie, Sergeant Matt Neath, Communications Supervisor Marlene Matteo

Date: November 6, 2023

Ref: Incider [redacted] - Letter of Commendation

On Thursday, October 13, 2023, I received a memorandum from Lieutenant Chris Scozzie recognizing the outstanding work and dedication of Officers Kyle Bucher, [redacted] Taylor Zana, Stacee Wright, and Dispatchers Michelle Spehar and Lindsey Dieterich for their lifesaving efforts of a person in crisis on October 12, 2023 at 12:21am. The initial 911 call came into Dispatch, and officers were quickly sent to the area of Mentor/Kirtland Avenue for a report of a male, with a no contact order, heading to his ex-girlfriend's house. Both the male and female were well known by our department from previous violent incidents. Dispatchers Spehar and Dieterich were able to determine the male was suicidal and in possession of a knife.

Officers Wright, Zana, Bucher, and [redacted] located the male and made repeated attempts to de-escalate the situation from the male taking his life. The male fled from the officers until being cornered by nearby apartment building. With less-lethal options having no effect, the male plunged the knife into the side of his neck. The officers quickly turned to completing life-saving rescues tactics even with the male remaining combative with the officers. Paramedics transported the male to University Hospital while Officer Wright held the knife in place until further medical attention could be applied.

A high degree of professionalism and composure was displayed throughout this incident by Dispatchers Spehar and Dieterich and by Officers Wright, Zana, [redacted] and Bucher. I commend your efforts during this unusual incident as well as the medical attention you provided to save this person's life. You all are outstanding representatives of the Willoughby Police Department. This memo will serve as a letter of commendation for your efforts on October 12, 2023. Thank you Officers Stacee Wright, Kyle Bucher, [redacted] Taylor Zana, and Dispatchers Michelle Spehar and Lindsey Dieterich!

Respectfully,

CHIEF

James Schultz
Chief of Police

# Memorandum

To: Chief Jim Schultz

From: Lt. Chris Scozzie

CC: Assistant Chief Matt Tartaglia, Captain Phil Smith, Sgt. Matt Neath, Ptl. Kyle Bucher, [redacted] Ptl. Taylor Zana, Ptl. Stacee Wright, Disp. Michelle Spehar, Disp. Lindsey Dieterich, Awards Committee

Date: October 12, 2023

Re: Response to suicidal male with a knife – repor[redacted]

---

I would like to commend Ptl. Kyle Bucher, [redacted] Ptl. Taylor Zana, Ptl. Stacee Wright, Dispatcher Michelle Spehar, and Dispatcher Lindsey Dieterich for their actions on October 12, 2023 involving a suicidal male with a knife.

Officers were dispatched to the area of Mentor Ave. and Kirtland Rd. for the report of a male who was headed to an ex-girlfriend's house on Kirtland Rd. in violation of a no-contact order. The callers were the mother and father of the male, and they stated he was off of his medication, and he was not making sense. They also believed him to be suicidal. Initially, the parents stated their son had no weapons. It was later learned he had a pocket knife in his possession.

Ptl. Wright arrived on scene first and attempted to establish a dialogue with the subject. She quickly realized he had a knife in his hand, and he repeatedly threatened to stab himself. Ptl. Zana, Ptl. Bucher, and [redacted] arrived shortly thereafter and were also unsuccessful in de-escalating the situation. Ptl. Zana armed himself with a Taser, Ptl. Bucher with a pepper ball gun, and Ptl. Bernakis with a beanbag shotgun, while Ptl. Wright maintained lethal coverage. The male remained agitated and uncooperative and continuously told officers he wanted to die and to back up. When all attempts at negotiation failed, the male retreated to the rear of a fully occupied apartment building while still brandishing the knife. All less-lethal options were deployed. They did incapacitate the male; however, he was able to plunge the knife into his neck prior to falling to the ground.

Once the male was no longer a threat, all officers began rescue operations. Ptl. Zana retrieved medical supplies from the cars, Ptl. Wright, who has advanced medical training, held the knife in place to help reduce any additional damage and directed other officers as well as personnel from Willoughby FD to bring specific medical supplies for treatment, all while kneeling on his hands to prevent him from struggling. Ptl. Wright remained with the subject, holding the knife in place all the way to the hospital.

The male was eventually transported to UH Lake West Hospital where staff was able to remove the knife. I followed up with the family the next evening. The male's father stated his son had already been medically cleared and transferred to Laurelwood to get treatment for his mental health issues.

Throughout the entire incident, Dispatcher Spehar, who took the initial 911 call, remained calm and professional. She stayed on the line with the father, kept him and his wife in their car away from the area where officers were trying to de-escalate the situation with their son, and explained that someone would be over to speak with them as soon as the male was safe. She also explained police procedures so the family would not become overly concerned on hearing the sounds of less-lethal munitions being deployed. Dispatcher Dieterich coordinated the Willoughby FD response and staging and called Mentor PD for mutual aid when we initially believed Mentor Ave. would need to be shut down.

The quick actions of all involved prevented the suicidal male from possibly gaining access to an occupied apartment or escaping the area and going to the residence of his ex-girlfriend, which was only a short distance away from the Mentor Ave. and Kirtland Rd. intersection. The male did manage to harm himself; however, his injuries were much less severe than they could have been had quick, decisive action not been taken by the officers on scene, and had medical attention not been provided immediately after. Also, the parents of the victim were kept out of the area and did not have to witness the actions of their emotionally disturbed son.

I would like to recognize Ptl. Bucher, [redacted], Ptl. Zana, Ptl. Wright, Disp. Spehar, and Disp. Dieterich once again, as their efforts in this incident should not go unnoticed.

Respectfully submitted,

Lt. Chris Scozzie

# WILLOUGHBY POLICE DEPARTMENT
## PERFORMANCE EVALUATION PATROLMAN

Employee Name [redacted] Assignment [redacted]

Raters Name Sgt Matthew Neath Date of Rating 12-31-2023

Evaulation Period 01/01/2023-12/31/2023

## SECTION (1) - GENERAL REQUIRED STANDARDS

**N = Needs Improvement** **P = Proficient** **E = Excels**

| | N | P | E |
|---|---|---|---|
| 1.) **Integrity and Organizational Ethics** Performs all activities in accordance with Oath of Office, Law Enforcement Code of Ethics, Mission Statement, pertinent laws, rules and regulations. Sets an example for other officers in situations where discretion is warranted. | ☐ | ☑ | ☐ |
| 2.) **Attendance, Reporting for Duty on Time** Reports for duty in time to prepare for roll call and obtain briefing by the previous shift commander. Observes established working hours. Is conscientious with use of compensatory time and shift trades. Sick time usage is in accordance with City Policy 301. | ☐ | ☐ | ☑ |
| 3.) **Safety** Adheres to safety rules and regulations. Maintains a level of physical fitness to ensure they are able to protect themselves and others. | ☐ | ☐ | ☑ |
| 4.) **Dress Code and Uniform Appearance** Adheres to departmental uniform requirements. Uniforms are neat and clean. Department issued ballistic body armor is utilized. | ☐ | ☑ | ☐ |
| 5.) **Weapons Proficiency** Completes required range training. Achieves passing scores with all required weapons. | ☐ | ☐ | ☑ |
| 6.) **Prisoner Booking and Jail Procedures** Performs all required booking procedures in accordance with departmental policy and procedures. Reports unsafe conditions and problems to supervisor without delay. | ☐ | ☑ | ☐ |
| 7.) **Technical Skills** Makes proper use of Radar, MDT, CAD, in car video, Livescan, Intoxilizer 8000, and weapons. Understands forensic and investigative methods and is able to either implement methods or enlist personnel whom can. | ☐ | ☑ | ☐ |

COMMENTS:

[redacted] arrives early for his shift, dressed and ready. He demonstrates a positive attitude at all times. He will handle early calls for service for the off coming shift.

## SECTION II - POSITION PERFORMANCE FACTORS

| | N | P | E |
|---|---|---|---|
| 1.) **Job Knowledge:** Standard performance is demonstrated by the Patrolman's understanding and use of current laws, rules, techniques and procedures. Makes an effort to understand and utilize new procedures and techniques. Job knowledge is appropriate with job experience. | ☐ | ☑ | ☐ |

Comments:

[redacted] emonstrates a good working knowledge in all aspects of his assignments. He is open to new ideas and willing to implement them [redacted]

| | N | P | E |
|---|---|---|---|
| 2.) **Quality of Work/Report Writing:** Written work is thorough and organized. Follow up investigation is productive and useful and conducted without prompting. Work requires few revisions. Individual and squad goals are accomplished effectively. | ☐ | ☑ | ☐ |

Comments:

[redacted] conducts thorough investigations, following up as needed. His reports are organized and turned in promptly. [redacted]

| | N | P | E |
|---|---|---|---|
| 3.) **Quantity of work:** Completes assignments, incident reports, accident reports, and follow up investigations in a timely manner. Assists others, evidence collection on officer's initiative. | ☐ | ☐ | ☑ |

Comments:

[redacted] completes all of his work in a timely manner. He takes calls outside of his zone when needed, without hesitation.

4.) **Initiative and Innovation**

Utilizes new ideas and techniques. Responds positively to challenges and changes. Assignments are completed without prompting.

| N | P | E |
|---|---|---|
| | ✓ | |

Comments:

[redacted] adapts well to new techniques and progressions. He regularly assists other officers without being asked, while still ensuring that his work is completed.

5.) **Judgment and Problem Solving**

Appropriate action is taken on a consistent basis and situations are handled effectively. Shows ability to reason through problems arriving at a logical conclusion.

| N | P | E |
|---|---|---|
| | ✓ | |

Comments:

[redacted] routinely exercises good judgment in all aspects of the job. [redacted]

6.) **Communication/Teamwork**

Demonstrates the use of clear, concise, and accurate communication in both written and oral form. Demonstrates good listening skills. Has a positive approach to the department's mission, policies, goals, and duties. Works effectively with peers and supervisors. Assists other officers without compromising assignments or activities.

| N | P | E |
|---|---|---|
| | | ✓ |

Comments:

[redacted] communicates well with supervisors, other officers and staff. He regularly has a positive attitude with everyone. [redacted]

7.) **Public Contacts**

Officer is genuinely and properly courteous, friendly, and empathetic. Communicates professionally with objectivity. Is able to take action without creating offense or hostility. No founded complaints or pattern of complaints regarding citizen contacts.

| N | P | E |
|---|---|---|
| | ✓ | |

Comments:

[redacted] is polite and courteous to anyone he comes in contact with.

## OTHER PERFORMANCE INDICATORS

| | | | |
|---|---|---|---|
| 1.) Letters of commendation from Supervisors | 1 | 5.) Calls for service | 1328 |
| 2.) Letters of commendation from citizens | 2 | 6.) TTA's | 2 |
| 3.) Number of founded complaints against officer | 0 | 7.) Follow up reports | 35 |
| 4.) Discliplinary actions against officer | 0 | 8.a) Sick hours used this period | 0 |
| | | 8.b) Occurences used this period | 0 |

9.) Motor vehicle accidents: 0

10.) Motor vehicle accidents with officer at fault: 0

11.) Schools attended (list below):

Completed all required CPT
Norse vehicle interdiction
Evidence Tech school

## In-Service Training Hours:

| | | | |
|---|---|---|---|
| Less Lethal | 3 | Taser | 1 |
| Firearms-Pistol | 20 | Firearms - Rifle | 4 |
| Defensive Tactics | 8 | RAIDER | 4 |
| K-9 | NA | ERT | NA |
| Task Force | NA | Other | TS/BS 14 |
| Driving Skills | NA | | |

Use of Force Incidents-Justified: 0

Use of Force Incidents-Not Justified: 0

Comments:

Bike patrol
Evidence Tech

Evaluator's Comments:

[redacted] routinely arrives early for his shift, with a positive attitude, and ready to handle calls. He makes good use of his discretionary time, and remains active throughout his shift. He uses good judgment when making decisions, and isn't afraid to ask for guidance if needed. He responds well to criticism and continues to learn and grow as an officer[redacted] is certified as a bike patrol officer, FTO and CIT officer.[redacted] is also a member of the WPD Honor Guard.

Employee's Comments:

Reviewer's Comments:

Employee's Signature: [redacted] Date: 1/3/24

Evaluator's Signature: Sgt [redacted] Date: 1-3-24

Reviewer's Signature: [redacted] 148 JHS Date: 1-15-2024

Note: Signature indicates that employee has observed and discussed this evaluation with a supervisor and has been given the opportunity to add written comments. Agreement with the content of this evaluation is not necessarily implied. Appeal of this evaluation must be done in writing within(5) working days, as written in Departmental general order A-7.

6 Month Period
OVI

| | | |
|---|---|---|
| 0 | = | Needs Improvement |
| 1 - 3 | = | Proficient |
| 4 + | = | Excels |

Total

Year Total
OVI

| | | |
|---|---|---|
| 0 - 1 | = | Needs Improvement |
| 2 - 6 | = | Proficient |
| 7 + | = | Excels |

Total 2

6 Month Period
PARKING

| | |
|---|---|
| 0 - 20 | Needs Improvement |
| 21 - 34 | Proficient |
| 35+ | Excels |

Total

Year Total
PARKING

| | |
|---|---|
| 0 - 41 | Needs Improvement |
| 42 - 68 | Proficient |
| 69+ | Excels |

Total 42

6 Month Period
TRAFFIC/ARREST

| | |
|---|---|
| 0 - 63 | Needs Improvement |
| 64 - 90 | Proficient |
| 90+ | Excels |

Total

Year Total
TRAFFIC/ARREST

| | |
|---|---|
| 0 - 126 | Needs Improvement |
| 127 - 180 | Proficient |
| 181+ | Excels |

Total 143

6 Month Period
TRAFFIC STOPS

| | |
|---|---|
| 0 - 74 | Needs Improvement |
| 75 - 120 | Proficient |
| 121+ | Excels |

Total

Year Total
TRAFFIC STOPS

| | |
|---|---|
| 0 - 148 | Needs Improvement |
| 149 - 240 | Proficient |
| 241+ | Excels |

Total 159

6 Month Period
BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 53 | Needs Improvement |
| 54 - 84 | Proficient |
| 85+ | Excels |

Total

Year Total
BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 106 | Needs Improvement |
| 107 - 168 | Proficient |
| 169+ | Excels |

Total 157

| | Yes | No |
|---|---|---|
| Performance Improvement Plan Needed: | ☐ | ☑ |

If Officer needs improvement in a category but no PIP is needed, supervisor is required to explain below in addition to other comments:

# CITY OF WILLOUGHBY

## CHANGE OF RESIDENCE OR TELEPHONE NUMBER
## Or NAME CHANGE

Employee Name on File [redacted]

Employee New Name: _____

Department: Police Today's Date: 04/09/2025

**Previous Address:** [redacted]

**New Address:** [redacted]

The above change is effective: [redacted] Month [redacted] Day [redacted] Year

Does this address change apply to all people currently covered under your health and welfare plans? ☐ YES ☒ NO

If NO, indicate those NOT included in the change: _____ Spouse _____ Child(ren)

**Phone Number (s):** ( ) [redacted]
Primary Number - Please circle: Landline Mobile

( ) _____
Alternate Number – Please circle: Landline Mobile

_____
Employee Signature

**FOR HR DEPARTMENT**

CC: Personnel file

_____Payroll
_____Medical Insurance
_____Dental Insurance
_____Vision Insurance

BWC Claim Number: _____

# City of Willoughby
## Report of Injury or First Aid

**Instructions:** Employees shall use this form to report all work related injuries & illnesses *–no matter how minor.* This form shall be completed by employee as soon as possible and given to a supervisor for further action. Finance/HR needs ***immediate*** verbal notification if outside care is sought/rendered to an employee.

Medical Information Release: As provided by Section 4123.651 of Ohio Revises Code, I hereby permit the release of medical info, record & reports relative to the issues necessary for administration of my workers' comp claim to my employer or its representative. A photocopy of this authorization shall serve as an original.

## EMPLOYEE SECTION

I am reporting a work related: ☒Injury ☐Illness ☐First Aid Only (cabinet)

| | | |
|---|---|---|
| Your Name [redacted] | Address: [redacted] | |
| Job Title: [redacted] | Phone: [redacted] | Birthdate: [redacted] |
| Supervisor: **Lt. Crowley** | Date of Injury: 07/30/25 | Time of injury: 1000 |
| Shift Started [redacted] ☒a.m. ☐p.m. | Shift Ended: [redacted] ☐a.m. ☒ p.m. | |

Have you told your supervisor about this injury?

☒ Yes If yes, time & date: **07 / 30 / 2025** time: **1000** ☒a.m. ☐ p.m.

☐ No If no, did you report to someone else? Name: time & date: / / time: ☒a.m. ☐ p.m.

Timing of event: ☐ Entering or leaving work ☒Doing normal work activities ☐During meal period ☐During break ☐Working Overtime

Where did this event take place? (ie Building, Dept, Intersection) **Osborne Park (38575 Lakeshore Blvd, Willoughby, OH 44094)**

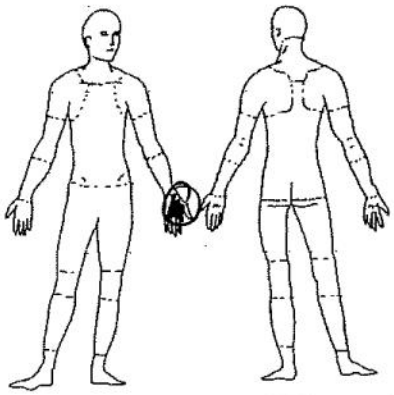
| Police/Fire ONLY: did this happen while on a call? ☒Yes ☐ No **If YES:** | **Incident #:** [redacted] | **Time:** 1000 | **Address:** 38575 Lakeshore Blvd |
|---|---|---|---|

| | |
|---|---|
| Did you see a doctor about this injury/illness? ☒Yes ☐No | Date: 07/30/25 |
| If yes, whom did you see? [redacted] | Doctor's phone #: [redacted] |

Describe step by step what lead up to the injury, then describe incident in detail. If lifting injury, please describe lift *(Be as specific as possible).*

**Bitten by a dog on the left hand while attempting to secure it as it ran loose in a city park.**

**Part of body affected:** ***(shade all that apply)***



**Nature of Injury:**
***(select any/all that apply)***

- ☒ Abrasion, Scrapes
- ☐ Amputation
- ☐ Broken Bone
- ☐ Bruise
- ☐ Burn(heat)
- ☐ Burn (chemical)
- ☐ Concussion (to the head)
- ☐ Crushing Injury
- ☒ Cut, Laceration, Puncture
  - ☐ Foreign object remaining
- ☐ Dermatitis
- ☐ Dislocation
- ☐ Hearing / Vision Loss
- ☐ Heart Attack / Stroke
- ☐ Hernia
- ☐ Illness
- ☐ Sprain, Strain
- ☐ Suffocation
- ☐ Other

**Type of Accident:**
*(Select any/all that apply)*

- ☐ Absorption
- ☐ Caught Between
- ☐ Electrical
- ☐ Extreme Temp
- ☐ Fall-same level
- ☐ Fall-different level
- ☐ Ingestion
- ☐ Inhalation
- ☐ Lifting Heavy Object
  *Est. Weight*
- ☐ Loud Noise
- ☐ Radiation
- ☐ Over Exertion
- ☐ Repetitive Motion
- ☐ Slip / Trip / Fall
- ☐ Stress
- ☐ Struck Against
- ☐ Struck By
- ☐ Vehicle
- ☒ Other

**Unsafe workplace conditions: (check all that apply)**

- ☐ Inadequate guard
- ☐ Safety device defective
- ☐ Tool or equipment defective
- ☐ Unsafe clothing
- ☐ Unsafe lighting
- ☐ Lack of appropriate equipment/tools
- ☐ Improper maintenance/guard of equipment
- ☐ Poor Housekeeping
- ☐ Workstation layout – hazardous
- ☐ Unsafe ventilation
- ☐ Lack of needed PPE
- ☐ Failure to Lockout/tagout
- ☐ No training/insufficient training
- ☐ Other:
- ☐ No unsafe condition existed

Employee S[redacted] Date: 7/30/25

IF FIRST AID ONLY-supervisor sign here. You do not need to continue to the back of this form if you feel it is not necessary

Supervisor Signature: [signature] Date: 7-30-25

**** Notice: it is a felony to file a fraudulent worker's compensation claim.****



Date last edited: 04/2015

BWC Claim Number: _____

# City of Willoughby
## Report of Injury or First Aid

IW = Injured Worker

| SUPERVISOR SECTION | |
|---|---|
| Did this incident occur on City Property? | ☒ Yes ☐ No |
| Has IW been properly trained in task(s) they were hurt doing? | ☒ Yes ☐ No |
| Did you interview the IW? | ☒ Yes ☐ No |
| Did you receive a report for IW that was consistent with your understanding of the injury? | ☒ Yes ☐ No |
| Was IW wearing appropriate PPE for task/job? | ☒ Yes ☐ No |
| If available, did you obtain witness statements? | ☐ Yes ☐ No ☒ N/A |
| If so, please list witnesses: | |
| To your knowledge, has any employee reported similar incidents and/or near misses prior to this event? | ☐ Yes ☒ No |
| To your knowledge, has IW had previous WC claim(s) that are similar in nature to current incident? | ☐ Yes ☒ No |
| Are you aware of any previous injuries/problems to IW wounded body part(s)? | ☐ Yes ☒ No |
| Did anything seem suspicious or peculiar about the injury – or – IW demeanor and/or statements? | ☐ Yes ☒ No |
| Did you personally see the accident occur? | ☐ Yes ☒ No |
| If any question above warrants additional descriptions or details, please make those comments here: | |

**Unsafe acts by people: (Check all that apply)**

| | | |
|---|---|---|
| ☐ Operating without permission | ☐ Using defective equipment | ☐ Distraction, testing, horseplay |
| ☐ Operating at unsafe speed | ☐ Using equip/material unapproved way | ☐ Failure to wear PPE |
| ☐ Servicing equip that had power to it | ☐ Unsafe lifting/loading | ☐ Failure to use available equip/tools |
| ☐ Making safety device inoperative | ☐ Taking an unsafe position/posture | ☐ Observed physical/mental impairment |
| ☐ Not following rules and/or instructions | ☐ Fatigued | ☐ Other: |
| | | ☒ No unsafe act committed |

| | |
|---|---|
| Did IW report back to work? ☒ Yes ☐ No | If yes, when? Same day |
| List restrictions (if any) | |

| | | |
|---|---|---|
| Date employed with City: [redacted] | Months doing this specific job: [redacted] | IW work status: ☒ Full time ☐ Part time ☐ Seasonal ☐ Temp |

What changes do you suggest to prevent this incident from happening again?

☐ Stop this activity ☐ Train the employee(s) ☐ Train the supervisor(s) ☐ Redesign work station
☐ Write a new policy/rule ☐ Enforce existing policy ☐ Routinely inspect for the hazard ☐ Guard the hazard
☐ Personal Protective Equipment (PPE) ☐ Redesign task steps ☒ Other: None

Please describe what has been done to remedy the situation in the near term to prevent injuries.

N/A

To the best of your knowledge of the reported incident, do you believe that this injury happened at work? ☒ Yes ☐ No

| | |
|---|---|
| Supervisor Signature: | Date: 7-30-25 |
| Department Head Signature: | Date: 7/31/2025 |

Supervisor-Please turn in any medical paperwork IW was given at treatment facility with this completed form ASAP.

****Notice: It is a felony to file a fraudulent workers' compensation claim.****

# Willoughby Police Department

## Memorandum

To: Dispatchers Michelle Spehar, Kiersten Mastrocola, Patrolmen Fred Brown, [redacted] Walter Cole, Patrolwoman Laura Licursi, and Detective David Burrington

From: Chief James Schultz

CC: Assistant Chief Matthew Tartaglia, Captain James Davis, Lieutenant Kevin Crowley, [redacted] and Communications Supervisor Marlene Matteo

Date: August 22, 2025

Ref: Letter of Appreciation – Arson Arrest [redacted]

On August 10th, 2025, I received a letter from Lieutenant Kevin Crowley regarding the efforts, dedication, and service by our dispatchers and officers in the multiple arson investigations and arrest of the suspect, James Chepes.

On July 8th, 2025, in the early morning hours, Willoughby Police and Fire units were dispatched to multiple arsons along Euclid Avenue. The suspect had been lighting multiple trash cans on fire. Dispatchers Michelle Spehar and Kiersten Mastrocola were coordinating efforts between the responding police and fire units during each one of these incidents. As these incidents were reported, a pattern developed that the suspect had been moving eastbound along the Euclid Avenue business district. [redacted] Fred Brown, Walter Cole, and Patrolwoman Laura Licursi reported and investigated the multiple acts of arson.

Dispatcher Spehar then took the initiative to monitor the Willoughby Police Department's exterior cameras. At 6am, Dispatcher Spehar was able to locate the suspect, James Chepes, acting suspiciously as he walked into the pool lot. Patrolman Fred Brown responded to the area and located Mr. Chepes. Patrolman Brown was able to determine that he had lit another garbage can on fire in the pool lot. Patrolman Brown and Detective David Burrington interviewed Mr. Chepes, and he had admitted to the multiple acts of arson. Detective Burrington documented each of the arson incidents, collected evidence, and assisted with the interview.

I greatly appreciate your efforts, sacrifice, and your dedication to our department and to public safety. You are ALL outstanding representatives of the Willoughby Police Department. This memo will serve as a letter of appreciation for your efforts. Thank you everyone!

Respectfully,

James Schultz
Chief of Police

# Memorandum

**To:** Chief James Schultz

**From**: Lieutenant Kevin Crowley

**Cc:** Assistant Chief Matthew Tartaglia, Communications Supervisor Marlene Matteo

**Date:** August 10th, 2025

**Re:** Letter of Commendation relating to multiple cases of Arson on July 8th, 2025

Chief Schultz,

I would like to formally commend Dispatcher Michelle Spehar for her vital role in locating and capturing real-time evidence of James Chepes' string of arsons committed on July 8th, 2025.

On that date, beginning at approximately 0546 hours, Willoughby Police and Fire were dispatched to, or located, multiple trash cans on fire along Euclid Avenue within a span of less than thirty minutes (IRs [redacted]. While actively dispatching and coordinating WPD and WFD units, Dispatcher Spehar took the initiative to monitor the WPD exterior security cameras facing Euclid Avenue in an attempt to identify the suspected arsonist.

At approximately 0618 hours, Dispatcher Spehar observed a male—later identified as James Chepes—acting suspiciously as he walked along Euclid Avenue. She immediately relayed this information to WPD units while continuing to monitor his movements. As Chepes entered the pool park adjacent to WPD, she observed him, appearing to smoke something, throw an object into a garbage can and then approach another can out of her view.

Ptl. Brown responded to the area, detained Chepes, and discovered that one of the garbage cans was actively on fire.

Without Dispatcher Spehar's keen observation skills, initiative, and effective use of available resources, Chepes may not have been located that day—likely resulting in additional incidents and significant investigative resources being required to identify and apprehend him.

I respectfully request that this commendation be placed in Dispatcher Spehar's personnel file and forwarded to the Awards Committee for review.

Respectfully,

Lieutenant Kevin Crowley

# WILLOUGHBY POLICE DEPARTMENT
## PERFORMANCE EVALUATION PATROLMAN

Employee Name [redacted] Assignment [redacted]

Raters Name Brad Lampela Date of Rating 1/1/2025

Evaulation Period 1/1/2024 - 12/31/2024

## SECTION (1) - GENERAL REQUIRED STANDARDS

**N = Needs Improvement** **P = Proficient** **E = Excels**

1.) **Integrity and Organizational Ethics**
Performs all activities in accordance with Oath of Office, Law Enforcement Code of Ethics, Mission Statement, pertinent laws, rules and regulations. Sets an example for other officers in situations where discretion is warranted.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

2.) **Attendance, Reporting for Duty on Time**
Reports for duty in time to prepare for roll call and obtain briefing by the previous shift commander. Observes established working hours. Is conscientious with use of compensatory time and shift trades. Sick time usage is in accordance with City Policy 301.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

3.) **Safety**
Adheres to safety rules and regulations. Maintains a level of physical fitness to ensure they are able to protect themselves and others.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

4.) **Dress Code and Uniform Appearance**
Adheres to departmental uniform requirements. Uniforms are neat and clean. Department issued ballistic body armor is utilized.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

5.) **Weapons Proficiency**
Completes required range training. Achieves passing scores with all required weapons.

| N | P | E |
|---|---|---|
| ☐ | ☐ | ☑ |

6.) **Prisoner Booking and Jail Procedures**
Performs all required booking procedures in accordance with departmental policy and procedures. Reports unsafe conditions and problems to supervisor without delay.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

7.) **Technical Skills**
Makes proper use of Radar, MDT, CAD, in car video, Livescan, Intoxilizer 8000, and weapons. Understands forensic and investigative methods and is able to either implement methods or enlist personnel whom can.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

**COMMENTS:**

[redacted] reports to work early, is ready for duty, and adheres to the department uniform requirements. [redacted] does not abuse sick time, but used a lot of it due to 2 injuries [redacted] is professional, courteous, and uses safe tactics [redacted] is familiar with, and proficient in the use of all issued equipment and weapon systems. [redacted] is proficient in booking into and releasing prisoners into the jail.

## SECTION II - POSITION PERFORMANCE FACTORS

1.) **Job Knowledge:**

Standard performance is demonstrated by the Patrolman's understanding and use of current laws, rules, techniques and procedures. Makes an effort to understand and utilize new procedures and techniques. Job knowledge is appropriate with job experience.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] is aware of and adheres to long standing policies and procedures, criminal rules, statutes and ordinances. He is able to reason through problems, make the right decisions, and is accepting of new laws, proceedures, and techniques.

2.) **Quality of Work/Report Writing:**

Written work is thorough and organized. Follow up investigation is productive and useful and conducted without prompting. Work requires few revisions. Individual and squad goals are accomplished effectively.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] completes thorough, organized, and accurate investigations. [redacted] reports contain all pertinent information. [redacted] conducts follow up investigations without prompting. While working light duty in the Detetive Bureau, [redacted] earned additional report writing skils from Detectives and has been able to observe incidnts through their point of view. The tips and views from a different aspect should improve [redacted] quality of work / report writing.

3.) **Quantity of work:**

Completes assignments, incident reports, accident reports, and follow up investigations in a timely manner. Assists others, evidence collection on officer's initiative.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] completes his assignments in a timely manner. [redacted] will assist other officers when assistance is needed and / or requested and makes productive use of his discrtetionary time. [redacted] was on pace to met all his performance objective goals, but due to injuries, his yearly performance objective goals were not met.

4.) **Initiative and Innovation**

Utilizes new ideas and techniques. Responds positively to challenges and changes. Assignments are completed without prompting.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] adapts to new ideas and techniques and responds positively to changes and challenges. [redacted] completes given assignments without prompting.

5.) **Judgment and Problem Solving**

Appropriate action is taken on a consistent basis and situations are handled effectively. Shows ability to reason through problems arriving at a logical conclusion.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted]s consistently able to reason through problems, make good decisions, handle difficult situations effectively, and arrive at logical conclusions. [redacted] will not hesitate to ask questions or advice from peers or supervisors.

6.) **Communication/Teamwork**

Demonstrates the use of clear, concise, and accurate communication in both written and oral form. Demonstrates good listening skills. Has a positive approach to the department's mission, policies, goals, and duties. Works effectively with peers and supervisors. Assists other officers without compromising assignments or activities.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted]ommunicates with his peers, supervisors, and the public effectively, in both written and oral form. [redacted]works with his peers and supervisors effectively to accomplish goals [redacted]ollows the chain of command.

7.) **Public Contacts**

Officer is genuinely and properly courteous, friendly, and empathetic. Communicates professionally with objectivity. Is able to take action without creating offense or hostility. No founded complaints or pattern of complaints regarding citizen contacts.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted]s courteous, friendly, empathetic and communicates well with the public. [redacted] is able to take action without creating offense or hostility. [redacted] had no citizen complaints against him in 2024.

## OTHER PERFORMANCE INDICATORS

| | | | |
|---|---|---|---|
| 1.) Letters of commendation from Supervisors | 1 | 5.) Calls for service | 741 |
| 2.) Letters of commendation from citizens | 0 | 6.) TTA's | 1 |
| 3.) Number of founded complaints against officer | 0 | 7.) Follow up reports | 88 |
| 4.) Discliplinary actions against officer | 0 | 8.a) Sick hours used this period | 48 |
| | | 8.b) Occurences used this period | 1 |

9.) Motor vehicle accidents: 0

10.) Motor vehicle accidents with officer at fault: 0

11.) Schools attended (list below):

None

## In-Service Training Hours:

| | | | |
|---|---|---|---|
| Less Lethal | 1 | Taser | 1 |
| Firearms-Pistol | 10 | Firearms - Rifle | 1 |
| Defensive Tactics | 2 | RAIDER | 0 |
| K-9 | 0 | ERT | 0 |
| Task Force | 0 | Other | 4.25 |
| Driving Skills | 0 | | |

| | |
|---|---|
| Use of Force Incidents-Justified | 0 |
| Use of Force Incidents-Not Justified | 0 |

Comments:

[redacted] completed the required CPT and most in-service training in 2024 [redacted] was unable to complete some in-service training and schools due to injury [redacted] was on pace to meet his performance objective numbers prior to injury. As an FTO, [redacted] should aim to excel in each of the above categories.

Evaluator's Comments:

In 2025, once back to full health, [redacted] should reacclimate himself with his squad mates, be an active officer while on patrol, and continue to better this department. As an FTO, [redacted] should always strive to [redacted] as a WPD officer so that he may pass on his experience and knowledge to the next WPD hire and beyond [redacted] should aslo attend [redacted] that interest him and will benefit the department. In 2024, [redacted] showed interest in becoming a K9 handler [redacted] was not selected but should continue to familiarize himself with the WPD K9 program, and K9 programs in general, if he wishes to become a K9 handler in the future.

Employee's Comments:

Reviewer's Comments:

Due to injuries, deer hunting season and my late arrival on the squad this year, I did not get to work with [redacted] much this year but look forward to seeing him back on the road in 2025. I agree with Sgt. Lampela's comments about continuing to work towards achieving his goal of becoming a K9 handler in the future and attending whatever classes or training he needs to do to accomplish this. [redacted] should utilize his unfortunate string of bad luck with injuries, to his advantage and bring back techniques and skills he learned while working with the detective bureau this past year to his squad-mates and future members of the department while training them as an FTO.

Employee's Signature: [redacted] Date: 1/30/25

Evaluator's Signature: [signature] Date: 1-30-2025

Reviewer's Signature: [signature] Date: 1-31-25

Capt [signature] 2-10-25

Note: Signature indicates that employee has observed and discussed this evaluation with a supervisor and has been given the opportunity to add written comments. Agreement with the content of this evaluation is not necessarily implied. Appeal of this evaluation must be done in writing within(5) working days, as written in Departmental general order A-7.

6 Month Period
OVI

| | | |
|---|---|---|
| 0 | = | Needs Improvement |
| 1 - 3 | = | Proficient |
| 4 + | = | Excels |

Total 0

Year Total
OVI

| | | |
|---|---|---|
| 0 - 1 | = | Needs Improvement |
| 2 - 6 | = | Proficient |
| 7 + | = | Excels |

Total 0

6 Month Period
PARKING

| | |
|---|---|
| 0 - 20 | Needs Improvement |
| 21 - 34 | Proficient |
| 35+ | Excels |

Total 4

Year Total
PARKING

| | |
|---|---|
| 0 - 41 | Needs Improvement |
| 42 - 68 | Proficient |
| 69+ | Excels |

Total 6

6 Month Period
TRAFFIC/ARREST

| | |
|---|---|
| 0 - 63 | Needs Improvement |
| 64 - 90 | Proficient |
| 90+ | Excels |

Total 67

Year Total
TRAFFIC/ARREST

| | |
|---|---|
| 0 - 126 | Needs Improvement |
| 127 - 180 | Proficient |
| 181+ | Excels |

Total 125

6 Month Period
TRAFFIC STOPS

| | |
|---|---|
| 0 - 74 | Needs Improvement |
| 75 - 120 | Proficient |
| 121+ | Excels |

Total 94

Year Total
TRAFFIC STOPS

| | |
|---|---|
| 0 - 148 | Needs Improvement |
| 149 - 240 | Proficient |
| 241+ | Excels |

Total 125

6 Month Period
BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 53 | Needs Improvement |
| 54 - 84 | Proficient |
| 85+ | Excels |

Total 40

Year Total
BUSINESS/CITY CHECKS

| | |
|---|---|
| 0 - 106 | Needs Improvement |
| 107 - 168 | Proficient |
| 169+ | Excels |

Total 70

| | Yes | No |
|---|---|---|
| Performance Improvement Plan Needed: | ☐ | ☑ |

If Officer needs improvement in a category but no PIP is needed, supervisor is required to explain below in addition to other comments:

# WILLOUGHBY POLICE DEPARTMENT

## PERFORMANCE EVALUATION PATROLMAN

Employee Name [redacted] Assignment [redacted]

Raters Name [redacted] Date of Rating January 2026

Evaulation Period January 1st, 2025 December 31st, 2025

## SECTION (1) - GENERAL REQUIRED STANDARDS

**N = Needs Improvement** **P = Proficient** **E = Excels**

1.) **Integrity and Organizational Ethics**
Performs all activities in accordance with Oath of Office, Law Enforcement Code of Ethics, Mission Statement, pertinent laws, rules and regulations. Sets an example for other officers in situations where discretion is warranted.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

2.) **Attendance, Reporting for Duty on Time**
Reports for duty in time to prepare for roll call and obtain briefing by the previous shift commander. Observes established working hours. Is conscientious with use of compensatory time and shift trades. Sick time usage is in accordance with City Policy 301.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

3.) **Safety**
Adheres to safety rules and regulations. Maintains a level of physical fitness to ensure they are able to protect themselves and others.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

4.) **Dress Code and Uniform Appearance**
Adheres to departmental uniform requirements. Uniforms are neat and clean. Department issued ballistic body armor is utilized.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

5.) **Weapons Proficiency**
Completes required range training. Achieves passing scores with all required weapons.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

6.) **Prisoner Booking and Jail Procedures**
Performs all required booking procedures in accordance with departmental policy and procedures. Reports unsafe conditions and problems to supervisor without delay.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

7.) **Technical Skills**
Makes proper use of Radar, MDT, CAD, in car video, Livescan, Intoxilizer 8000, and weapons. Understands forensic and investigative methods and is able to either implement methods or enlist personnel whom can.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

**COMMENTS:**

## SECTION II - POSITION PERFORMANCE FACTORS

1.) **Job Knowledge:**
Standard performance is demonstrated by the Patrolman's understanding and use of current laws, rules, techniques and procedures. Makes an effort to understand and utilize new procedures and techniques. Job knowledge is appropriate with job experience.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] has a strong foundation for all current laws and procedures. Rarely does [redacted] need assistance in applying applicable laws or procedures to complete a task. [redacted] is a FTO, which allows him to stay up to date with changing policies.

2.) **Quality of Work/Report Writing:**
Written work is thorough and organized. Follow up investigation is productive and useful and conducted without prompting. Work requires few revisions. Individual and squad goals are accomplished effectively.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] generally completes a well put together report, but at times needs instruction on adding details or making minor revisions. [redacted] should continue to improve upon on adopting new avenues to further follow up his investigations when needed.

3.) **Quantity of work:**
Completes assignments, incident reports, accident reports, and follow up investigations in a timely manner. Assists others, evidence collection on officer's initiative.

| N | P | E |
|---|---|---|
| ☐ | ☑ | ☐ |

Comments:

[redacted] completes assignments in a timely manner, and rarely has follow-up investigations pending [redacted] assists others on calls when needed.

4.) **Initiative and Innovation**

| N | P | E |
|---|---|---|
| | ✓ | |

Utilizes new ideas and techniques. Responds positively to challenges and changes. Assignments are completed without prompting.

Comments:

[redacted] is open to suggestions and constructive criticism. [redacted] accepts responsibility when adjustments needs to be made and does so appropriately.

5.) **Judgment and Problem Solving**

| N | P | E |
|---|---|---|
| | ✓ | |

Appropriate action is taken on a consistent basis and situations are handled effectively. Shows ability to reason through problems arriving at a logical conclusion.

Comments:

[redacted] collects all necessary information and evaluates each situation to achieve an appropriate result. [redacted]ses sound judgment when enforcement and arrests are needed.

6.) **Communication/Teamwork**

| N | P | E |
|---|---|---|
| | ✓ | |

Demonstrates the use of clear, concise, and accurate communication in both written and oral form. Demonstrates good listening skills. Has a positive approach to the department's mission, policies, goals, and duties. Works effectively with peers and supervisors. Assists other officers without compromising assignments or activities.

Comments:

[redacted] is well-like by his peers and supervisors and assists them when needed. [redacted] always arrives early for shift and is ready to work.

7.) **Public Contacts**

| N | P | E |
|---|---|---|
| | ✓ | |

Officer is genuinely and properly courteous, friendly, and empathetic. Communicates professionally with objectivity. Is able to take action without creating offense or hostility. No founded complaints or pattern of complaints regarding citizen contacts.

Comments:

[redacted]s respectful and listens to what people have to say during his interactions with the public. [redacted]as no founded complaints filed against him.

## OTHER PERFORMANCE INDICATORS

| | | | |
|---|---|---|---|
| 1.) Letters of commendation from Supervisors | 0 | 5.) Calls for service | 1019 |
| 2.) Letters of commendation from citizens | 1 | 6.) TTA's | 0 |
| 3.) Number of founded complaints against officer | 0 | 7.) Follow up reports | 56 |
| 4.) Discliplinary actions against officer | 0 | 8.a) Sick hours used this period | 12 |
| | | 8.b) Occurences used this period | 1 |

| | |
|---|---|
| 9.) Motor vehicle accidents | 0 |
| 10.) Motor vehicle accidents with officer at fault | 0 |

11.) Schools attended (list below):

CPT 2025
Range Instructor-Pistol

## In-Service Training Hours:

| | | | |
|---|---|---|---|
| Less Lethal | 2 | Taser | 1 |
| Firearms-Pistol | 10 | Firearms - Rifle | 1 |
| Defensive Tactics | 8 | RAIDER | 0 |
| K-9 | NA | ERT | NA |
| Task Force | NA | Other | 11 |
| Driving Skills | 0 | | |

| | |
|---|---|
| Use of Force Incidents-Justified | 1 |
| Use of Force Incidents-Not Justified | 0 |

Comments:

Evaluator's Comments:

[redacted] arrives early everyday, ready to start his shift. [redacted] has moved into the upper half of seniority, and with his experience is able to assist newer officers when questions or problems arise. [redacted] has vast knowledge of the City of Willoughby as well as the department and provides valuable insight when acting in his role as a FTO.

[redacted] recently obtained his range instructor certificate, further displaying his want to help others and investment into the department.

[redacted] received one letter of commendation from a citizen [redacted] in which they wanted to thank [redacted] for showing great care and concern in regards to their granddaughter who was missing.

[redacted] should continue to advance in range instruction, by attending rifle and shotgun classes.

Employee's Comments:

Reviewer's Comments:

SEE ATTACHED

WHILE [redacted] WAS ON INJURY / LT. DUTY FOR FIRST 2 ½ MONTHS, HIS PRODUCTION WAS ACTUALLY HIGHER IN 1ST HALF OF 2025 AND TAILED OFF IN 2ND HALF.
PARKING - 8 1ST HALF 0 2ND HALF
CITES / ARRESTS - 39/8 21/45
STOPS - 72/42
BUSINESS - 89/43
I WOULD LIKE TO SEE A STRONGER FOCUS TO ACTIVITY IN 2026

Employee's Signature: [redacted] Date: 1/26/26 JHS 02-23-202

Evaluator's Signature: [redacted] Date: 1/26/2026

Reviewer's Signature: [redacted] Date: 1-26-26 2-6-26

Note: Signature indicates that employee has observed and discussed this evaluation with a supervisor and has been given the opportunity to add written comments. Agreement with the content of this evaluation is not necessarily implied. Appeal of this evaluation must be done in writing within(5) working days, as written in Departmental general order A-7.

JHS 02-23-2026

6 Month Period
OVI
0 = Needs Improvement
1 - 3 = Proficient
4 + = Excels
Total 2

Year Total
OVI
0 - 1 = Needs Improvement
2 - 6 = Proficient
7 + = Excels
Total 3

6 Month Period
PARKING
0 - 20 Needs Improvement
21 - 34 Proficient
35+ Excels
Total 8

Year Total
PARKING
0 - 41 Needs Improvement
42 - 68 Proficient
69+ Excels
Total 8

6 Month Period
TRAFFIC/ARREST
0 - 63 Needs Improvement
64 - 90 Proficient
90+ Excels
Total 64

Year Total
TRAFFIC/ARREST
0 - 126 Needs Improvement
127 - 180 Proficient
181+ Excels
Total 94

6 Month Period
TRAFFIC STOPS
0 - 74 Needs Improvement
75 - 120 Proficient
121+ Excels
Total 72

Year Total
TRAFFIC STOPS
0 - 148 Needs Improvement
149 - 240 Proficient
241+ Excels
Total 112

6 Month Period
BUSINESS/CITY CHECKS
0 - 53 Needs Improvement
54 - 84 Proficient
85+ Excels
Total 89

Year Total
BUSINESS/CITY CHECKS
0 - 106 Needs Improvement
107 - 168 Proficient
169+ Excels
Total 132

Performance Improvement Plan Needed: Yes ☐ No ☑

If Officer needs improvement in a category but no PIP is needed, supervisor is required to explain below in addition to other comments:

[redacted] was on light-duty and assigned to the Detective Bureau for the first three months of the year. If able to be on active patrol during those months, I believe [redacted] would have met the required range for all categories.

Reviewer's Comments:

[redacted] is well respected and well liked throughout the department and plays a key role in maintaining squad cohesion and teamwork. As a seasoned police officer [redacted] consistently demonstrates sound judgment on calls for service and seeks supervisory guidance only when circumstances clearly warrant it.

A primary goal for [redacted] in the coming year is to continue transitioning back to a more proactive patrol posture, similar to the level he demonstrated prior to a series of unfortunate injuries over the past several years. [redacted] possesses the knowledge, experience, and ability to be one of the top patrol officers in the department, should he choose to fully reengage at that level.

As with many long-tenured officers, continued attention to detail—particularly in report writing and case documentation—is important to ensure that smaller details do not inadvertently get overlooked. Maintaining this focus will further strengthen the quality of [redacted] work and overall case outcomes.

[redacted] is a valuable asset to any squad, and his experience and leadership contribute positively to daily operations.