



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



2023-2307

Officer-Involved Critical Incident- I-75 Southbound @ MM 110

Investigative Activity: Records Reviewed, Personnel File, Training Records

Involves: Sgt. ██████████  
Activity Date: 9/15/2023  
Activity Location: BG Office  
Authoring Agent: SA Chris Hamberg #69

**Narrative:**

On Friday, September 08, 2023, Ohio Bureau of Criminal Investigation (BCI) Special Agent (SA) Chris Hamberg (SA Hamberg) received the training records for Sgt. ██████████ (██████████) from Ohio State Highway Patrol (OSP) Sgt. Jim Boysel. SA Hamberg reviewed the personnel file and noted the following:

The following is a review of ██████████'s personnel file. ██████████ applied for an OSP Dispatcher position for the Van Wert Post on March 11, 2014. ██████████ received his Emergency Medical Technician Course (150) hours from the Apollo Career Center on February 25, 2014. ██████████ moved from a dispatcher position to a promotion to the Highway Patrol Cadet position on April 6, 2016. ██████████ moved from the Cadet Position to the Highway Patrol Trooper position at the Lima Post on September 28, 2016. ██████████ was promoted to the Sergeant Position and transferred to the Defiance Post on October 10, 2021. Training Records showed the following: Basic Training was completed on September 30, 2016 and ██████████ graduated from the 160th Academy Class. ██████████ attended many online trainings as well as in-person training located at the OSP Academy and other locations. No discipline was noted in the personnel file.

The personnel file, training records, and certificates were attached to this report. Please refer to the attachment for further details.

## DEPARTMENT RECORD



<b>Employee Name</b> [REDACTED]	<b>Unit Number</b> [REDACTED]	<b>Hire Date</b> 06/16/2014
<b>Job Description</b> Sergeant	<b>Division</b> OSP	<b>Department</b> D1 Post 2 Lima

**No Department Record Found**

*Chad A. Recker*

## EMPLOYMENT APPLICATION



STATE OF OHIO  
careers@ohio.gov  
Columbus, Ohio 43215  
800-409-1205  
<http://careers.ohio.gov/>

Recker, Chad A  
VARIOUS HIGHWAY PATROL DISPATCHER - APPLICANT POOL

Received: 11/4/13 4:52 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: HIGHWAY PATROL DISPATCHER - APPLICANT POOL		EXAM ID#: VARIOUS
NAME: (Last, First, Middle) [REDACTED]		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: OH	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

PREFERRED SALARY: [REDACTED]	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: [REDACTED]	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night	
OBJECTIVE: I would like to dispatch and eventually become a trooper.	

## EDUCATION

DATES: [REDACTED]	SCHOOL NAME: Fort Jennings High School
LOCATION: (City, State) Fort Jennings, Ohio	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
DEGREE RECEIVED: High School Diploma	

## WORK EXPERIENCE

DATES: From: 5/2013 To: Present	EMPLOYER: Von Sossan Contracting Inc.	POSITION TITLE: Concrete Finisher
ADDRESS: (Street, City, State, Zip Code) Fort Jennings, Ohio 45844		COMPANY URL: [REDACTED]
PHONE NUMBER: (419) 286-2883	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
DUTIES: Finish all flat work.		
REASON FOR LEAVING: [REDACTED]		
DATES: From: 8/2013 To: Present	EMPLOYER: Putnam County Sheriff's Office	POSITION TITLE: Dispatcher
ADDRESS: (Street, City, State, Zip Code) Ottawa, Ohio		COMPANY URL: [REDACTED]
PHONE NUMBER: (419) 523-3208	SUPERVISOR: Sue Williams	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 24	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
DUTIES: Dispatch all law, fire, and EMS.		
REASON FOR LEAVING: [REDACTED]		

## CERTIFICATES AND LICENSES

TYPE: CPR	
LICENSE NUMBER: OH03279	ISSUING AGENCY: St. Rita's Medical Control

**SKILLS**

Nothing Entered For This Section

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section

**Agency-Wide Questions**

1. **Please indicate your county of residence.**  
Putnam County
2. **SUMMARY OF QUALIFICATIONS - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination.**  
I have experience in receiving and transmitting radio traffic, sending personnel to emergency situations, taking phone calls in emergency situations, and multi-tasking. I am good with talking to people that are in a crisis. I am also experienced with LEADS and CAD.
3. **Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.**  
I have had four years of English, and one year of typing.
4. **Are you a current State of Ohio employee?**  
No, I'm not a State of Ohio employee
5. **If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS State of Ohio User ID number. If you are not a current State of Ohio employee, please type N/A.**  
N/A
6. **If you are not a current State of Ohio employee, have you ever been employed by the State of Ohio? (If you are a current State of Ohio employee, please select N/A.)**  
No
7. **If you were previously employed by the State of Ohio, please choose one of the following:**  
N/A - Current state employee **OR** not previously employed by the State of Ohio.
8. **If you were previously employed by the State of Ohio, have you ever plead guilty or been convicted of a misdemeanor, for violation of Ohio Revised Code 1347.15 (H)(1) and/or (H)(2) - Access rules for confidential personal information?**  
N/A
9. **Have you ever been convicted of a felony? (A felony conviction may not automatically exclude you from consideration.)**  
No
10. **If you answered Yes to the previous question, please give date(s) of conviction(s) and explain. If you answered No, please type N/A.**  
N/A
11. **How did you become aware of this employment or examination opportunity?**  
Other Internet Web site

**Job Specific Supplemental Questions**

1. **Are you willing to work rotating shifts including working on weekends and holidays?**  
Yes
2. **Do you have a high school diploma or GED equivalent?**  
Yes
3. **Can you read, write and speak English?**  
Yes
4. **Do you have 1 course or 3 months experience in typing, operating a personal computer & word processing?**  
Yes
5. **Do you possess training or experience in dispatching?**  
Yes
6. **Do you have experience in public relations?**  
Yes
7. **Do you have 12 months experience in operation of a computer in a business or educational environment?**  
Yes
8. **Do you possess working knowledge of Law Enforcement Automated Data System (LEADS)?**  
Yes
9. **Are you willing to travel to various Dispatch Centers as assigned?**  
No
10. **Do you have a relative who is currently employed by the Ohio Department of Public Safety? By a "relative" we mean any person closely related by blood or marriage, which includes, but is not limited to, your spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in your household.**  
No, I do not have a relative currently employed by the Ohio Department of Public Safety.
11. **Can you provide a DD Form 214 "Certificate of Release or Discharge from Active Duty"?**  
No
12. **Can you provide proof of honorable discharge or honorable separation from active military service?**  
No
13. **Please specify the Dispatch Center you will be willing to work. (select all that apply) PLEASE NOTE : by selecting from the list below you agree to report in at that location(s) if selected. The Dispatch Center you select will be used to place you in an appropriate applicant pool. CHOOSE YOUR LOCATION(S) CAREFULLY**  
FINDLAY - 3201 North Main Street, Findlay, OH 45840 (Hancock County), VAN WERT - 10234 Van Wert - Decatur Road, Van Wert, Ohio 45891 (Van Wert County)
14. **Have you previously taken the CritiCall test at the Ohio Department of Public Safety?**  
No
15. **If you answered "yes" to the previous question, when did you take the CritiCall test?**  
N/A

The following terms were accepted by the applicant upon submitting the online application:

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

This application was submitted by Chad A Recker on 11/4/13 4:52 PM



# SUPPLEMENTAL EMPLOYMENT AGREEMENT

I, [REDACTED], do hereby agree that as a condition of my initial employment, satisfactory completion of my probationary period and continued employment with the State of Ohio, that if I am now or ever become subject to a lawful agreement or court order requiring me to pay child support, I will pay all monies required by such agreement or order in a timely fashion as exists at the time of my initial employment or occurs subsequently, I agree to satisfactorily liquidate such arrearage in accordance with any subsequent agreement or order.

X

[REDACTED]  
Employee Signature

3-11-14  
Date

[REDACTED]  
Date of Birth



# SUPPLEMENTAL NEPOTISM STATEMENT

I have no known relatives or business associates currently employed by the State of Ohio.

I have relatives or business associates currently employed by the State of Ohio and have listed them below:

### RELATIVES OR BUSINESS ASSOCIATES

Name	Relationship	Position	Department

I have no interest in any business which currently or has in the past done business with the State of Ohio.

I have business interest which are or have been involved in state business and have listed them below.

### BUSINESS INTERESTS

Name of Business	My Interest	Summary of Services

X   
Signature

~~3-10-14~~<sup>CR</sup> 3-11-14  
Date

### DEFINITIONS

[http://das.ohio.gov/Directives/directive\\_05-06/06-09.pdf](http://das.ohio.gov/Directives/directive_05-06/06-09.pdf)

For the purposes of this directive, the following definitions apply:

**“Relatives”** are defined as “Closely related by blood or marriage” but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

**“Significant relationship”** means people’ living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

**“Business Associates”** are defined as parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.



### APPLICANT BACKGROUND INFORMATION

You have applied for a State Patrol Dispatcher  
(Job Classification / Position Control Number)

in the Van Wert Post  
(Office / Section)

Selection is contingent upon your completion of the following information and satisfactory results on a standard check of your police record. A prior conviction on your record will not automatically result in your disqualification from employment.

The State of Ohio is an equal opportunity employer and will not use any of the information you provide to discriminate against you on any basis, including race, color, religion, sex, national origin, handicap, age, or ancestry. If you have any questions or concerns about the information being requested, please contact the Office of Human Resource Management.

FULL NAME		
[REDACTED]		
PRESENT ADDRESS		
[REDACTED]		
CITY	STATE	ZIP CODE
[REDACTED]	[REDACTED]	[REDACTED]
DATE OF BIRTH (MM/DD/YY)	SOCIAL SECURITY NUMBER	ALIASES OR MAIDEN NAME
[REDACTED]	[REDACTED]	
PREVIOUS ADDRESSES IN THE PAST 10 YEARS (CITY AND STATE)		
HOMETOWN		
Fort Jennings		

LIST ANY FELONY OR MISDEMEANOR CONVICTIONS IN THE PAST TEN (10) YEARS AND THE DATE OF CONVICTION:

N/A

LIST ANY TRAFFIC CITATIONS OR TRAFFIC CRASHES IN THE PAST FIVE YEARS EXCLUDING PARKING INFRACTIONS:

N/A

LIST ANY DISCIPLINES OR ACTIONS TAKEN AGAINST YOUR FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT:

N/A

BRIEFLY DESCRIBE ANY OTHER INFORMATION WHICH COULD PREVENT YOU FROM ACTING IN THE BEST INTEREST OF THE STATE OR WHICH COULD BE AN EMBARRASSMENT TO THE STATE OF OHIO IF DISCLOSED:

N/A

LIST ANY PENDING CIVIL SUITS IN WHICH YOU ARE A PLAINTIFF OR DEFENDANT, AND ANY UNRESOLVED BANKRUPTCY ACTIONS IN WHICH YOU ARE A DEBTOR:

*N/A*

ARE YOU CURRENTLY IN ARREARS ON ANY COURT-ORDERED CHILD SUPPORT PAYMENTS?  YES  NO  
IF YES, PLEASE EXPLAIN:

I, , certify all of the answers and statements on this form are true, complete, and correct to the best of my knowledge and are made in good faith.

I specifically authorize any credit reporting agency to release any records or information concerning my credit history and financial status to the Director of the Ohio Department of Public Safety, or designee.

SIGNATURE <b>X</b> 	DATE <i>3-11-14</i>
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# TATTOO, BODY ART, INTENTIONAL BODY MODIFICATION DECLARATION

(Ohio State Highway Patrol [OSHP] / Bureau of Motor Vehicles [BMV] Uniformed Employees – Sworn Officer, Cadet Trainee, Security Officer, Motor Carrier Enforcement Inspector, Load Limit Inspector, Motor Vehicle Inspector, Driver Examiner, CDL Driver Examiner, Customer Service Center Employees, Electronic Technician, Dispatcher, Communication Technician)

To be eligible for employment, applicants for a uniformed employee position must meet OSHP / BMV minimum requirements. These requirements include appearance standard restrictions that tattoos, body art, and intentional body modification shall not be visible while in any uniform or attire while on-duty. Body modifications include but are not limited to tongue splitting or bifurcation, abnormal shaping of the ears, eyes or nose, abnormal filing of the teeth, and branding or scarification.

To continue the selection process, this declaration shall be completed and signed by each applicant. The signature shall be witnessed by an OSHP / BMV employee. Place your initials beside one or more of the following statements that describe your situation.

- NO**, I do not have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty
  
- YES**, I have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty as described below. I will take appropriate measures to have it removed in order to continue in the application process.

The location and complete description of the tattoo, body art or intentional body modification is:

APPLICANT NAME (PRINTED) [REDACTED]	DATE 3-11-14
APPLICANT SIGNATURE X [REDACTED]	
WITNESS (OSHP / BMV EMPLOYEE) X Cheryl Pratt	

**Mourne, Laura**

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**From:** Mourne, Laura  
**Sent:** Monday, May 19, 2014 1:16 PM  
**To:** Dziatkowicz, Elizabeth  
**Cc:** Brimah, Gamel; Johnson, Christopher; Savage, Rachel; Linek, Charles  
**Subject:** Background - Dispatcher Applicant [REDACTED]

Good afternoon,

Capt. Linek has approved the background for Dispatcher applicant [REDACTED]. The cover sheet and associated paperwork will be forwarded to HR today to process for hire.

Thank you,

Laura L. Mourne  
Office of Personnel  
Ohio State Highway Patrol  
Ohio Department of Public Safety  
[lmourne@dps.state.oh.us](mailto:lmourne@dps.state.oh.us)  
614.644.5018





Case Number  
954-2094

PCN (If Applicable)  
20061297

Applicant's Name  
[REDACTED]

Position Applied For  
Traveler Dispatcher

*Approved  
Capt. C. A. [unclear]  
5-19-14*

**TYPE OF REPORT**

- Main Background Report
- Background Update Report

Background Update Reports

- No New Information or Changes to Report
  - New Information and/or Changes to Report – See Attached Pages
- \* Include Background Update Report Checklist with all background updates

**Background Investigator**

CBI R.W. Foust  
RANK / NAME

Findlay  
DISTRICT

DHQ  
POST

# Ohio State Highway Patrol Applicant Release

I, [REDACTED], residing at [REDACTED]

for the last 19 YEARS, have applied for employment with the Ohio State Highway Patrol. I have been instructed and understand that a representative of the Ohio State Highway Patrol will be conducting a thorough investigation of my background to assist in determining my eligibility for this employment. I realize that, in conducting this background investigation, officers will be making inquiries of: officials and record offices at schools which I have attended; physicians, psychiatrists, psychologists, and/or other persons who may have examined or treated me for any physical, psychological, or other type illness or injury; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms who may have information regarding my credit record, financial standing; **and other financial information including, but not limited to, federal, state, city and school district tax returns**; present and previous employers; and other persons who may be able to provide information about me which the Ohio State Highway Patrol desires.

I hereby expressly release and waive all provisions of state and federal law which may forbid the disclosure of information from any physician, psychiatrist, psychologist, or other person who has treated me, or any school official, court, police agency, **government agency**, credit bureau, employer, firm or person, from disclosing any knowledge or information they have concerning me which is requested by the Ohio State Highway Patrol. I further consent that the Superintendent of the Ohio State Highway Patrol, or his representative, be provided with a copy of any such record concerning me upon request.

I further release, discharge and exonerate the Ohio State Highway Patrol and the State of Ohio, its agents, officers, and representatives, and any person, agency, company, organization, or firm furnishing information from any and all liabilities of every nature arising out of the furnishing or inspection of such documents, records and other information, or the investigation made by or on behalf of the Ohio State Highway Patrol.

I understand that a Screening Committee, consisting of Ohio State Highway Patrol personnel appointed by the Superintendent, will review my completed background investigation and determine my eligibility for appointment to a Trainee, Police Officer or Electronic Technician position. All other employee background investigations are reviewed at the district or section and post level to determine eligibility.

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

X [REDACTED]  
Signature of Applicant

4-25-14  
Date

X [Signature]  
Signature of Witness

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, [Redacted], date of birth March 30, 1995

hereby authorize The Ohio Department of Mental Health

to release my medical information to:

Specific Identification of Person or Entity Authorized to Receive Information  
The Ohio State Highway Patrol & Police Department

I authorize the following information to be released:

- Narrative Summary
- After Care Services Plan
- Psychiatric Examination
- History and Physical
- Psychology Evaluation
- Social Work Assessment
- Progress Notes
- Lab Results
- Treatment Plan
- Consultation
- Orders

Dates of Treatment

Records from other providers (specify or 'all'):  
All

Other (specify):  
 Dates of any treatment - hospitalization

This authorization includes release of records relating to ("X" appropriate boxes):

- Diagnoses and/or treatment for alcohol and/or drug abuse
- HIV test results
- AIDS/AIDS Related Complex (ARC) diagnoses and/or treatment
- Diagnoses and/or treatment relating to other communicable diseases

Indicate here any additional exceptions or exclusions, if any, to information released.

Application for employment - Background Information

This authorization for use/disclosure is for the following purpose:

Application for employment - Background Information

My refusal to sign this authorization will NOT affect my ability to obtain treatment, payment, or enrollment in a health plan. This authorization will remain effective for 90 (180 days (circle one)) unless an earlier date or condition/event is specified here. However, I understand that I have the right to revoke this authorization, in writing, at any time, and that the revocation will be effective except to the extent that ODMH has already taken action in reliance on my authorization. My written statement that I want to revoke my authorization should be delivered to:

Name and Address  
[Redacted]

Signature of Individual/Guardian/Personal Representative: [Redacted] Date Signed: 4-25-14 Print Name: [Redacted]

If this authorization has been signed by a personal representative on behalf of an individual, his/her authority to act on behalf of the individual must be set forth here:

NOTE: This information has been disclosed to you from records whose confidentiality is protected from disclosure by State and Federal law. ORC 5122.31, 42 CFR Part 2, and/or ORC 3701.243 prohibit you from making any further disclosure of it without the specific and informed release of the individual to whom it pertains, their authorized representative, or as otherwise permitted by law. A general authorization for release of information is NOT sufficient for this purpose.

[Redacted]

**FOR OFFICE USE ONLY**

Staff Person Releasing Information

Date Information Released



**TATTOO, BODY ART, INTENTIONAL BODY MODIFICATION DECLARATION**

**(OSHP Uniformed Employees – Sworn Officer, Cadet Trainee, Security Officer, Motor Carrier Enforcement Inspector, Load Limit Inspector, Motor Vehicle Inspector, Driver Examiner, Electronic Technician, Dispatcher, Communication Technician)**

To be eligible for employment, applicants for a uniformed employee position must meet Ohio State Highway Patrol minimum requirements. These requirements include appearance standard restrictions that tattoos, body art, and intentional body modification shall not be visible while in any uniform or attire while on-duty. Body modifications include but are not limited to tongue splitting or bifurcation, abnormal shaping of the ears, eyes or nose, abnormal filing of the teeth, and branding or scarification.

To continue the selection process, this declaration shall be completed and signed by each applicant. The signature shall be witnessed by an Ohio State Highway Patrol employee. Place your initials beside one or more of the following statements that describes your situation.

- NO**, I do not have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty
- YES**, I have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty. I will take appropriate measures to have it removed in order to continue in the application process. The location and complete description of the tattoo, body art or intentional body modification is:

**Applicant Name** (Printed) \_\_\_\_\_ Date 4-25-14

**Applicant Signature**  \_\_\_\_\_

**Witness** (OSHP Employee)  \_\_\_\_\_ Date 4-25-14



Pen 2006 1297

STATE OF OHIO  
HP-47G  
Rev. 10/31/2006  
OSP-102.01 Attachment

DEPARTMENT OF PUBLIC SAFETY

Ohio State Highway Patrol

**Notification and  
Authorization for  
Employment Credit Report**

I authorize the Ohio State Highway Patrol to obtain a credit report on my finances through the credit reporting agency of its choice. If employed, I further authorize the Ohio State Highway Patrol to check my credit record, as needed, on a continuing basis as it relates to my employment.

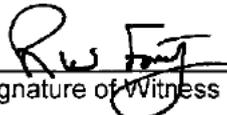
I understand the information received from the credit reporting agency will be reviewed by Ohio State Highway Patrol personnel and will be used to assist the Ohio State Highway Patrol in determining my qualifications for employment purposes.

If an adverse employment decision is made in whole or in part based on the information in the credit report, the Ohio State Highway Patrol will provide me with the source of the credit report, their address and phone number, so I may contact them if I wish. The Ohio State Highway Patrol will also provide me a summary of my rights under the Fair Credit Reporting Act.

X   
\_\_\_\_\_  
Signature of Applicant

4-25-14  
Date

Applicant's Name (Print)   
\_\_\_\_\_

X   
\_\_\_\_\_  
Signature of Witness

4-25-14  
Date



Limited Tax Waiver

Part 1- To be Completed by Applicant

I (we) hereby authorize the Tax Commissioner or his designee to review the records of the Ohio Department of Taxation (ODT) concerning my (our) compliance requirements for timely filing and, if applicable, payment of Personal Income Taxes, as well as timely filing and, if applicable, payment of School District Income Taxes if I (we) reside(d) in a taxing school district.

I (we) authorize the Commissioner or his designee, on the basis of this review, to complete Part 2 of this form and send it to the Director of (Agency) OHIO STATE HIGHWAY PATROL or his/her designee. In making this authorization, I (we) expressly waive the confidentiality provision of Ohio law which would otherwise prohibit such disclosure and release the Ohio Department of Taxation and its employees from any and all liability with respect to the limited disclosure outlined in Part 2 and authorized herein.

Applicant's Printed Name, Applicant's Signature, Applicant's SSN, Date 4-25-14

Spouse's Printed Name, Spouse's Signature, Spouse's SSN, Date

Note: The signature and SSN of a spouse is required if this release pertains to Married Filing Jointly Personal Income Tax and School District Income Tax returns.

Sworn to before me and subscribed in my presence this 25th day of April 20 14 at 3201 N. MAIN ST. FUNDLAY, County of HANCOCK and the State of OHIO. Notary Robert J. Ashenfelter, Notary Public, State of Ohio, My Commission Expires 01/30/2016

Part 2- Applicants: Do Not Write Below This Line.

I have reviewed the Personal Income Tax and, if applicable, School District Income Tax filing and payment history securely maintained by the Ohio Department of Taxation as requested and approved by the individual(s) listed above. Based upon this review, I find the following:

- No further information is necessary at this time.
Further information is required at this time. Applicant must contact ODT Liaison.

Date, Jennifer Davidson, Administrator

# Ohio State Highway Patrol Applicant Medical Verification



Dear Medical Practitioner:

Mr. [REDACTED] is currently in the process of consideration for hire as a Traveling Dispatcher with the Ohio State Highway Patrol. This position requires the applicant to see and hear clearly. As the medical expert, you are being asked if your patient has any issues or concerns in regard to:

1. Colorblindness? Yes

No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Vision uncorrected less than 20/20?  
List vision acuity 20/25 @ eye 20/20 @ eye

If less than 20/20, can or is the vision correctible in your opinion? If so, how?

yes, corrective lenses  
\_\_\_\_\_  
\_\_\_\_\_

3. Hearing diminished or impaired in any way? If so, please explain and detail how it may be corrected normal hearing

\_\_\_\_\_  
\_\_\_\_\_

Date 4-28-14

Physician Signature

[Signature]  
\_\_\_\_\_  
Wesley A. Klir

Printed name, address & telephone number

109 S. Broad  
Kalida Oh. 45853



PCN 20061297

John R. Kasich, Governor  
John Born, Director  
Colonel Paul A. Pride  
Superintendent

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- **Ohio State Highway Patrol**

Ohio State Highway Patrol  
1970 West Broad Street  
P.O. Box 182074  
Columbus, Ohio 43218-2081  
www.statepatrol.ohio.gov

Case No. **954-2094**  
PCN No: **20061297**

Dear Applicant:

This letter is to advise you your application for employment with the Ohio State Highway Patrol for the position of Traveler Dispatcher, Van Wert Dispatch Center has been processed.

You have successfully completed the initial phase of the employment process. As a condition of employment, you must successfully complete a comprehensive examination into your background. Following successful completion and review of the aforementioned inquiries, you will be informed of your employment status.

Upon receipt of this letter, if you are interested in continuing the selection process, please execute the acknowledgement on the reverse side of this letter and return one copy in the self-addressed, stamped envelope. You may keep the other copy for your records. If you do not wish to be considered for employment for this position, please complete and return the enclosed form. In any event, the acknowledgement must be received within ten (10) working days.

Thank you for your interest in employment with the Ohio State Highway Patrol. Upon successful completion of the background investigation and review/authorization from the Director of the Department of Public Safety, you will be offered the position for which you applied.

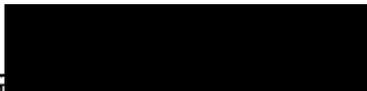
Sincerely,  
  
Colonel Paul A. Pride  
Superintendent

PAP/mjf



ACKNOWLEDGEMENT AND ACCEPTANCE OF OFFER

I hereby acknowledge and accept the terms and conditions provided on the reverse side. I exercise this acceptance of my own free will, in good faith and with the understanding that I will be employed in the position of TRAVELER DISPATCHER upon satisfactory completion of the conditions.

  
\_\_\_\_\_  
APPLICANT SIGNATURE

4-25-14  
\_\_\_\_\_  
DATE

Bob Foy  
\_\_\_\_\_  
WITNESS

4-25-14  
\_\_\_\_\_  
DATE

\*\*\*\*\*

REJECTION OF OFFER AND WITHDRAWAL FROM FURTHER CONSIDERATION

I have reviewed the attached conditional offer of employment and reject the same with the understanding that I will be withdrawn from further consideration for employment at this time.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

954-2094

**Judy Wells**, Superintendent  
**Greg Bukowski**, Treasurer  
**Douglas B. Bodey**, Director of High School Programs  
**Rick Turner**, Director of Adult Programs

High School Office 419.998.2908 • Fax 419.998.2929  
Adult Office 419.998.2999 • Fax 419.998.2994  
www.apollocareercenter.com



3325 Shawnee Road • Lima, OH 45806-1454

April 28, 2014

Ohio State Highway Patrol  
Attn: Bob Foust  
3201 N. Main Street  
Findlay, Ohio 45848

Mr. Bob Foust,

This letter serves as a transcript from Apollo Career Center. [REDACTED] successfully completed the Emergency Medical Technician course (150 hours) at Apollo Career Center on February 25, 2014.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Kempher".

Crystal Kempher  
Public Safety Program Manager  
Apollo Career Center



- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



**John R. Kasich, Governor**  
**John Born, Director**  
**Colonel Paul A. Pride**  
*Superintendent*

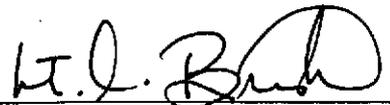
Ohio State Highway Patrol  
1970 West Broad Street  
P.O. Box 182074  
Columbus, Ohio 43218-2081  
[www.statepatrol.ohio.gov](http://www.statepatrol.ohio.gov)

I hereby acknowledge receipt of the Ohio Department of Public Safety's Work rules with a revision date of August 26, 2013.

\_\_\_\_\_  
  
Employee's Name (Print)

\_\_\_\_\_  
  
Date

9-23-2014  
Date

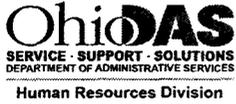
  
Supervisor's Signature

Completed letter of acknowledgement with original signature to be forwarded to the Office of Human Resource Management and filed in the employee's personnel file.



**Personnel Actions Request**

PAR #	0000154548													
	<b>Agency</b>					<b>Division or Institution</b>					<b>HQ County</b>			
From:	DPS290100					District 1 Headquarters					Van Wert			
To:	DPS285000					TRAINING ACADEMY					Franklin			
	<b>EMPL ID</b>			<b>Last Name</b>			<b>First Name</b>			<b>MI</b>				
	[REDACTED]			[REDACTED]			[REDACTED]			[REDACTED]				
	<b>OAKS Action</b>						<b>OAKS Reason</b>							
	PRO - Promotion						PRO - Promotion							
<b>Comments</b>														
PROMOTION FROM HIGHWAY PATROL DISPATCHER TO HIGHWAY PATROL CADET , FULL TIME PERMANENT, (160TH CADET CLASS) TRANSFER FROM DISTRICT 01, POST 81/ VAN WERT TO ACADEMY/ TRAINING, APPLICATION, SUPPLEMENTAL EMPLOYMENT AGREEMENT AND UNCLASSIFIED ACKNOWLEDGMENT ATTACHED (UNABLE TO UPDATE RETIREMENT - DAS WILL DO UPDATE)														
<b>Effective Date</b>			<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>
MO	DA	YR	MO	DA	YR	From:	20061297	DPS290100	A01	01	9	Permanent	Full-Time	A: Permanent
4	6	2016				To:	20062364	DPS285000	EX	99	9	Permanent	Full-Time	U: Unclassified
	<b>Job Code Title</b>				<b>Job Code</b>				<b>Grade</b>		<b>Step</b>		<b>TOTAL RATE</b>	
From:	Highway Patrol Dispatcher				52461				008		3		18.15	
To:	Highway Patrol Cadet				99711				0		0		18.66	
	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>		<b>Change Percent</b>		<b>Converted Comp Rate</b>					
From:	NAHRLY		18.15		0.00		0.00		18.15					
	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>		<b>Change Percent</b>		<b>Converted Comp Rate</b>					
To:	NAHRLY		18.66		0.00		0.00		0.00					



### Personnel Actions Request

STD HRS (OAKS)	FLSA Status	Empl Class (Retmt)	Officer Code
40	Overtime Eligible	PERS	None
OAKS Multi Action		OAKS Multi Reason	
DTA - Data Change		HQC - HQ Location Change	
DTA - Data Change		SCS - Status - Civil Service	

Initiator Name	Entered Date/Time
COLLEEN E PETERSON	2016-04-06T07:15:39-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	JOSEPH A ECKSTEIN	2016-04-06T10:14:57-04:00
EPAR DECENTRAL AGENCY	ELIZABETH REITZ DZIATKOWICZ	2016-04-06T10:44:46-04:00

**160 &161 - Highway Patrol Cadet**

**Contact Information -- Person ID: 18351214**

Name: [Redacted] Address: [Redacted]  
 Home Phone: [Redacted] Alternate Phone: [Redacted]  
 Email: [Redacted] Former Last Name: [Redacted]  
 Month and Day of Birth: [Redacted]

**Personal Information**

Driver's License: Yes, Ohio , Class D  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? High School

**Preferences**

Preferred Salary:  
 Are you willing to relocate? Yes  
 Types of positions you will accept: Regular  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

**Education**

**High School**  
 Fort Jennings High School  
 [Unspecified Start] - [Unspecified End]  
 Fort Jennings, Ohio  
 Did you graduate: Yes  
 Highest Level Completed: 12  
 Did you receive a GED?  
 Degree Received: High School Diploma

**Work Experience**

**Highway Patrol Radio Dispatcher**  
 6/2014 - Present  
 Hours worked per week: 40  
 Monthly Salary: \$2,665.60  
 Name of Supervisor: Cheryl Pratt - Dispatch Supervisor  
 May we contact this employer? Yes  
 Ohio State Highway Patrol  
 10234 Van Wert-Decatur Road  
 Van Wert, Ohio 45891  
 419-238-3055

**Duties**

A dispatcher answers radios, phones, and teletypes. A dispatcher gathers all information and dispatches units according to the situation presented. A dispatcher also meets people who comes on post, and talks them through what they need.

**Reason for Leaving**

My main goal when becoming a dispatcher was to later become an Ohio State Trooper.

**EMT-Basic**

3/2014 - Present  
 Hours worked per week: 2  
 Monthly Salary: \$0.00  
 Name of Supervisor: Nancy Erhart - EMS Chief  
 May we contact this employer? Yes  
 Putnam County EMS  
 117 Dr. Thatye Drive  
 Glandorf, Ohio 45848  
 419-538-7315

**Duties**

Emergency Medical Technicians-Basic (EMT-B) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT-B drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT-B must observe traffic ordinances and regulations concerning emergency vehicle operation.

**Concrete Finisher**

5/2013 - 10/2014

Von Sossan Contracting Inc.  
21843 Road S  
Fort Jennings, Ohio 45844  
(419) 286-2883

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Todd Von Sossan - President

May we contact this employer? Yes

**Duties**

I finished all flat concrete.

**Dispatcher**

8/2013 - 6/2014

Putnam County Sheriff's Office  
1035 Heritage Trail  
Ottawa, Ohio 45875  
(419) 523-3208

Hours worked per week: 24

Monthly Salary: \$0.00

Name of Supervisor: Brad Brubaker - 911 Coordinator

May we contact this employer? Yes

**Duties**

Dispatch all Law Enforcement Officers, Fire Departments, and EMS units in Putnam County.

**Reason for Leaving**

I became an Ohio State Highway Patrol Radio Dispatcher.

**Certificates and Licenses**

Type: CPR

Number: OH03279

Issued by: St. Rita's Medical Control

Date Issued: 10 /2013 Date Expires: 10 /2015

Type: EMT-B

Number: 164766

Issued by: Ohio EMS

Date Issued: 2 /2014 Date Expires: 3 /2016

Type: TAC Officer

Number:

Issued by: Ohio State Highway Patrol LEADS

Date Issued: 3 /2015 Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information****References**

State of Ohio has chosen not to collect this information for this job posting.

**Resume****Text Resume****Attachments****Agency-Wide Questions**

1. Q: Please indicate your county of residence.

A: Putnam County

2. Q: **SUMMARY OF QUALIFICATIONS** - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination.

A: I am currently employed by the Ohio State Highway Patrol as a dispatcher. I am also a LEADS operator. I have had experience dealing with people in stressful situations as an EMT, and have had training in operating emergency vehicles.

3. Q: Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.

A: I have completed an EMT-Basic course, which has taught me to deal with people in stressful situations, and how to operate emergency vehicles. I am also the post TAC Officer which has taught me more information about LEADS. I have completed four years of english, math, and science. Also i have completed one year of typing in high school.

4. Q: Are you a current State of Ohio employee?

A: Yes, I'm a permanent employee

5. Q: If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS State of Ohio User ID number. If you are **not** a current State of Ohio employee, **please type N/A**.

A: [REDACTED]

6. Q: If you are **not** a current State of Ohio employee, have you ever been employed by the State of Ohio? (If you are a current State of Ohio employee, please select N/A.)

A: N/A

7. Q: If you were previously employed by the State of Ohio, please choose one of the following:

A: N/A - Current state employee OR not previously employed by the State of Ohio.

8. Q: If you were previously employed by the State of Ohio, have you ever plead guilty or been convicted of a misdemeanor, for violation of Ohio Revised Code 1347.15 (H)(1) and/or (H)(2) - Access rules for confidential personal information?

A: N/A

9. Q: Have you ever been convicted of a felony? (A felony conviction may not automatically exclude you from consideration.)

A: No

**10. Q:** If you answered Yes to the previous question, please give date(s) of conviction(s) and explain.  
**If you answered No, please type N/A.**

A: N/A

**11. Q:** How did you become aware of this employment or examination opportunity?

A: Other Internet Web site

### Supplemental Questions

**1. Q:** Are you a citizen of the United States of America?

A: Yes

**2. Q:** Are you between 20 and 34 years of age?

A: Yes

**3. Q:** Do you have a High School Diploma or GED?

A: Yes

**4. Q:** Do you have a valid driver's license?

A: Yes

**5. Q:** Have you ever been convicted of a Felony offense?

A: No

**6. Q:** Have you ever been convicted of a Domestic Violence offense or convicted of any charges that have been reduced from the charge of Domestic Violence?

A: No

**7. Q:** Have you ever been convicted of more than one OVI / DUI or physical control offense?

A: No

**8. Q:** Have you been convicted of an OVI / DUI or physical control offense within the last five years?

A: No

**9. Q:** Do you currently have an SR-22 Bond on your automobile insurance? An SR-22 Bond is court ordered, high-risk insurance bond.

A: No

**10. Q:** Have you used any illegal substances during the last 12 months?

A: No

**11. Q:** Do you currently have six or more points on your driving record?

A: No

**12. Q:** Have you ever been a member of a terrorist group, street gang, or other organization that

promotes or participates in criminal activity?  
A: No

---

**13.** Q: Do you have military experience?  
A: No

---

**14.** Q: Please describe your college experience.  
A: Never been to college

---

**15.** Q: Are any members of your family employed by the Ohio State Highway Patrol?  
A: No

---

**16.** Q: I confirm I have entered my full legal name including middle initial on my application. Example: If your name is James Brent Smith, but you go by "Jimmy," enter James B. Smith on your application.  
A: Yes

---

**17.** Q: I confirm that I have entered my email address correctly. Communication will be sent to the email address provided on the application.  
A: Yes

---

**18.** Q: Please provide your driver license state and number  
A: OH [REDACTED]



5-21-15



OHIO DEPARTMENT  
OF PUBLIC SAFETY  
SAFETY · SERVICE · PROTECTION

- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol

John R. Kasich, Governor  
John Born, Director

Office of Administration  
1970 West Broad Street  
P.O. Box 182081  
Columbus, Ohio 43218-2081  
[www.publicsafety.ohio.gov](http://www.publicsafety.ohio.gov)

April 6, 2016

Robert Blair, Director  
Department of Administrative Services  
Human Resources Division  
30 East Broad Street  
Columbus, Ohio 43266-0405

Dear Director Blair:

Effective April 6, 2016, I, [REDACTED], do hereby request and consent to a promotion, bargaining unit change, civil service status change, headquarter county change, and transfer within agency from the OSTA bargaining unit, **classified position of Highway Patrol Dispatcher** (Pay Range 08, Step 3, \$18.15/ Job Code **52461**) with the Ohio State Highway Patrol, Van Wert county, to the exempt, **unclassified position of Highway Patrol Cadet** (Pay Range 00, Step 00, \$18.66/ Job Code **99711**) with the Ohio State Highway Patrol (Training Academy), Franklin County.

Sincerely,

[REDACTED]  
[REDACTED]

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

An Equal Opportunity Employer

## SUPPLEMENTAL EMPLOYMENT AGREEMENT

I, \_\_\_\_\_, do hereby agree that as a condition of my initial employment, satisfactory completion of my probationary period and continued employment with the State of Ohio, that if I am now or ever become subject to a lawful agreement or court order requiring me to pay child support, I will pay all monies required by such agreement or order in a timely fashion as exists at the time of my initial employment or occurs subsequently, I agree to satisfactorily liquidate such arrearage in accordance with any subsequent agreement or order.

X

\_\_\_\_\_  
Employee Signature

4-4-15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

## SUPPLEMENTAL NEPOTISM STATEMENT

I have no known relatives or business associates currently employed by the State of Ohio.

I have relatives or business associates currently employed by the State of Ohio and have listed them below:

### RELATIVES OR BUSINESS ASSOCIATES

Name	Relationship	Position	Department

I have no interest in any business which currently or has in the past done business with the State of Ohio.

I have business interest which are or have been involved in state business and have listed them below.

### BUSINESS INTERESTS

Name of Business	My Interest	Summary of Services

X  \_\_\_\_\_  
Signature

4-4-15  
\_\_\_\_\_ Date

#### **DEFINITIONS**

[http://das.ohio.gov/Directives/directive\\_05-06/06-09.pdf](http://das.ohio.gov/Directives/directive_05-06/06-09.pdf)

For the purposes of this directive, the following definitions apply:

**“Relatives”** are defined as “Closely related by blood or marriage” but is not limited to spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.

**“Significant relationship”** means people’ living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

**“Business Associates”** are defined as parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.



## TATTOO, BODY ART, INTENTIONAL BODY MODIFICATION DECLARATION

**(Ohio State Highway Patrol [OSHP] / Bureau of Motor Vehicles [BMV] Uniformed Employees – Sworn Officer, Cadet Trainee, Security Officer, Motor Carrier Enforcement Inspector, Load Limit Inspector, Motor Vehicle Inspector, Driver Examiner, CDL Driver Examiner, Electronic Technician, Dispatcher, Communication Technician)**

To be eligible for employment, applicants for a uniformed employee position must meet OSHP / BMV minimum requirements. These requirements include appearance standard restrictions that tattoos, body art, and intentional body modification shall not be visible while in any uniform or attire while on-duty. Body modifications include but are not limited to tongue splitting or bifurcation, abnormal shaping of the ears, eyes or nose, abnormal filing of the teeth, and branding or scarification.

To continue the selection process, this declaration shall be completed and signed by each applicant. The signature shall be witnessed by an OSHP / BMV employee. Place your initials beside one or more of the following statements that describe your situation.

- NO**, I do not have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty
  
- YES**, I have a tattoo, body art or intentional body modification that would be visible in any uniform or attire while on duty as described below. I will take appropriate measures to have it removed in order to continue in the application process.
  
- YES**, I have a tattoo, body art or intentional body modification depicting criminal behavior, drug usage, bigotry / hate speech, or other activity that contradicts the law enforcement mission of the Highway Patrol. (OSHP only)

The location and complete description of the tattoo, body art or intentional body modification is:

APPLICANT NAME (PRINTED)	DATE
[REDACTED]	4/4/2015
APPLICANT SIGNATURE	
X [REDACTED]	
WITNESS (OSHP / BMV EMPLOYEE)	
X	

# Ohio State Highway Patrol Applicant Release

I, \_\_\_\_\_, residing at \_\_\_\_\_

for the last \_\_\_\_\_ 20 years \_\_\_\_\_, have applied for employment with the Ohio State Highway Patrol. I have been instructed and understand that a representative of the Ohio State Highway Patrol will be conducting a thorough investigation of my background to assist in determining my eligibility for this employment. I realize that, in conducting this background investigation, officers will be making inquiries of: officials and record offices at schools which I have attended; physicians, psychiatrists, psychologists, and/or other persons who may have examined or treated me for any physical, psychological, or other type illness or injury; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms who may have information regarding my credit record, financial standing; **and other financial information including, but not limited to, federal, state, city and school district tax returns**; present and previous employers; and other persons who may be able to provide information about me which the Ohio State Highway Patrol desires.

I hereby expressly release and waive all provisions of state and federal law which may forbid the disclosure of information from any physician, psychiatrist, psychologist, or other person who has treated me, or any school official, court, police agency, **government agency**, credit bureau, employer, firm or person, from disclosing any knowledge or information they have concerning me which is requested by the Ohio State Highway Patrol. I further consent that the Superintendent of the Ohio State Highway Patrol, or his representative, be provided with a copy of any such record concerning me upon request.

I further release, discharge and exonerate the Ohio State Highway Patrol and the State of Ohio, its agents, officers, and representatives, and any person, agency, company, organization, or firm furnishing information from any and all liabilities of every nature arising out of the furnishing or inspection of such documents, records and other information, or the investigation made by or on behalf of the Ohio State Highway Patrol.

I understand that a Screening Committee, consisting of Ohio State Highway Patrol personnel appointed by the Superintendent, will review my completed background investigation and determine my eligibility for appointment to a Trainee, Police Officer or Electronic Technician position. All other employee background investigations are reviewed at the district or section and post level to determine eligibility.

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

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date 4/4/2015

X \_\_\_\_\_  
Signature of Witness

**ACKNOWLEDGMENT AND ACCEPTANCE OF OFFER**

I hereby acknowledge and accept the terms and conditions provided in the attached Conditional Offer of Employment letter. I exercise this acceptance of my own free will, in good faith and with the understanding that I will be employed in the position of Trooper upon satisfactory completion of the conditions.

X  \_\_\_\_\_  
APPLICANT SIGNATURE

4-4-15  
DATE

X  \_\_\_\_\_  
WITNESS

4/4/15  
DATE



**REJECTION OF OFFER AND WITHDRAWAL FROM FURTHER CONSIDERATION**

I have reviewed the attached Conditional Offer of Employment letter and reject the same with the understanding that I will be withdrawn from further consideration for employment at this time.

X \_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

X \_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE



Please Correct Emp Class  
 Personnel Actions Request (Retirement) From  
 PERS to HPRS  
 (system will not allow me  
 to change it.)

PAR #	0000154548													
Agency			Division or Institution					HQ County						
From:	DPS290100			District 1 Headquarters					Van Wert					
To:	DPS285000			TRAINING ACADEMY					Franklin					
EMPL ID			Last Name			First Name			MI					
[REDACTED]			[REDACTED]			[REDACTED]			[REDACTED]					
OAKS Action						OAKS Reason								
PRO - Promotion						PRO - Promotion								
<b>Comments</b>														
PROMOTION FROM HIGHWAY PATROL DISPATCHER TO HIGHWAY PATROL CADET , FULL TIME PERMANENT, (160TH CADET CLASS) TRANSFER FROM DISTRICT 01, POST 81/ VAN WERT TO ACADEMY/ TRAINING, APPLICATION, SUPPLEMENTAL EMPLOYMENT AGREEMENT AND UNCLASSIFIED ACKNOWLEDGMENT ATTACHED (UNABLE TO UPDATE RETIREMENT - DAS WILL DO UPDATE)														
Effective Date			Last Day Worked			Position Number		Dept ID	Union Code	Barg Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status
MO	DA	YR	MO	DA	YR	From:	20061297	DPS290100	A01	01	9	Permanent	Full-Time	A: Permanent
4	6	2016				To:	20062364	DPS285000	EX	99	9	Permanent	Full-Time	U: Unclassified
Job Code Title				Job Code				Grade		Step		TOTAL RATE		
From:	Highway Patrol Dispatcher				52461				008		3		18.15	
To:	Highway Patrol Cadet				99711				0		0		18.66	
From:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	NAHRLY		18.15		0.00		0.00		18.15					
To:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	NAHRLY		18.66		0.00		0.00		0.00					

Colleen E. Peterson  
 04/12/2016



Personnel Actions Request

Please Correct Form  
 PERS to HPRS

STD HRS (OAKS)	FLSA Status	Empl Class (Retmt)	Officer Code
40	Overtime Eligible	<del>PERS</del> HPRS	None
OAKS Multi Action		OAKS Multi Reason	
DTA - Data Change		HQC - HQ Location Change	
DTA - Data Change		SCS - Status - Civil Service	

Initiator Name	Entered Date/Time
COLLEEN E PETERSON	2016-04-06T07:15:39-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	JOSEPH A ECKSTEIN	2016-04-06T10:14:57-04:00
EPAR DECENTRAL AGENCY	ELIZABETH REITZ DZIATKOWICZ	2016-04-06T10:44:46-04:00



- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- **Ohio State Highway Patrol**



John R. Kasich, Governor  
John Born, Director  
Colonel Paul A. Pride  
Superintendent

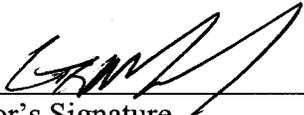
Ohio State Highway Patrol  
1970 West Broad Street  
P.O. Box 182074  
Columbus, Ohio 43218-2074  
www.statepatrol.ohio.gov

I hereby acknowledge receipt of the Ohio State Highway Patrol Rules and Regulations and the Ohio State Highway Patrol Sworn Officer Discipline Grid with a revision date of August 1, 2014

  
Employee's Name (Print)

  
Employee's Signature

09 / 26 / 2016  
Date

  
Supervisor's Signature

Completed letter of acknowledgement with original signature to be forwarded to the Office of Human Resource Management and filed in the employee's personnel file.



**Personnel Actions Request**

PAR #	0000182734													
Agency			Division or Institution					HQ County						
From:	DPS285000			TRAINING ACADEMY					Franklin					
To:	DPS290102			D1 Post 2 Lima					Allen					
EMPL ID			Last Name					First Name			MI			
[REDACTED]			[REDACTED]					[REDACTED]			[REDACTED]			
OAKS Action						OAKS Reason								
PRO - Promotion						PRO - Promotion								
<b>Comments</b>														
PROMOTION FROM HIGHWAY PATROL CADET (160TH CADET CLASS) TO HIGHWAY PATROL TROOPER. TRANSFER FROM PATROL TRAINING ACADEMY TO DISTRICT 01, POST 02/ LIMA														
Effective Date			Last Day Worked			Position Number		Dept ID	Union Code	Barg Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status
MO	DA	YR	MO	DA	YR	From:	20062364	DPS285000	EX			Permanent	Full-Time	U: Unclassified
9	30	2016				To:	20052555	DPS290102	A01	01	9	Permanent	Full-Time	A: Permanent
Job Code Title			Job Code			Grade			Step		TOTAL RATE			
From:	Highway Patrol Cadet			99711			0			0		18.66		
To:	Highway Patrol Trooper			26711			011			1		23.75		
From:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	NAHRLY		18.66		0.00		0.00		18.66					
To:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	NAHRLY		23.75		0.00		0.00		23.75					
STD HRS (OAKS)			FLSA Status			Empl Class (Retmt)			Officer Code					



**Personnel Actions Request**

40	Overtime Eligible	HPRS	None
<b>OAKS Multi Action</b>		<b>OAKS Multi Reason</b>	
DTA - Data Change		HQC - HQ Location Change	
DTA - Data Change		SCS - Status - Civil Service	

Initiator Name	Entered Date/Time
PETERSON, COLLEEN E	2016-09-27T10:07:17-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	ECKSTEIN, JOSEPH A	2016-09-28T08:06:28-04:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ, ELIZABETH REITZ	2016-09-28T12:25:38-04:00



**Personnel Actions Request**

PAR #		0000184193													
		Agency				Division or Institution				HQ County					
From:		DPS290102				D1 Post 2 Lima				Allen					
To:		DPS290102				D1 Post 2 Lima				Allen					
EMPL ID			Last Name			First Name			MI						
OAKS Action						OAKS Reason									
DTA - Data Change						SVC - Service Change									
<b>Comments</b>															
MOVING FROM EXEMPT POSITION (HIGHWAY PATROL CADET) TO BARGAINING UNIT POSITION (HIGHWAY PATROL TROOPER). SERVICE TIME SHOULD COUNT TOWARD VACATION TIME ONLY.															
Effective Date		Last Day Worked			Position Number		Dept ID	Union Code	Barg Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status		
MO	DA	YR	MO	DA	YR	From:	20052555	DPS290102	A01	01	9	Permanent	Full-Time	A: Permanent	
9	30	2016				To:	20052555	DPS290102	A01	01	9	Permanent	Full-Time	A: Permanent	
		Job Code Title			Job Code		Grade		Step		TOTAL RATE				
From:		Highway Patrol Trooper			26711		011		1		23.75				
To:		Highway Patrol Trooper			26711		011		1		23.75				
From:		Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
		NAHRLY		23.75		0.00		0.00		23.75					
To:		Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
		NAHRLY		23.75		0.00		0.00		23.75					
STD HRS (OAKS)				FLSA Status				Empl Class (Retmnt)				Officer Code			



**Personnel Actions Request**

40	Overtime Eligible	HPRS	None
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Initiator Name	Entered Date/Time
PETERSON, COLLEEN E	2016-10-06T11:31:29-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	ECKSTEIN, JOSEPH A	2016-10-11T07:35:35-04:00
EPAR CENTRAL DAS	FLEMING, ANGELA D	2016-10-13T15:12:34-04:00



Personnel Actions Request

PAR #	0000439606														
			<b>Agency</b>				<b>Division or Institution</b>				<b>HQ County</b>				
From:	DPS290102				D1 Post 2 Lima				Allen						
To:	DPS290120				D1 Post 20 Defiance				Defiance						
<b>EMPL ID</b>			<b>Last Name</b>				<b>First Name</b>				<b>MI</b>				
[REDACTED]			[REDACTED]				[REDACTED]				[REDACTED]				
<b>OAKS Action</b>							<b>OAKS Reason</b>								
PRO - Promotion							PRO - Promotion								
<b>Comments</b>															
Promotion- Highway Patrol Trooper at District 1, Post 2/Lima to Sergeant at District 1, Post 20/Defiance.															
<b>Effective Date</b>			<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>	
MO	DA	YR	MO	DA	YR	From:	20052555	DPS290102	A01	01	9	Permanent	Full-Time	A: Permanent	
10	10	2021				To:	20052559	DPS290120	A15	15	9	Permanent	Full-Time	A: Permanent	
<b>Job Code Title</b>				<b>Job Code</b>				<b>Grade</b>		<b>Step</b>		<b>TOTAL RATE</b>			
From:	Highway Patrol Trooper				26711				011		6		34.80		
To:	Highway Patrol Sergeant				26713				013		5		39.04		
From:	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>				
	LNGVTY		0.93		0.00			0.00			0.93				
	NAHRLY		33.87		0.00			0.00			33.87				
To:	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>				
	LNGVTY		1.09		0.00			0.00			1.09				
	NAHRLY		37.95		0.00			0.00			37.95				
<b>STD HRS (OAKS)</b>				<b>FLSA Status</b>				<b>Empl Class (Retmnt)</b>				<b>Officer Code</b>			



## Personnel Actions Request

40	Overtime Eligible	HPRS	None
<b>OAKS Multi Action</b>		<b>OAKS Multi Reason</b>	
DTA - Data Change		HQC - HQ Location Change	

Initiator Name	Entered Date/Time
Hoseus, Gregory E	2021-10-04T12:41:40-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	HYME-BREWER,NANCY K	2021-10-05T10:15:04-04:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ,ELIZABETH REITZ	2021-10-08T12:26:55-04:00



### Personnel Actions Request

PAR #	0000451882																												
					<b>Agency</b>					<b>Division or Institution</b>					<b>HQ County</b>														
From:		DPS290120					D1 Post 20 Defiance					Defiance																	
To:		DPS290120					D1 Post 20 Defiance					Defiance																	
<b>EMPL ID</b>					<b>Last Name</b>					<b>First Name</b>					<b>MI</b>														
[REDACTED]					[REDACTED]					[REDACTED]					[REDACTED]														
<b>OAKS Action</b>										<b>OAKS Reason</b>																			
DTA - Data Change										PEX - Probationary Period Extension																			
<b>Comments</b>																													
Probationary Period Extension. Agreement and Notification Letter attached.																													
<b>Effective Date</b>			<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>															
MO	DA	YR	MO	DA	YR	From:	20052559	DPS290120	A15	15	9	Permanent	Full-Time	A: Permanent															
1	6	2022				To:	20052559	DPS290120	A15	15	9	Permanent	Full-Time	A: Permanent															
					<b>Job Code Title</b>					<b>Job Code</b>					<b>Grade</b>					<b>Step</b>					<b>TOTAL RATE</b>				
From:		Highway Patrol Sergeant					26713					013					5					39.04							
To:		Highway Patrol Sergeant					26713					013					5					39.04							
		<b>Base Rate</b>			<b>Comp Rate</b>			<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>															
From:		LNGVTY			1.09			0.00			0.00			1.09															
		NAHRLY			37.95			0.00			0.00			37.95															
		<b>Base Rate</b>			<b>Comp Rate</b>			<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>															
To:		LNGVTY			1.09			0.00			0.00			1.09															
		NAHRLY			37.95			0.00			0.00			37.95															
<b>STD HRS (OAKS)</b>					<b>FLSA Status</b>					<b>Empl Class (Retmt)</b>					<b>Officer Code</b>														



## Personnel Actions Request

40	Overtime Eligible	HPRS	None
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Initiator Name	Entered Date/Time
Hoseus, Gregory E	2022-01-06T12:47:31-05:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	HYME-BREWER, NANCY K	2022-01-06T15:34:09-05:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ, ELIZABETH REITZ	2022-01-14T12:49:44-05:00

# Ohio

Mike DeWine, Governor  
Jon Husted, Lt. Governor

## Department of Public Safety

Thomas J. Stickrath, Director  
Colonel Richard S. Fambro, Superintendent



January 5, 2022

Dear Sergeant [REDACTED]

Pursuant to Article 16 of the Collective Bargaining Agreement, your probationary period has been extended. The last day of your extended probationary period will be May 21, 2022.

Any questions concerning this matter should be directed to Captain Jacob D. Pyles with the Office of Personnel at (614) 466-2991.

Sincerely,

A handwritten signature in cursive that reads "MAJ. Charles J. Linek III" followed by a circled number "16".

Major Charles J. Linek III  
Office of Personnel

CJL/kdf

## AGREEMENT

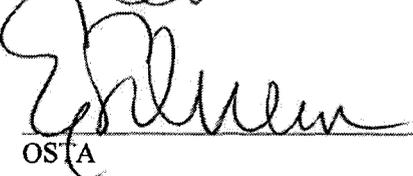
This agreement made January 5, 2022, by and between the Ohio State Highway Patrol, (OSHP), the Ohio State Troopers Association (OSTA), and Sergeant (Sgt.) [REDACTED] (Employee), parties hereto.

Sgt. [REDACTED] started his probationary period on October 10, 2021, and he was on extended leave starting November 22, 2021, due to Adoption/Childbirth Leave. Sgt. [REDACTED] worked 43 days of his probationary period prior to going on extended leave. He returned to full duty on January 5, 2022, and will need to complete an additional 44 days of his probationary period.

In accordance with Article 16 of the Collective Bargaining Agreement, the parties mutually agree the Employee's last day of probation will be May 21, 2022.

  
\_\_\_\_\_  
OSHP

1/5/22  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
OSTA

1/5/2022  
\_\_\_\_\_  
DATE



### Personnel Actions Request

PAR #	0000477764															
	<b>Agency</b>					<b>Division or Institution</b>					<b>HQ County</b>					
From:	DPS290120					D1 Post 20 Defiance					Defiance					
To:	DPS290102					D1 Post 2 Lima					Allen					
	<b>EMPL ID</b>				<b>Last Name</b>				<b>First Name</b>				<b>MI</b>			
	[REDACTED]				[REDACTED]				[REDACTED]				[REDACTED]			
	<b>OAKS Action</b>							<b>OAKS Reason</b>								
	XFR - Transfer							TRW - Transfer within Agency								
<b>Comments</b>																
Transfer- Highway Patrol Sergeant at District 1, Post 20/Defiance to District 1, Post 2/Lima.																
<b>Effective Date</b>		<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>			
MO	DA	YR	MO	DA	YR	From:	20052559	DPS290120	A15	15	9	Permanent	Full-Time	A: Permanent		
7	3	2022				To:	20052528	DPS290102	A15	15	9	Permanent	Full-Time	A: Permanent		
	<b>Job Code Title</b>					<b>Job Code</b>			<b>Grade</b>		<b>Step</b>		<b>TOTAL RATE</b>			
From:	Highway Patrol Sergeant					26713			013		6		43.61			
To:	Highway Patrol Sergeant					26713			013		6		43.61			
	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>		<b>Converted Comp Rate</b>						
From:	LNGVTY		1.32		0.00			0.00		1.32						
	NAHRLY		42.29		0.00			0.00		42.29						
	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>		<b>Converted Comp Rate</b>						
To:	LNGVTY		1.32		0.00			0.00		1.32						
	NAHRLY		42.29		0.00			0.00		42.29						
<b>STD HRS (OAKS)</b>			<b>FLSA Status</b>			<b>Empl Class (Retmt)</b>			<b>Officer Code</b>							



## Personnel Actions Request

40	Overtime Eligible	HPRS	None
<b>OAKS Multi Action</b>		<b>OAKS Multi Reason</b>	
DTA - Data Change		HQC - HQ Location Change	

Initiator Name	Entered Date/Time
Hoseus, Gregory E	2022-06-28T10:40:57-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	SCHAAL,PAMELA	2022-06-28T16:19:12-04:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ,ELIZABETH REITZ	2022-06-30T16:46:55-04:00



Personnel Actions Request

PAR #	0000536467																		
<b>Agency</b>					<b>Division or Institution</b>					<b>HQ County</b>									
From:	DPS290102					D1 Post 2 Lima					Allen								
To:	DPS290102					D1 Post 2 Lima					Allen								
<b>EMPL ID</b>					<b>Last Name</b>					<b>First Name</b>					<b>MI</b>				
[REDACTED]					[REDACTED]					[REDACTED]					[REDACTED]				
<b>OAKS Action</b>										<b>OAKS Reason</b>									
DTA - Data Change										DCP - DAS - Class Plan Change									
<b>Comments</b>																			
Implementation of Class Plan Change for Highway Patrol Sergeant from Pay Range 13 to Pay Range 14. Letter of Agreement attached.																			
<b>Effective Date</b>			<b>Last Day Worked</b>			<b>Position Number</b>		<b>Dept ID</b>	<b>Union Code</b>	<b>Barg Unit</b>	<b>BU Flag</b>	<b>Perm or Temp</b>	<b>Full or Part-Time</b>	<b>Cert Status</b>					
MO	DA	YR	MO	DA	YR	From:	20052528	DPS290102	A15	15	9	Permanent	Full-Time	A: Permanent					
7	2	2023				To:	20052528	DPS290102	A15	15	9	Permanent	Full-Time	A: Permanent					
<b>Job Code Title</b>						<b>Job Code</b>			<b>Grade</b>		<b>Step</b>		<b>TOTAL RATE</b>						
From:	Highway Patrol Sergeant						26713			013		6		45.09					
To:	Highway Patrol Sergeant						26713			014		6		48.25					
From:	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>								
	LNGVTY		1.53		0.00			0.00			1.53								
	NAHRLY		43.56		0.00			0.00			43.56								
To:	<b>Base Rate</b>		<b>Comp Rate</b>		<b>Change Amount</b>			<b>Change Percent</b>			<b>Converted Comp Rate</b>								
	LNGVTY		1.64		0.00			0.00			1.64								
	NAHRLY		46.61		0.00			0.00			46.61								
<b>STD HRS (OAKS)</b>					<b>FLSA Status</b>					<b>Empl Class (Retmt)</b>					<b>Officer Code</b>				



## Personnel Actions Request

40	Overtime Eligible	HPRS	None
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Initiator Name	Entered Date/Time
Wade,Kate E	2023-07-05T10:38:14-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	SCHAAL,PAMELA	2023-07-05T16:22:17-04:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ,ELIZABETH REITZ	2023-07-06T17:31:13-04:00

## Letter of Agreement

Pursuant to the Collective Bargaining Agreement (the Contract) for the Ohio State Troopers Association (OSTA) and Chapter 4117 of the Ohio Revised Code (ORC), the State of Ohio, Department of Administrative Services, Office of Collective Bargaining (OCB) and the OSTA have reached the following agreement. This agreement becomes effective upon the date of signature by the Deputy Director of OCB, or designee.

### Purpose

The State of Ohio and Governor DeWine recognize and appreciate the dedication of the law enforcement officers at the Ohio State Highway Patrol (OSHP). The State of Ohio and Governor DeWine recognize the immediate need to retain the current employees in the classification of Ohio State Highway Patrol Sergeant. The purpose of this agreement is to address this immediate need through the provision listed below.

### Agreement

1. The Highway Patrol Sergeant Classification (job code 26713) will be reassigned from OSTA pay range 13 to the new OSTA pay range 14 effective the pay period that begins July 2, 2023 (paycheck date July 28, 2023). Sergeants will be assigned to the corresponding step in the new pay range and step dates will be reset to the date of the change. The Union agrees to waive the twenty (20) day notice requirement for classification changes under Section 59.01 of the Contract.
2. OSTA pay range 14 will be as follows:

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
14	36.34	38.26	40.39	42.21	44.37	46.61
Bi-weekly	2,907	3,061	3,231	3,377	3,550	3,729
Annually	75,581	79,587	84,016	87,800	92,296	96,947

### Scope of Agreement

This agreement constitutes the complete understanding of the parties and merges and supersedes all other discussions, agreements, and understandings, either oral or written between the parties with respect to the subject matter thereof. This letter of agreement may be used by either party only to enforce its provisions and will not be used in any unrelated hearing, grievance, arbitration or negotiation.

LOA#

Termination and  
Modification

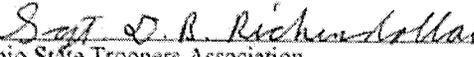
This agreement shall remain in effect until the terms of the letter of agreement are completed

  
\_\_\_\_\_  
ODAS, Office of Collective Bargaining

5/24/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ohio State Troopers Association

05/24/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ohio State Troopers Association

05/24/2023  
\_\_\_\_\_  
Date



## NEW EMPLOYEE ORIENTATION REQUIRED FORMS, POLICIES AND TRAINING CHECK LIST

This checklist is to be completed by the ODPS employee and their immediate supervisor. Upon completion please sign and date, make a copy for your files and take the originals to the Human Resources Department. **All forms must be completed within the first day of employment with the Department of Public Safety.** If you have any problems obtaining the following information, please notify your immediate supervisor.

**PRINT OR TYPE**

EMPLOYEE FIRST NAME <b>[REDACTED]</b>	LAST <b>[REDACTED]</b>	M <b>[REDACTED]</b>	HIRE DATE <b>6-16-14</b>
IMMEDIATE SUPERVISOR FIRST NAME <b>JOHN</b>	LAST <b>ARTMAN</b>		

**REQUIRED FORMS - COMPLETE AND SUBMIT TO HRM**

EMPLOYEE INITIALS	SUPERVISOR INITIALS	FORM	LINK/ID
CAR	[Signature]	US DOJ INS I-9 Employment Eligibility Verification	Web link
CAR	[Signature]	IRS Form W-4	Web link
CAR	[Signature]	Ohio Form IT-4	Web link
CAR	[Signature]	OPERS Form A - New Employee Application	Web link
CAR	[Signature]	SSA-1945 - Statement Concerning Your Employment in a job not covered by Social Security	Web link
CAR	[Signature]	Deferred Comp Election Form	Web link
CAR	[Signature]	Health enrollment form - If Declining Health Care Insurance Mark DECLINED and Sign	Web link
CAR	[Signature]	Employee City Tax Withholding	DPS 0206
CAR	[Signature]	ODPS Notice Concerning Use of State-Issued Property	DPS 0057
CAR	[Signature]	Acknowledgement (signed) of Receipt of ODPS Work Rules	DPS 0207
CAR	[Signature]	Authorization for Direct Deposit of Pay	DPS 0157
CAR	[Signature]	Direct Deposit Compliance Form	DPS 0196
CAR	[Signature]	Acknowledgement of Ohio Ethics Law Receipt	DPS 0204
CAR	[Signature]	ODPS Veteran / Military Information	DPS 0199
CAR	[Signature]	Health, Dental & Vision Eligibility Form	DPS 0203
CAR	[Signature]	Prior State Service Form - is an <i>optional form</i> . The employee will need to have it certified by their former employer and submit to HR to submit to DAS within 90 days of employment.	DPS 0198
CAR	[Signature]	Fraud Reporting System	DPS 0229

**REQUIRED ONLINE TRAINING - Must be completed within six (6) months of employment.**

Operational Security	This online course will be assigned to you upon availability.
Ethics	This online course will be assigned.
Military Update (Supervisors Only)	This online course will be assigned.
Equal Employment Opportunity	This online course will be assigned.

I have assigned the required policies that are pertinent to above employee's specific position.

IMMEDIATE SUPERVISOR SIGNATURE <b>X</b>	DATE <b>6/16/14</b>
--	------------------------

I acknowledge that I have completed the required forms to be submitted to ODPS Human Resources Department for processing or retention.

EMPLOYEE SIGNATURE <b>X</b>	DATE <b>06/16/2014</b>
IMMEDIATE SUPERVISOR SIGNATURE <b>X</b>	DATE <b>6/16/14</b>

**IMPORTANT NOTES:**

1. Be sure to have your photo ID taken by HR during the normal scheduled hours. For more information go to the Ohio Department of Public Safety *intranet* Web site and click Employee I.D. Badge Information.
2. Authorization for Direct Deposit Form: Submit a deposit slip or voided check with your packet.

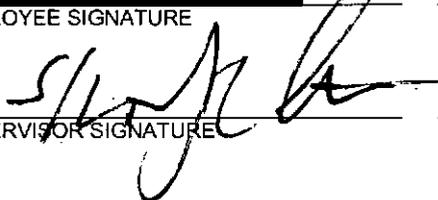


## NOTICE CONCERNING USE OF STATE-ISSUED PROPERTY

I understand that for the mutual convenience of the Department of Public Safety and myself, I may be assigned state-owned equipment. This may include, but is not limited to, any of the following: vehicle, locker, desk, cabinet, computer, pager, voice and paper mailboxes, and cellular telephone. I realize that the retention of any personal items in such equipment is at my own risk, and the Department of Public Safety will not be responsible for any losses.

Additionally, I understand that any state-issued equipment is subject to entry, search, and inspection by my employer without prior notice. Data, voice, and e-mail boxes, pager memory banks, and other electronic storage systems may be opened, "read" or inspected in the same manner as the contents of desks, lockers and other equipment.

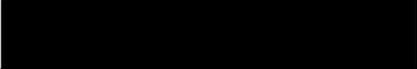
I further understand that the placing of a personally owned lock, where permitted, on any state-issued equipment does not entitle me to any expectation of privacy. I understand there is **NO** expectation of privacy when using state-issued equipment.

<input checked="" type="checkbox"/>		<u>06/16/2014</u>	<u>Chad A. Recker</u>
	EMPLOYEE SIGNATURE	DATE	PRINTED NAME
<input checked="" type="checkbox"/>		<u>6/16/14</u>	
	SUPERVISOR SIGNATURE	DATE	



# ACKNOWLEDGE RECEIPT OF WORK RULES

I hereby acknowledge receipt of my personal copy of applicable Ohio Department of Public Safety's Work Rules, Revised December 16, 2008.

  
EMPLOYEE NAME (PLEASE PRINT)

  
SIGNATURE OF EMPLOYEE

*06/16/2014*  
DATE

*[Handwritten Signature]*  
SIGNATURE OF SUPERVISOR

Forward the completed acknowledgement with the original signatures to the Office of Human Resource Management for filing in the employee's file.

## DIRECT DEPOSIT COMPLIANCE

Any State of Ohio employee hired after June 15, 2002, is required by Senate Bill 261, to be paid by direct deposit. Senate Bill reads as follow:

Sec. 124.151. (B) The compensation of any employee whose employment commenced on or after the effective date of this amendment and who is paid by the Warrant of the Auditor of the State shall be paid by direct deposit. Each such employee shall provide to the appointing authority a written authorization for payment by direct deposit. The authorization shall include the designation of a financial institution equipped to accept direct deposits and the number of the account into which the deposit is to be made. The authorization shall remain in effect until withdrawn in writing by the employee or dishonored by the financial institution. This director of administrative services shall provide by rule adopted under Chapter 119. of the Revised Code for the direct deposit in a financial institution of the compensation of an employee who fails to provide to the appointing authority a written authorization for payment by direct deposit.

I  understand and agree to sign-up for direct deposit within thirty (30) days of my start date as a newly hired employee of the Ohio Department of Pubic Safety. I understand that my paycheck may be held by Fiscal Services after the thirty day period if I do not comply with the mandatory direct deposit.

**X**  
SIGNATURE

  
DATE

06/16/2014



## ACKNOWLEDGE RECEIPT OF OHIO ETHICS LAW

I, [REDACTED], acknowledge that I have received a copy of the Ohio Ethics Law as required by Chapter 102 of the Ohio Revised Code. I understand that this acknowledgement will be placed in my personnel file.

[REDACTED]  
SIGNATURE OF EMPLOYEE

06/16/2024  
DATE

## VETERAN / MILITARY INFORMATION

FIRST NAME [REDACTED]	MI [REDACTED]	LAST [REDACTED]
U.S. VETERAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CURRENTLY ENLISTED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
MILITARY BRANCH	YEARS OF MILITARY SERVICE (MM/DD/YY) FROM:                      TO:	
CAMPAIGN / WAR IF APPLICABLE		

HRM will update this information into your personal history files in the PeopleSoft database.

### HRM WILL COMPLETE THIS SECTION

Return completed form to Brenda Miller / Shipley Building, HRM, 3rd Floor.

DATE ENTERED INTO PEOPLESOFT	ENTERED BY
------------------------------	------------

- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

1970 West Broad Street  
P.O. Box 182081  
Columbus, Ohio 43218-2081  
(614) 466-3383  
[www.publicsafety.ohio.gov](http://www.publicsafety.ohio.gov)

TO: ALL EMPLOYEES  
FROM: HUMAN RESOURCES  
SUBJECT: HEALTH, DENTAL AND VISION INSURANCE

---

One of the goals of the Human Resource Management Office is to provide employees of the Division and their families with Health Care Benefits as quickly as possible. We must work in unison to accomplish this goal because the process is very procedural. It is our hope that the following will assist each employee in understanding this process.

Currently, the State contracts with two Health Insurance Providers for services. Dental and Vision Insurance is also available to all qualified employees after one year of continuous state service at no charge to the employee. Delta Dental PPO provides dental services. The Vision Service Plan (VSP) and the EyeMed Vision Plan administer the State Vision Insurance program for the Bargaining Unit employees. The Vision Service Plan (VSP) administers the State Vision programs for Exempt employees.

It is important to point out that these benefits are available to our employees, but are not automatically instituted. **It is the employees' responsibility to properly complete a Health or Dental/Vision Enrollment Form and submit it to Human Resources to begin the process.** Marriage, birth of a child, etc. **MUST** be reported within thirty-one (31) days to insure the necessary changes in coverage. New dependents not reported within this time frame will not be eligible for coverage until the next open enrollment. Dropping a dependent (due to death, divorce, legal separation and age) **MUST** be reported within thirty-one (31) days of the event.

Submission of an enrollment form does not insure coverage. Employees must verify coverage by reviewing their e-Benefits within OAKS or by contacting the insurance carrier prior to receiving medical treatment. Deductions and coverage should be reviewed to verify that any change or enrollment has been accomplished. Insurance carriers will not pay retroactive claims. Payment of any medical/dental service performed without valid medical insurance coverage is the responsibility of the employee. The Department cannot assume liability for medical expenses incurred by an employee not properly enrolled in an insurance plan.

Human Resources, Benefits Unit, request that all employees immediately report any possible error in their insurance coverage. Failure to verify coverage before incurring any expenses may result in the employee assuming personal responsibility for the associated charge. Employees with questions concerning their insurance benefits are encouraged to promptly contact their immediate supervisor.

X

EMPLOYEE SIGNATURE

JLT/jyt

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

An Equal Opportunity Employer



**MARCS CAD Configuration Data Sheet**

Rank/Title HPIC0 Name [REDACTED] Unit/Post/Dist/Section 1881-1/Finway

**Section #1 - Special Skills**

- |  |  |
|--|--|
| BUS - Bus Inspector                            | RRESC - River Rescue Qualified                         |
| BTI - Blue Title Inspector                     | WFIRE - Wildland Fire Fighting Qualified               |
| CDL - CDL Officers (those who possess a CDL)   | DAMI - Dam Inspector                                   |
| CEC - Commercial Enforcement Coordinator       | REPEL - Rappelling Qualified                           |
| CMV - Commercial Motor Vehicle Trooper         | ICS3 - ICS 300 Level                                   |
| CRPTL - Criminal Patrol                        | ICS4 - ICS 400 Level                                   |
| DRIVE - Driving Instructor                     | SAR - Search and Rescue - Water                        |
| EPU - Executive Protection Unit                | SARLD - Search and Rescue - Land                       |
| ERT - Emergency Response Team                  | SIT - Situation Investigation Team                     |
| EVID - Crime Lab Technician                    | SPWEP - Special Weapons                                |
| RECON - Crash Reconstruction Officer           | RAD - Radiological Team                                |
| HNT - Hostage Negotiator                       | UMRT - Underground Mine Rescue Team                    |
| TCI - Technical Crash Investigator             | BALSP - Ballistics Specialist                          |
| WTCI - Watercraft Technical Crash Investigator | DAMA - Damage Assessment (EMA)                         |
| INV - Investigator                             | PLAN - Planners (EMA)                                  |
| EMT - Emergency Medical Technician             | <u>EMTP</u> - Emergency Medical Technician - Paramedic |
| FEMAL - Female Officer                         | FTO - Field Training Officer                           |
| K9B - Canine - Bomb Detection                  | K9D - Canine - Drug Detection                          |
| K9S - Canine - Search and Rescue               | NOTRY - Notary Public                                  |
| PILOT - Fixed Wing Pilot                       | HELO - Helicopter Pilot                                |
| PHOTO - Photographer                           | PIO - Public Information Officer                       |
| RADAR - Radar Instructor                       | RADIO - Radio Technician                               |
| RANGE - Range Officer                          | SRT - Special Response Team                            |
| INSTR - Police Instructor                      | <u>HPRD</u> - Dispatcher                               |
| SCALE - Scales Officer                         | FTD - Field Training Dispatcher                        |
| TPR - Trooper                                  | LLI - Load Limit Inspector                             |
| SGT - Sergeant                                 | MCEI - Motor Carrier Enforcement Inspector             |
| LT - Lieutenant                                | MRW - Maintenance Repair Worker                        |
| S/LT - Staff Lieutenant                        | MVI - Motor Vehicle Inspector                          |
| CAPT - Captain                                 | POLY - Polygraph                                       |
| MAJOR - Major                                  | TALOR - Tailor   |
| LTCOL - Lieutenant Colonel                     | TRK - Trackers   |
| COL - Colonel                                  | VIDEO - Videographer                                   |
| MAT - Members Assistance Team                  | PO - Police Officer                                    |
| OIU - Ohio Investigative Unit                  | RO - Radio Operator                                    |
| DRE - Drug Recognition Expert                  | HTI - Human Trafficking Investigator                   |
| MFF - Mobile Field Force Unit                  | <u>CADTT - CAD Train-the-Trainer</u>                   |
| PNA - Patrol Network Administrator             |  |

**LANGUAGE SPECIALTIES**

- |                  |                   |                   |                      |
|------------------|-------------------|-------------------|----------------------|
| ALBA - Albanian  | ESTO - Estonian   | ITAL - Italian    | SERB - Serbian       |
| ARAB - Arabic    | FILI - Filipino   | JAPA - Japanese   | SLOV - Slovak        |
| ARME - Armenian  | FINN - Finnish    | KORE - Korean     | SPAN - Spanish       |
| BULG - Bulgarian | FREN - French     | KURD - Kurdish    | SWAH - Swahili       |
| BURM - Burmese   | GERM - German     | LITH - Lithuanian | SWED - Swedish       |
| CAMB - Cambodian | GREEK - Greek     | NORW - Norwegian  | THAI - Thai          |
| CHIN - Chinese   | HAIT - Haitian    | POLI - Polish     | TURK - Turkish       |
| CROA - Croatian  | HEBR - Hebrew     | PORT - Portuguese | UKRA - Ukrainian     |
| CZECH - Czech    | HUNG - Hungarian  | ROMA - Romanian   | VIET - Vietnamese    |
| DANI - Danish    | ICEL - Icelandic  | RUSS - Russian    | YIDD - Yiddish       |
| DUTCH - Dutch    | INDO - Indonesian | SAMO - Samoan     | SIGN - Sign Language |

**Medical Information**

Medical Alert Y or N Medical Comments \_\_\_\_\_

BLOOD TYPE O+

**Contact Information**

Division Issued (Required if Issued) Cellular \_\_\_\_\_ Pager \_\_\_\_\_

EMERGENCY CONTACT NAME (List One Contact Only): Tony [REDACTED] RELATIONSHIP Father

EMERGENCY CONTACT PHONE NUMBER (List One Phone Number Only): \_\_\_\_\_

STATE OF OHIO

Unclassified Service Explanation and Acknowledgment per O.R.C. 124.12

1. Employees in the unclassified civil service of the State of Ohio do NOT have a property interest in their positions.
2. Employees in the unclassified civil service of the State of Ohio will never gain a property interest in their unclassified positions regardless of the amount of time they remain in their unclassified positions.
3. Employees in the unclassified civil service of the State of Ohio serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time and for any legal reason.
4. Employees who are removed from positions in the unclassified civil service of the State of Ohio do not have appeal rights to the State Personnel Board of Review.

For all employees appointed to an unclassified position:

I, \_\_\_\_\_ (name), acknowledge the following:

- I have read and understand the information provided above about the nature of employment in the unclassified civil service of the State of Ohio.
- I acknowledge that the position of Highway Patrol Cadet that I occupy at Ohio Department of Public Safety/ OSHP is in the unclassified service per O.R.C. 124.11(A) ( 31 ) OR O.R.C. \_\_\_\_.
- I sign this form and accept appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I serve at the pleasure of the appointing authority, and that I have no protection under the civil service laws of the State of Ohio.

\_\_\_\_\_  
Employee's Signature

03/18/2016  
Date

Additional acknowledgment for employees appointed FROM a classified position:

In addition to what is written above I, \_\_\_\_\_ (name) acknowledge the following:

- I sign this form and accept the appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I may have fall back rights as provided by O.R.C. 124.11(D) OR other statutory authority as indicated above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



NOTICE CONCERNING USE OF  
STATE-ISSUED PROPERTY

I understand that for the mutual convenience of the Department of Public Safety and myself, I may be assigned state-owned equipment. This may include, but is not limited to, any of the following: vehicle, locker, desk, cabinet, computer, pager, voice and paper mailboxes, and cellular telephone. I realize that the retention of any personal items in such equipment is at my own risk, and the Department of Public Safety will not be responsible for any losses.

Additionally, I understand that any state-issued equipment is subject to entry, search, and inspection by my employer without prior notice. Data, voice, and E-mail boxes, pager memory banks, and other electronic storage systems may be opened, "read" or inspected in the same manner as the contents of desks, lockers and other equipment.

I further understand that the placing of a personally owned lock, where permitted, on any state-issued equipment does not entitle me to any expectation of privacy. I understand there is **NO** expectation of privacy when using state-issued equipment.

EMPLOYEE SIGNATURE	PRINTED NAME	DATE
X		03/18/2016



# ACKNOWLEDGE RECEIPT OF WORK RULES

I hereby acknowledge receipt of my personal copy of applicable Ohio Department of Public Safety's Work Rules.

EMPLOYEE NAME (PRINT)	SIGNATURE OF EMPLOYEE	DATE
[REDACTED]	X [REDACTED]	03/18/2016

Forward the completed acknowledgement with the original signature to the Office of Human Resource Management for filing in the employee's file.



## ACKNOWLEDGE RECEIPT OF OHIO ETHICS LAW

I, [REDACTED], acknowledge that I have received a copy of the Ohio Ethics Law as required by Chapter 102 of the Ohio Revised Code. I understand that this acknowledgement will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE

03/18/2016

## FRAUD REPORTING SYSTEM

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

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

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

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

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

NAME (PRINT)	<span style="background-color: black; color: black;">[REDACTED]</span>	TITLE	Highway Patrol Cadet	DEPARTMENT	ODPS / OSHA
SIGNATURE	<span style="background-color: black; color: black;">[REDACTED]</span>			DATE	03/18/2016
X					

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's Web site, or through the United States mail.

#### Ohio Auditor of State's fraud contact information:

Telephone: (866) FRAUD OH or (866) 372-8364

US Mail: Ohio Auditor of State  
Special Investigations Unit  
P.O. Box 1140  
88 East Broad Street  
Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)



## NOTICE CONCERNING USE OF STATE-ISSUED PROPERTY

I understand that for the mutual convenience of the Department of Public Safety and myself, I may be assigned state-owned equipment. This may include, but is not limited to, any of the following: vehicle, locker, desk, cabinet, computer, pager, voice and paper mailboxes, and cellular telephone. I realize that the retention of any personal items in such equipment is at my own risk, and the Department of Public Safety will not be responsible for any losses.

Additionally, I understand that any state-issued equipment is subject to entry, search, and inspection by my employer without prior notice. Data, voice, and E-mail boxes, pager memory banks, and other electronic storage systems may be opened, "read" or inspected in the same manner as the contents of desks, lockers and other equipment.

I further understand that the placing of a personally owned lock, where permitted, on any state-issued equipment does not entitle me to any expectation of privacy. I understand there is **NO** expectation of privacy when using state-issued equipment.

EMPLOYEE SIGNATURE <b>X</b> [REDACTED]	PRINTED NAME [REDACTED]	DATE 10/04/2016
---	----------------------------	--------------------



FIRST NAME	[REDACTED]	LAST	[REDACTED]
U.S. VETERAN	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CURRENTLY ENLISTED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
MILITARY BRANCH	YEARS OF MILITARY SERVICE (MM/DD/YY)		
		FROM:	TO:
CAMPAIGN / WAR IF APPLICABLE			

HRM will update this information into your personal history files in the PeopleSoft database.

**HRM WILL COMPLETE THIS SECTION**

Return completed form to Shipley Building, HRM, 3rd Floor.

DATE ENTERED INTO PEOPLESFT	ENTERED BY
-----------------------------	------------



# Ohio State Highway Patrol Oath of Office

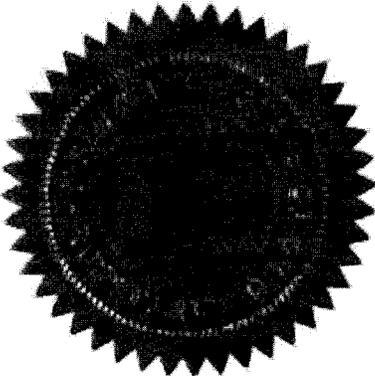
State of Ohio :  
:  
County of Franklin :

I, [REDACTED]  
(Name of Officer)

do solemnly swear / affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio, and that I will faithfully, honestly and impartially discharge the duties of the office of Trooper in the Ohio State Highway Patrol to the best of my ability, during my continuance in that office.

X [REDACTED]  
Signature of Officer

Sworn and/or affirmed before me and subscribed in my presence this 30th  
day of September, 2016



X [Signature]  
HON. PETER B. ABELE  
JUDGE, COURT OF APPEALS  
FOURTH APPELLATE DISTRICT  
NOTARY PUBLIC - STATE OF OHIO  
LIFETIME COMMISSION

# Ohio State Highway Patrol Academy



Has successfully completed the course of **Basic Training** prescribed and conducted by the **OHIO STATE HIGHWAY PATROL** as evidenced by the graduation with the **160<sup>th</sup>** Academy Class and is hereby declared to be qualified for service as a **TROOPER** subject to appointment by the Superintendent.

September 30, 2016

Date



*Colonel Paul A. Paul*

Superintendent

REVIEWED  
7/17/17  
L. H. J.

# INTER-OFFICE COMMUNICATION



Date June 27, 2017 File 2-TRA

To Captain John C. Altman Attention Staff Lieutenant J. A. Savidge

From Lieutenant David R. Brown, Lima Post Commander

Subject Trooper [REDACTED] U-[REDACTED] D-1, P02 - 270 Day Performance

The following is a 270 day look at the performance of Trooper [REDACTED], U-[REDACTED], assigned to the Findlay District, Lima Post. Trooper [REDACTED] is a recent graduate of the 160<sup>th</sup> Academy Cadet Class. The below dimensions were obtained from current e-Performance rating standards assigned to individuals within the Trooper job classification.

**Mission Statement:**

The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

**Purpose of Position:**

To enforce traffic laws and investigate accidents and criminal incidents within statutory jurisdiction and/or perform one technical or specialized function related to law enforcement operations as assigned.

**Customer Focus Performance Rating:**

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Rating: Meets Expectations**

Trooper [REDACTED] is understanding of the needs of all customers, both internal and external. He is a hard worker and goes out of his way to ensure the Division is represented in a positive way. His prior experience as a dispatcher has helped him adapt to the role of trooper. He is aware of the customers behind the radio as well and makes their job easier by being attentive to their needs.

*As national leaders, the Ohio State Highway Patrol collaborates with community and safety partners to provide professional law enforcement services focused on deterring crime and promoting traffic safety to improve the quality of life for those we serve.*  
An Equal Opportunity Employer

**Document / Record Information Performance Rating:**

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**Rating: Meets Expectations**

Trooper [REDACTED] does a good job at preparing written statements for court proceedings. He understands that his files are public record and knows when to tag his videos for evidence. He communicates all information in a professional manner across various types of media.

**Identify Actions / Objects / Events Performance Rating:**

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Rating: Exceeds Expectations**

Trooper [REDACTED] does a good job at noticing differences in circumstances and seeks guidance on how to handle them. He is able to handle most situations presented to him with little supervisory input. As he develops as a trooper, he is encouraged to research policy to fully understand the operations of the Division. He does not hesitate to seek guidance when needed.

**Evaluate Information for Compliance Performance Rating:**

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Rating: Exceeds Expectations**

Trooper [REDACTED] understands the Ohio Revised Code and how to apply it to various scenarios. Trooper [REDACTED] has a deeper understanding of the Ohio Revised Code and has the ability to look to other sections of law rather than only using speed violations to develop probable cause. This is a rarity amongst troopers with his tenure.

**Competency Summary: Meets Expectations**

Trooper [REDACTED] is still learning the role of being a state trooper. As he progresses he is encouraged to rely less on post supervision and rely more on written policies and procedures that are established by the Division. If he is able to maintain his hard work ethic he will become a post leader in numerous job categories. Trooper [REDACTED] is an asset to the Division and can be counted on to do what is right.

**Contributing to a Safer Ohio Performance Rating:**

The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

**Rating: Meets Expectations**

Trooper [REDACTED] is a hard working member of the Lima Post team. He can be counted on to willfully and cheerfully go out and work the road with a sense of pride. He is typically a post leader in functional activity. He contributes to a safer Ohio through hard work ethic and professionalism.

**Overall Performance Rating Summary: Meets Expectations**

Trooper [REDACTED] has shown that he has a strong work ethic. He is encouraged to not follow the beaten path and to forge his own reputation and ultimately his own career path. He has the potential to be a leader of the organization for years to come. Trooper [REDACTED] is expected to delve into policy and procedures more frequently to understand more efficiently the inner-working of the Ohio State Highway Patrol. As his time in grade increases, post-supervision will look to give him more responsibilities to prepare him for a long-term career with the Division.



# APPLICATION FOR SECONDARY EMPLOYMENT

NAME [REDACTED]		EMPLOYEE # [REDACTED]
ODPS JOB CLASSIFICATION <b>HPRD</b>		
ODPS OFFICE ASSIGNMENT <b>Van Wert Dispatch Center</b>		
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR <b>Dispatcher Supervisor Cheryl Pratt</b>		
SECONDARY EMPLOYMENT <b>Putnam County Sheriff's Office</b>		
SECONDARY EMPLOYER (Including Self) <b>Putnam County</b>		
SECONDARY EMPLOYER ADDRESS <b>1035 Herritage Trail, Ottawa, OH 45875</b>		TELEPHONE # <b>419-523-3208</b>
TITLE OF POSITION <b>911 Dispatcher</b>		
DUTIES PERFORMED (Provide a Complete and Accurate Description) <b>Radio, Phone, and LEADS operator.</b>		
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD HOURS		
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS 8 HOURS		
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
IF YES, EXPLAIN:		
IS THIS AN ORIGINAL APPLICATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION?		

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 06/23/2014
------------------------------------	--------------------

**SCANNED**

REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR/OFFICE MANAGER/POST COMMANDER

LT. L.D. BRIDE U-065

COMMENTS

None

SIGNATURE

X *L.D. Bride*

DATE

6/24/14

APPROVAL

YES  NO

DEPUTY ADMINISTRATOR/DISTRICT COMMANDER/DESIGNATED MANAGER

COMMENTS

SIGNATURE

X *Captain G. All-*

DATE

7/2/2014

APPROVAL

YES  NO

DIVISION HEAD

COMMENTS

SIGNATURE

X *Capt. C. J. Z.*

DATE

APPROVAL

YES  NO

ODPS HUMAN RESOURCES/DIRECTOR'S OFFICE

COMMENTS

SIGNATURE

X *Joseph A. Eckstein*

DATE

10/9/14

APPROVAL

YES  NO

**APPLICATION FOR SECONDARY EMPLOYMENT**

NAME [REDACTED]		EMPLOYEE # [REDACTED]
ODPS JOB CLASSIFICATION <b>HPRD</b>		
ODPS OFFICE ASSIGNMENT <b>Van Wert Dispatch Center</b>		
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR <b>Dispatcher Supervisor Cheryl Pratt</b>		
SECONDARY EMPLOYMENT <b>Putnam County EMS</b>		
SECONDARY EMPLOYER (Including Self) <b>Putnam County</b>		
SECONDARY EMPLOYER ADDRESS <b>P.O. Box 370 Ottawa, OH 45875</b>		TELEPHONE # <b>419-538-7315</b>
TITLE OF POSITION <b>EMT-B</b>		
DUTIES PERFORMED (Provide a Complete and Accurate Description) <b>Performing Basic-EMT skills at emergency scenes.</b>		
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? X YES <input type="checkbox"/> NO		
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD <b>2 HOURS</b>		
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS <b>2 HOURS</b>		
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input type="checkbox"/> YES X NO		
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES X NO		
IF YES, EXPLAIN:   		
IS THIS AN ORIGINAL APPLICATION? X YES <input type="checkbox"/> NO, IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION?		

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 06/23/2014
------------------------------------	--------------------



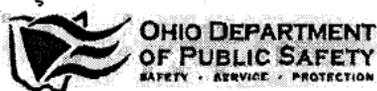
REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR/OFFICE MANAGER/POST COMMANDER		
LT. L. D BRODE U-0265		
COMMENTS None		
SIGNATURE	DATE	APPROVAL
X Lt. L. D Brode	6/24/14	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DEPUTY ADMINISTRATOR/DISTRICT COMMANDER/DESIGNATED MANAGER		
COMMENTS		
SIGNATURE	DATE	APPROVAL
X Captain G. Allen	7/2/2014	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DIVISION HEAD		
COMMENTS		
SIGNATURE	DATE	APPROVAL
X Capt. C. J. Z.	7/11/14	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

ODPS HUMAN RESOURCES/DIRECTOR'S OFFICE		
COMMENTS		
SIGNATURE	DATE	APPROVAL
X Joseph A. Eckstein	7/11/14	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



# APPLICATION FOR SECONDARY EMPLOYMENT

NAME [REDACTED]	EMPLOYEE # [REDACTED]
ODPS JOB CLASSIFICATION Ohio State Highway Patrol Trooper	
ODPS OFFICE ASSIGNMENT Lima Post 2	
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR Lieutenant Dave Brown	

SECONDARY EMPLOYMENT Emergency Medical Technician - Basic	
SECONDARY EMPLOYER (Including Self) Putnam County Office of Public Safety	
SECONDARY EMPLOYER ADDRESS 117 Doctor Thatye Drive, Glandorf, Ohio 45848	TELEPHONE # (419) 538-7315
TITLE OF POSITION EMT-B	
DUTIES PERFORMED (Provide a Complete and Accurate Description) Volunteer EMT-B with Ottoville EMS.	
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD 2 HOURS	
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS 2 HOURS	
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, EXPLAIN:  	
IS THIS AN ORIGINAL APPLICATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION? I have the same DPS 0042 on file from when I was a dispatcher. I was told I need to submit a new application due to my job status change.	

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 12-8-16
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REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR / OFFICE MANAGER / POST COMMANDER

LT. David R. Brown

COMMENTS

No CONFLICTS NOTED.

SIGNATURE

X 

DATE

12/9/16

APPROVAL

YES  NO

DEPUTY ADMINISTRATOR / DISTRICT COMMANDER / DESIGNATED MANAGER

COMMENTS

No CONFLICTS

SIGNATURE

X 

DATE

12/15/16

APPROVAL

YES  NO

DIVISION HEAD

COMMENTS

SIGNATURE

X 

DATE

12-22-16

APPROVAL

YES  NO

ODPS HUMAN RESOURCES / DIRECTOR'S OFFICE

COMMENTS

SIGNATURE

X 

DATE

1/4/17

APPROVAL

YES  NO



# APPLICATION FOR SECONDARY EMPLOYMENT

NAME	EMPLOYEE #
[REDACTED]	[REDACTED]
ODPS JOB CLASSIFICATION State Trooper	
ODPS OFFICE ASSIGNMENT Lima Post	
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR Lt. T.P. Grigsby	

SECONDARY EMPLOYMENT Custodian	
SECONDARY EMPLOYER (Including Self) Van Wert Family Denistry	
SECONDARY EMPLOYER ADDRESS 1196 Professional Drive	TELEPHONE # (419) 238-1219
TITLE OF POSITION Custodian	
DUTIES PERFORMED (Provide a Complete and Accurate Description) Dust, sweep, mop, disinfect, & clean dentist office once a week.	
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD HOURS	
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS 2 HOURS	
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, EXPLAIN:	
IS THIS AN ORIGINAL APPLICATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION?	

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 5/3/2019
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REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR / OFFICE MANAGER / POST COMMANDER

LT. TIMOTHY P. GRIGSBY - Lima Post Commander

COMMENTS

No Apparent Conflicts.

SIGNATURE

X

*[Signature]*

DATE

5-3-19

APPROVAL

YES  NO

DEPUTY ADMINISTRATOR / DISTRICT COMMANDER / DESIGNATED MANAGER

COMMENTS

No Issues

SIGNATURE

X

*[Signature]*

DATE

5/6/19

APPROVAL

YES  NO

DIVISION HEAD

COMMENTS

NO CONFLICTS

SIGNATURE

X

*[Signature]*

DATE

5/10/19

APPROVAL

YES  NO

ODPS HUMAN RESOURCES / DIRECTOR'S OFFICE

COMMENTS

SIGNATURE

X

*[Signature]*

DATE

5/17/19

APPROVAL

YES  NO



Department of  
Public Safety

### APPLICATION FOR SECONDARY EMPLOYMENT

NAME [REDACTED]	EMPLOYEE # [REDACTED]
ODPS JOB CLASSIFICATION Ohio State Highway Patrol Sergeant	
ODPS OFFICE ASSIGNMENT Defiance Post 20	
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR Lieutenant Rustun K. Schack	

SECONDARY EMPLOYMENT Cleaning	
SECONDARY EMPLOYER (Including Self) Van Wert Family Dentistry	
SECONDARY EMPLOYER ADDRESS 1196 Professional Drive	TELEPHONE # (419) 238-1219
TITLE OF POSITION Cleaner	
DUTIES PERFORMED (Provide a Complete and Accurate Description) Sweep, dust, mop, and miscellaneous cleaning duties	
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD HOURS	
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS 1 HOURS	
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, EXPLAIN:	
IS THIS AN ORIGINAL APPLICATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION? I have the same DPS 0042 on file from when I was a trooper. I need to submit a new application due to my promotion.	

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 10/13/2021
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REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR / OFFICE MANAGER / POST COMMANDER

COMMENTS		
SIGNATURE X <i>LT [Signature]</i>	DATE 10-14-2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DEPUTY ADMINISTRATOR / DISTRICT COMMANDER / DESIGNATED MANAGER

COMMENTS <i>NO APPARENT CONFLICT OF INTERESTS.</i>		
SIGNATURE X <i>[Signature]</i>	DATE 10-14-2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DIVISION HEAD

COMMENTS		
SIGNATURE X <i>CAPT [Signature]</i>	DATE 10/14/2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

ODPS HUMAN RESOURCES DIRECTOR'S OFFICE

COMMENTS		
SIGNATURE X <i>[Signature]</i>	DATE 10/15/21	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



Department of Public Safety

APPLICATION FOR SECONDARY EMPLOYMENT

NAME [REDACTED]	EMPLOYEE # [REDACTED]
ODPS JOB CLASSIFICATION Ohio State Highway Patrol Sergeant	
ODPS OFFICE ASSIGNMENT Defiance Post 20	
ODPS SUPERVISOR / DEPUTY ADMINISTRATOR Lieutenant Rustun K. Schack	

SECONDARY EMPLOYMENT Emergency Medical Technician - Basic	
SECONDARY EMPLOYER (Including Self) Putnam County Office of Public Safety	
SECONDARY EMPLOYER ADDRESS 117 Doctor Thatye Drive, Glandorf, Ohio 45848	TELEPHONE # (419) 538-7315
TITLE OF POSITION Basic EMT	
DUTIES PERFORMED (Provide a Complete and Accurate Description) Volunteer Basic EMT with Ottoville EMS.	
DO YOU PERFORM SECONDARY WORK ON YOUR WORK DAY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, GIVE AVERAGE TIME SPENT ON SECONDARY JOB DURING THAT PERIOD 2 HOURS	
AVERAGE NUMBER OF HOURS YOU WORK DURING OFF DUTY DAYS 2 HOURS	
IF APPLICABLE, HAS YOUR SECONDARY EMPLOYER BEEN ADVISED THAT YOU ARE SUBJECT TO IMMEDIATE RECALL TO DUTY AS A DEPARTMENT EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF PUBLIC SAFETY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, EXPLAIN:	
IS THIS AN ORIGINAL APPLICATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD A DPS 0042 ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION? I have the same DPS 0042 on file from when I was a dispatcher and a trooper. I need to submit a new application due to my promotion.	

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I further understand that significant changes in the above information may require the submission of a new Application for Secondary Employment.

EMPLOYEE SIGNATURE X [REDACTED]	DATE 10/13/2021
------------------------------------	--------------------

REVIEW / APPROVAL FOR SECONDARY EMPLOYMENT

SUPERVISOR / OFFICE MANAGER / POST COMMANDER

COMMENTS		
SIGNATURE X <i>LT. R R R</i>	DATE 10-14-2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DEPUTY ADMINISTRATOR / DISTRICT COMMANDER / DESIGNATED MANAGER

COMMENTS <i>NO APPARENT CONFLICT OF INTEREST.</i>		
SIGNATURE X <i>Capt. A.C. Bond</i>	DATE 10-14-2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

DIVISION HEAD

COMMENTS		
SIGNATURE X <i>Capt. A.C.</i>	DATE 10/14/2021	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

ODPS HUMAN RESOURCES / DIRECTOR'S OFFICE

COMMENTS		
SIGNATURE X <i>[Signature]</i>	DATE 10/15/21	APPROVAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

## PROBATIONARY REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Sergeant  
**Document Type:** PROBATIONARY REVIEW  
**Template:** PROBATION PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 02/21/2022 - 05/21/2022  
**Document ID:** 443928  
**Due Date:** 05/06/2022

EMPLOYEE DATA	
<b>Empl ID :</b>	[REDACTED]
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290120 D1 Post 20 Defiance
<b>Job Code :</b>	26713
<b>Supervisor ID :</b>	[REDACTED]

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

05/24/2022 9:25AM

### ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

05/24/2022 9:25AM

## Section 2 - STATEWIDE COMPETENCIES

## CUSTOMER FOCUS

### Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

### Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] understands the importance of maintaining a positive experience with both internal and external customers. He interacts with people positively and appropriately. Sergeant [REDACTED] finds answers and solutions to issues, questions, and other scenarios presented to him by the customers. He understands what people need and seek and provides those people with acceptable information and service.

Created By : Template

05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK

05/24/2022 10:36AM

## DIVERSITY AND INCLUSION

### Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

### Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] maintains a professional and respectful

relationship with everyone he comes into contact with. He understands not all people are the same and he understands the importance in the inclusion of all people. Sergeant [REDACTED] is accepting of people regardless of race, religion, sexual orientation, gender, or any variable of one's life. He shows no bias or judgement toward others.

Created By : Template 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:00AM

### **Section 3 - AGENCY COMPETENCIES**

### **Section 4 - CLASSIFICATION COMPETENCIES**

#### **DOCUMENT/RECORD INFORMATION**

Description :

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Sergeant [REDACTED] has a great follow-up system when it comes to tasks that need completed. He is neat and organized and is never behind in his administrative duties. Sergeant [REDACTED] writes well and his written work is done with organization and few grammatical errors. Both his post level and court level reports are professional, thorough, and complete.

Created By : Profile 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:36AM

#### **COACH/DEVELOP OTHERS**

Description :

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] understands the importance in the development of the troopers he supervises. He recognizes when his troopers struggle in something and quickly addresses the issues with motivation and leadership. Sergeant [REDACTED] wants his troopers to know their jobs well and mentors them to be the best troopers they can be. He does not succumb if he is unsuccessful during the first attempt and continues to mentor struggling troopers.

Created By : Profile 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:36AM

#### EVALUATE INFO FOR COMPLIANCE

Description :

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] is well-versed in the rules and laws found in the Ohio Revised Code. He is also very familiar with the rules put forth by the Division and the union contract. Sergeant [REDACTED] assuredly and appropriately applies the rules and laws to his day-to-day operations. He easily recognizes when a scenario is not within the standard and duly addresses the scenario.

Created By : Profile 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:19AM

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Seldomly does Sergeant [REDACTED] have issues with the above competencies. He is open to criticism and has the naturally ability to perform his job and perform it effectively.

**Section 6 - GOALS & PERFORMANCE EXPECTATIONS**

**Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sergeant [REDACTED] has met his goals during this timeframe with no issues.

**Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

**OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sergeant [REDACTED] is doing a great job developing and leading his shift. His troopers have become noticeably more efficient at their jobs and he keeps them motivated. His brings a positive energy about the post and willingly helps whenever asked. Sergeant [REDACTED] understands the level of commitment to be a successful assistant post commander.

**Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

**CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :

Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:24AM

#### PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 05/24/2022 9:25AM

Last Modified By : RUSTUN SCHACK 05/24/2022 10:24AM

#### Section 10 - APPROVALS SECTION

**██████████ RUSTUN SCHACK 05/24/2022**

**██████████ WILLIAM BOWERS 06/09/2022**

**██████████ JANET JACKSON 06/10/2022**

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's  
Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the  
completed evaluation; it does not indicate agreement with its contents. I understand that  
performance evaluations may be appealed and that refusal to acknowledge this evaluation  
waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

#### Section 11 - MANAGER RATER COMMENTS SECTION

#### Section 12 - MANAGER REVIEWER COMMENTS SECTION

#### Section 13 - APPOINTING AUTHORITY COMMENTS

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	RUSTUN SCHACK	05/24/2022 9:25:40AM
<b>Acknowledged By :</b>	██████████	06/10/2022 12:56:14PM
<b>Completed By :</b>	System	06/10/2022 12:56:14PM
<b>Last Modified By :</b>	System	06/10/2022 12:56:14PM

## PROBATIONARY REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Sergeant  
**Document Type:** PROBATIONARY REVIEW  
**Template:** PROBATION PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 10/10/2021 - 02/20/2022  
**Document ID:** 430105  
**Due Date:** 02/05/2022

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290120 D1 Post 20 Defiance
<b>Job Code :</b>	26713
<b>Supervisor ID :</b>	██████████

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

02/22/2022 1:29PM

### ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

02/22/2022 1:29PM

## Section 2 - STATEWIDE COMPETENCIES

## CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant ██████ understand the importance of both external and internal customers. Chad is a lead by example type of leader and puts the needs of others as a priority. Sergeant ██████ does not hesitate to ask for assistance when needed.

Created By : Template 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:12PM

## DIVERSITY AND INCLUSION

Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant ██████ understands the role and importance of enhancing his knowledge of other's perspectives and diversity. Chad takes the time to listen and learn from others. He will continue to grow and refine his understanding of diversity and

inclusion.

Created By : Template 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:15PM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### DOCUMENT/RECORD INFORMATION

Description :

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] is aware that effective communication is the lifeblood to success as an assistant post commander. Chad communicates clearly and efficiently both verbally and in written form.

Created By : Profile 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:17PM

#### COACH/DEVELOP OTHERS

Description :

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] takes pride an initiative to coach the troopers on his shift. He cares for their wellbeing and cares that they are

proficient in their job functions. He leaves is communication lines open and the troopers are comfortable approaching Sergeant [REDACTED] for advice and coaching.

Created By : Profile 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:20PM

#### EVALUATE INFO FOR COMPLIANCE

Description :

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sergeant [REDACTED] is well-versed in the Revised Code and OSP policy and procedure. He appropriately applies the rules to his job functions. He is able to quickly process events and make the correct decisions.

Created By : Profile 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:24PM

#### Section 5 - COMPETENCY SUMMARY

##### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sergeant [REDACTED] has 3 active months in tenure as an assistant post commander. He meets in each of the competencies evaluated. Chad has brought a noticeable level of enthusiasm to the Defiance Post. His work ethic and credibility promotes a positive image of the Division.

#### Section 6 - GOALS & PERFORMANCE EXPECTATIONS

## Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

### GOALS & PERFORMANCE EXPECTATIONS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sergeant [REDACTED] has met the established goals for this evaluation cycle.

## Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

### OVERALL PERFORMANCE RATINGS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

The Defiance Post, more specifically the midnight shift, is headed in the correct direction under the leadership of Sergeant [REDACTED]. The overall morale and increase in productivity has noticeably yielded positive results. Chad is encouraged to stay engaged with his troopers and come more familiar with the communities the post serves.

## Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

### CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template

02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK

02/22/2022 2:28PM

### PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 02/22/2022 1:29PM

Last Modified By : RUSTUN SCHACK 02/22/2022 2:28PM

### Section 10 - APPROVALS SECTION

██████████ RUSTUN SCHACK 02/22/2022

██████████ WILLIAM BOWERS 02/23/2022

██████████ MATTHEW BROOKS 02/23/2022

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's  
Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the  
completed evaluation; it does not indicate agreement with its contents. I understand that  
performance evaluations may be appealed and that refusal to acknowledge this evaluation  
waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

### Section 11 - MANAGER RATER COMMENTS SECTION

### Section 12 - MANAGER REVIEWER COMMENTS SECTION

### Section 13 - APPOINTING AUTHORITY COMMENTS

### Section 14 - EMPLOYEE COMMENTS SECTION

### Section 15 - SIGNATURES

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	RUSTUN SCHACK	02/22/2022 1:29:21PM
<b>Acknowledged By :</b>	██████████	02/23/2022 2:16:36PM
<b>Completed By :</b>	System	02/23/2022 2:16:36PM
<b>Last Modified By :</b>	System	02/23/2022 2:16:36PM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 10/01/2020 - 09/30/2021  
**Document ID:** 409763  
**Due Date:** 09/15/2021

EMPLOYEE DATA	
<b>Empl ID :</b>	[REDACTED]
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102 D1 Post 2 Lima
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	[REDACTED]

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

08/09/2021 9:28AM

### ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

08/09/2021 9:28AM

## Section 2 - STATEWIDE COMPETENCIES

## CUSTOMER FOCUS

### Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

### Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] understands and strives to meet the needs of both the internal and external customers of the Lima Post. He is an informal leader amongst all of the shifts at the Lima Post and is the eager to assist customers in any way possible. Trooper [REDACTED] brings a wealth of knowledge to the Lima Post and uses that knowledge to benefit the public.

Created By : Template

08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY

08/25/2021 2:17PM

## DIVERSITY AND INCLUSION

### Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

### Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] meets this expectation by displaying a positive and accepting attitude towards the differences which make the Lima Post workforce diverse. His team oriented approach to his duties promotes a naturally

inclusive and welcoming work environment where employees are encouraged to communicate and interact to ensure a successful outcome.

Created By : Template 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/25/2021 2:17PM

### **Section 3 - AGENCY COMPETENCIES**

### **Section 4 - CLASSIFICATION COMPETENCIES**

#### **DOCUMENT/RECORD INFORMATION**

Description :

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] rarely has multiple documents and reports left pending as he routinely gets them turned in for review the same day the report was taken. His cases and crash investigations seldom need much, if any, corrections as he gives pertinent information in a neat and well formatted document. He cares as much about the presentation of his work product as the content. He understands that a professional looking document reflects positively on the person who prepares it, as well as lending credibility to the employer.

Created By : Profile 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/27/2021 2:04PM

#### **IDENTIFY ACTIONS/OBJS/EVENTS**

Description :

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:**

Trooper [REDACTED] easily recognizes needs of the public when multiple scenes are ongoing simultaneously. He is a leader who takes charge in these situations and helps coordinate what resources are needed and where they are needed. He uses knowledge and experience which are seemingly beyond his years to arrive at successful conclusions. He sees the entirety of a situation and looks to get involved whenever possible to gain a broader perspective of operations.

Created By : Profile 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/27/2021 1:46PM

### EVALUATE INFO FOR COMPLIANCE

Description :

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:**

Although he rarely needs assistance, Trooper [REDACTED] isn't afraid to call supervision for guidance in unusual circumstances. He ensures that actions are being taken within our governing laws and regulations, whether or not it is own scene or the scene of one of his co-workers. He has been seen offering sound advice and direction to troopers who have more time on that he does. He has the trust of all of the troopers at the Lima Post, and has earned that trust by being reputable and reliable.

Created By : Profile 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/27/2021 1:46PM

## Section 5 - COMPETENCY SUMMARY

### COMPETENCY SUMMARY

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:**

Trooper [REDACTED] achieves ratings above normal due to his unusual productivity and compliance. When Trooper [REDACTED] takes on a project, he completes it with quality which is typically beyond expectation. He has been selected to serve on advisory boards throughout the grading period as his opinion is sought and valued. During the evaluation period, he completed an associates degree in criminal justice in 11 months, all while continuing his standard quality of work.

## **Section 6 - GOALS & PERFORMANCE EXPECTATIONS**

### **Quality Enforcement Goal Enhancement**

**Description :**

The Lima Post's primary operational focus is quality enforcement of mission specific directive's related to fatal and overall crash reduction. How does the employee contribute to this directive?

**Employee Measurement :**

Individual assessment of the employee's contribution to their specific work group by rating the effectiveness of the group as a whole. What was the employee's contribution and how did it enhance or diminish the effort of the group over the evaluation period?

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] exceeds the expectations for this competency.

Created By : TIMOTHY GRIGSBY 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/25/2021 2:17PM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:**

Trooper [REDACTED] excels in a wide array of aspects or scenarios that he encounters, whether that be criminal patrol, removing impaired drivers, distracted drivers, seat belts, etc. He does this fairly, impartially, and on whatever shift he may be working

that day. He is a state leader in distracted driving quantity, while simultaneously enforcing the law with strict quality supported by the intent of reducing distracted driving crashes.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:**

Trooper [REDACTED] is a leader in all aspects at the Lima Post. He uses his vast knowledge to aide and assist the public and the personnel at the Lima Post. He follows the law and division policies in everything he does, and leads the way by example as he is constantly the top or close to the top in most important programs. He does not hesitate to ask for assistance from supervision, but usually offers possible solutions and looks more for confirmation as opposed to options. He is involved in many programs and events and is entrusted by the division to participate in specialty events.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :

Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template

08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY

08/25/2021 2:17PM

### **PERFORMANCE PLAN CONFIRMATION**

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 08/09/2021 9:28AM

Last Modified By : TIMOTHY GRIGSBY 08/25/2021 2:17PM

### **Section 10 - APPROVALS SECTION**

██████████ TIMOTHY GRIGSBY 08/27/2021

██████████ WILLIAM BOWERS 09/01/2021

██████████ ANGELA LANG 09/01/2021

#### **SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's

Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

### **Section 11 - MANAGER RATER COMMENTS SECTION**

Trooper ██████████ is an excellent trooper. His work product, both quality and quantity, is among the best amongst his peer group district wide. He understands he has a great deal to learn about leadership, but displays a solid foundation for which to build upon. His willingness to learn and absorb better practices are a credit to his work ethic and desire to improve. Trooper ██████████ is on the promotion list and will undoubtedly succeed at the next level when presented the opportunity. His efforts toward keeping the Lima Post a success are greatly appreciated.

### **Section 12 - MANAGER REVIEWER COMMENTS SECTION**

### **Section 13 - APPOINTING AUTHORITY COMMENTS**

### **Section 14 - EMPLOYEE COMMENTS SECTION**

### **Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

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Appointing Authority/Date

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Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	TIMOTHY GRIGSBY	08/09/2021	9:28:51AM
<b>Acknowledged By :</b>	██████████	09/09/2021	4:28:52PM
<b>Completed By :</b>	System	09/09/2021	4:28:52PM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021	9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021	9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021	9:21:23AM
<b>Last Modified By :</b>	System	10/20/2021	9:21:23AM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 10/01/2019 - 09/30/2020  
**Document ID:** 371381  
**Due Date:** 09/15/2020

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	██████████
	D1 Post 2 Lima

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

09/08/2020 1:35PM

### ODPS Purpose of Position

Description :Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

09/08/2020 1:35PM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive

experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is performing at an exceptional level in regards to customer service. Trooper [REDACTED] conducts himself in a professional manner at all times. He is constantly enhancing his knowledge of the job and how to better serve the public. He is constantly focused on current goals set by the Division in order to impact the motoring public to the full extent of his abilities.

Created By : Template 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:30PM

## DIVERSITY AND INCLUSION

Description :Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others. Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment. Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] meets this expectation by displaying a positive attitude towards the differences which make the Post 2 workforce diverse. Trooper [REDACTED]'s team oriented approach to his duties promotes a naturally inclusive and welcoming work environment where employees are encouraged to communicate and interact to ensure a successful outcome.

Created By : Template 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 2:47PM

## Section 3 - AGENCY COMPETENCIES

## Section 4 - CLASSIFICATION COMPETENCIES

## DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED]'s capabilities when it comes to administrative paperwork and organizational skills is very impressive. His reports are very well organized and professionally crafted. He prides himself in making everything

with his name on it look the best it can be. His knowledge and capabilities in this category is exceptional. Trooper [REDACTED] seldom needs reminded to turn in reports or any other documents in a timely manner.

Created By : Profile 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:30PM

#### IDENTIFY ACTIONS/OBJS/EVENTS

Description :Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] makes good decisions when tasked with a difficult situation. He does not hesitate to seek guidance when needed, but also does well bringing possible solutions to the table instead of just seeking answers. Trooper [REDACTED] also offers his knowledge to help other employees. His ability to make good decisions in difficult situations is remarkable. He is not afraid to dive into something he is unfamiliar with.

Created By : Profile 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:33PM

#### EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] considers all information before making a decision. He is familiar with all traffic and criminal laws and maintains a good reputation with the local court and how they mandate operations. He is familiar with all laws, to include but not limited to search and seizure, and being familiar with what he can and cannot do when dealing with the public.

Created By : Profile 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:33PM

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] has developed himself as a leader at the Lima Patrol Post. He is always willing to provide assistance to other employees and is well liked by all he works with. He maintains a good reputation with the court staff and remains respectful to his supervisors and the public. Trooper [REDACTED] continues to develop himself into a better trooper and strives to be a leader in all aspects of the job. He is very organized and submits professional reports and reflects the same professionalism on the road. His adaptability to new goals and policies is remarkable. Trooper [REDACTED] recently started the promotional process under recommendation of his first line supervisors.

## **Section 6 - GOALS & PERFORMANCE EXPECTATIONS**

### **Become Assessment Center Eligible**

Description :Over the next review period, Trooper [REDACTED] will complete the trooper to sergeant assessment center requirements.

Employee Measurement :Trooper [REDACTED] will complete the necessary steps to attend future trooper to sergeant assessment centers

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] meets the established criteria.

Created By : TIMOTHY GRIGSBY 09/16/2020 3:25PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2020 3:27PM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] completed all remaining elements to qualify for the fall 2020 trooper to sergeant assessment center. He is scheduled to attend in October 2020.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] is a valuable asset to the Lima Post. He represents himself as a leader, regardless of the shift he is working. Trooper [REDACTED] never has to be reminded of daily, weekly or monthly tasks that are mandated of him. He maintains great organizational skills, knowledge of the job and professionalism in all aspects. Trooper [REDACTED] is always willing to share his knowledge or help his teammates. His approach to his position is commendable and noteworthy.

## Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

### CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:35PM

### PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 09/08/2020 1:35PM

Last Modified By : TIMOTHY GRIGSBY 09/14/2020 4:35PM

## Section 10 - APPROVALS SECTION

■■■■■ TIMOTHY GRIGSBY 09/16/2020

■■■■■ WILLIAM BOWERS 09/29/2020

■■■■■ ANGELA LANG 09/30/2020

### SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

## Section 11 - MANAGER RATER COMMENTS SECTION

**Section 12 - MANAGER REVIEWER COMMENTS SECTION**

**Section 13 - APPOINTING AUTHORITY COMMENTS**

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

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Rater/Date

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Reviewer/Date

---

Appointing Authority/Date

---

Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	TIMOTHY GRIGSBY	09/08/2020	1:35:29PM
<b>Acknowledged By :</b>	██████████	10/15/2020	2:43:35PM
<b>Completed By :</b>	TIMOTHY GRIGSBY	10/16/2020	1:38:32PM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021	9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021	9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021	9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021	9:21:29AM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 10/01/2018 - 09/30/2019  
**Document ID:** 319086  
**Due Date:** 09/15/2019

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	██████████
	D1 Post 2 Lima

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

08/12/2019 3:44PM

### ODPS Purpose of Position

Description :Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

08/12/2019 3:44PM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive

experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description: Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 3. Exceeds Expectations

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] is performing at an exceptional level in regards to customer service. Trooper [REDACTED] conducts himself in a professional manner at all times. He is constantly enhancing his knowledge of the job and how to better serve the public. He is constantly focused on current goals set by the Division in order to impact the motoring public to the full extent of his abilities. This was emphasized by Trooper [REDACTED] being formally recognized for his life saving effort of an infant in 2019.

Created By : Template

08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY

09/16/2019 11:54AM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### DOCUMENT/RECORD INFORMATION

Description : Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description: Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 3. Exceeds Expectations

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] exceeds in this category. His capabilities when it comes to administrative paperwork and organization skills is very impressive, especially given his age and time in grade. He is very organized and his reports are of the highest quality. He prides himself in making everything with

his name on it look professional. His knowledge and capabilities in this category are exceptional.

Created By : Profile 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 12:00PM

#### IDENTIFY ACTIONS/OBJS/EVENTS

Description :Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Employee Measurement :

##### INDIVIDUAL CONTRIBUTOR

Description:Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 2. Meets Expectations

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Trooper [REDACTED] makes good decisions when tasked with a difficult situation. He does not hesitate to seek guidance when needed, but also does well bringing possible solutions to the table instead of just seeking answers. Trooper [REDACTED] also offers his knowledge to help other employees. His ability to make good decisions in difficult situations is impressive. Trooper [REDACTED] does not shy away from new and changing situations. On the contrary, he seems to relish change and looks for new ways to improve on current practices.

Created By : Profile 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 12:09PM

#### EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

##### INDIVIDUAL CONTRIBUTOR

Description:Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 2. Meets Expectations

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Trooper [REDACTED] considers all information before making a decision. He is familiar with all traffic and criminal laws and maintains a good reputation with the local court and how they mandate operations. When needed, he will look to supervision for guidance. Often times, it is to confirm what he is already thinking. Trooper [REDACTED] brings solutions to supervision, not merely questions.

Created By : Profile 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 12:12PM

## **Section 5 - COMPETENCY SUMMARY**

### **COMPETENCY SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:**

Trooper [REDACTED] is an extremely bright and competent employee. He is always willing to provide assistance to other employees and is well liked by all he works with. Trooper [REDACTED] continues to develop himself into a leader and strives to do well in all aspects of the job. He is very organized, submits professional reports, and reflects the same professionalism on the road. His adaptability to new goals and policies is admirable.

## **Section 6 - GOALS & PERFORMANCE EXPECTATIONS**

### **"Contributing to a Safer Ohio" - Performance Expectation**

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] exceeds expectations for this competency.

Created By : Profile 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 12:14PM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] understands the mission statement of the Ohio State Highway Patrol. He established himself as a leader in several categories from the start of his career, and continues to do so as his career develops. He is a leader in impaired driver enforcement and always looks beyond the initial reason for the traffic stop to combat the criminal element. He has taken it upon himself to be a leader and help define what it means to enforce distracted driving laws.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] is a valuable asset the Lima Post and the Division. No matter the shift Trooper [REDACTED] is working, he strives to set the bar. Trooper [REDACTED] doesn't need to be reminded of daily, weekly or monthly tasks which are required of him. He maintains great organizational skills, knowledge of the job, and professionalism in all aspects. Although Trooper [REDACTED] has only a few years on the road, he has established himself as a leader and is willing to share his knowledge with others, even those with more tenure.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 11:50AM

### **PERFORMANCE PLAN CONFIRMATION**

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 08/12/2019 3:44PM

Last Modified By : TIMOTHY GRIGSBY 09/16/2019 11:50AM

**Section 10 - APPROVALS SECTION**

██████████ TIMOTHY GRIGSBY 09/16/2019

██████████ WILLIAM BOWERS 10/01/2019

██████████ Kathleen Robson 10/02/2019

**SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.  
I have included a response in this performance evaluation's  
Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:  
 I refuse to acknowledge this document.  
 I acknowledge this document.

**Section 11 - MANAGER RATER COMMENTS SECTION**

Trooper ██████████ has blossomed over the grading period. He continues to work hard and produce tangible results, especially with distracted driving enforcement. His growth is mostly evident in his leadership and team oriented nature. Despite his own administrative responsibilities, he has been observed stepping up to assist fellow units with processing scenes, even handling incidents if it helps them out. Trooper ██████████ has been asked to change his schedule to accommodate post operations, and he hasn't hesitated to help. Chad has been a difference making employee in 2019. The Lima Post management team are appreciative of his efforts.

**Section 12 - MANAGER REVIEWER COMMENTS SECTION**

**Section 13 - APPOINTING AUTHORITY COMMENTS**

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

<b>Attachments</b>
No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	TIMOTHY GRIGSBY	08/12/2019 3:44:47PM
<b>Acknowledged By :</b>	██████████	10/14/2019 8:18:40PM
<b>Completed By :</b>	TIMOTHY GRIGSBY	10/14/2019 8:19:12PM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:34AM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 10/01/2017 - 09/30/2018  
**Document ID:** 274705  
**Due Date:** 09/15/2018

EMPLOYEE DATA	
<b>Empl ID :</b>	[REDACTED]
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102 D1 Post 2 Lima
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	[REDACTED]

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

09/17/2018 12:11PM

### ODPS Purpose of Position

Description :Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

09/17/2018 12:11PM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive

experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description: Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 2. Meets Expectations

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is performing at an acceptable level in regards to customer service. Trooper [REDACTED] conducts himself in a professional manner at all times. He is constantly enhancing his knowledge of the job and how to better serve the public.

Created By : Template

09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY

09/18/2018 10:04AM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### DOCUMENT/RECORD INFORMATION

Description : Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description: Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 3. Exceeds Expectations

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] exceeds in this category. His intellectual capabilities when it comes to administrative paperwork and organization skills is very impressive. He is very organized and neat with all documents and/or reports he completes. He prides himself in making everything with his name on it look professional. His knowledge and capabilities in this category is exceptional, especially considering his tenure.

Created By : Profile 09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY 09/18/2018 10:05AM

### IDENTIFY ACTIONS/OBJS/EVENTS

Description :Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description:Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 2. Meets Expectations

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] makes good decisions when tasked with a difficult situation. He does not hesitate to seek guidance when needed, but also does well bringing possible solutions to the table instead of just seeking answers. Trooper [REDACTED] also offers his knowledge to help other employees. His ability to make good decisions in difficult situations is commendable. He is not afraid to engage situations where his experience is limited.

Created By : Profile 09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY 09/18/2018 10:07AM

### EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Employee Measurement :

#### INDIVIDUAL CONTRIBUTOR

Description:Individual Contributor level positions are assigned specialized functions or programs. Employees may be in a Bargaining Unit or Exempt classification. Scope of work activities may include: \* Providing guidance, consultation or expert advice in specialized technical or professional area(s) \* Remaining current in area of expertise/body of knowledge \* Monitoring, maintaining and/or inspecting assigned persons, programs or equipment \* Recommending and influencing standard practices and process improvements

**Manager Rating:** 2. Meets Expectations

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Trooper [REDACTED] considers all information before making a decision. He is familiar with all traffic and criminal laws and maintains a good reputation with the local court and how they mandate operations. He is familiar with traffic and criminal laws and when to apply them. Trooper [REDACTED] is an intelligent trooper who, despite his short tenure, makes operational decisions like a seasoned employee.

Created By : Profile 09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY 09/18/2018 10:11AM

## **Section 5 - COMPETENCY SUMMARY**

### **COMPETENCY SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] has developed himself as a leader at the Lima Patrol Post. He is willing to provide assistance to other employees and is well liked by those he works with. He maintains a good reputation with the court staff and remains respectful to his supervisors and the public. Trooper [REDACTED] continually develops himself into a better trooper and strives to be a leader in all aspects of the job. He is very organized, submits professional reports, and reflects the same professionalism on the road.

## **Section 6 - GOALS & PERFORMANCE EXPECTATIONS**

### **"Contributing to a Safer Ohio" - Performance Expectation**

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

Employee Measurement :

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] meets the expectation of contributing to a safer Ohio daily.

Created By : Profile 09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY 09/18/2018 10:25AM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 4. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] understands the mission statement of the Ohio State Highway Patrol. He established himself as a leader in several categories from the start of his career, and continues to do so as his career develops. He is a leader in impaired driver enforcement and looks beyond the initial reason for the traffic stop to combat the criminal element. In 2018, he earned his second ACE award and Criminal Patrol ribbon. He does well understanding that the mission of the division, but specific focuses may occasionally vary. He does well performing at a standard above what the division asks of him.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is a valuable asset at the Lima Patrol Post. He is a leader on the midnight shift in several categories. No matter the shift Trooper [REDACTED] is working, he strives to be above average. Trooper [REDACTED] doesn't have to be reminded of the tasks that are mandated of him. He maintains great organizational skills, knowledge of the job, and professionalism in all aspects. Although Trooper [REDACTED] has less than two full years on the road, he has established himself as a leader and is willing to share his knowledge with others, even those with more tenure.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 09/17/2018 12:11PM

Last Modified By : TIMOTHY GRIGSBY 09/18/2018 10:04AM

### **PERFORMANCE PLAN CONFIRMATION**

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 09/17/2018 12:11PM

## Section 10 - APPROVALS SECTION

██████████ TIMOTHY GRIGSBY 09/18/2018

██████████ WILLIAM BOWERS 10/09/2018

██████████ Kathleen Robson 10/09/2018

### SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

## Section 11 - MANAGER RATER COMMENTS SECTION

Trooper ██████████ has had an impressive beginning to his career as a trooper. He was voted as the Lima Post Trooper of the Year in 2017, and is having another strong year as witnessed by his second ACE and Criminal Patrol awards. Trooper ██████████ is a valued member of the Lima Post. He is encouraged to remember that his decisions can have long terms effects. He should look carefully at the decisions he makes so as to understand how they will effect the division, his shift mates, and the motoring public. Overall, the Lima Post management team is pleased with Trooper ██████████'s progress and his contribution to the division and it's mission.

## Section 12 - MANAGER REVIEWER COMMENTS SECTION

## Section 13 - APPOINTING AUTHORITY COMMENTS

## Section 14 - EMPLOYEE COMMENTS SECTION

I am very pleased with my review. I do not need recognition for the things I do, but it is nice to see that my hard work is noticed and appreciated. I am proud to be one part of this amazing Lima Team. We will keep this hard work going into 2019 and further.

## Section 15 - SIGNATURES

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	TIMOTHY GRIGSBY	09/17/2018 12:11:27PM
<b>Acknowledged By :</b>	██████████	10/25/2018 10:53:20AM
<b>Completed By :</b>	TIMOTHY GRIGSBY	10/29/2018 1:57:47PM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:39AM

## PROBATIONARY REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** PROBATIONARY REVIEW  
**Template:** PROBATION PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 09/30/2016 - 09/29/2017  
**Document ID:** 209662  
**Due Date:** 09/14/2017

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102 D1 Post 2 Lima
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	██████████

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### Position - Trooper

Description :To enforce traffic laws and investigate accidents and criminal incidents within statutory jurisdiction and/or perform one technical or specialized function related to law enforcement operations as assigned.

Created By : DAVID BROWN

08/09/2017 10:13AM

### ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

08/09/2017 10:13AM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is a customer focused officer, who routinely places an emphasis on completing a job well done and with compassion. Trooper [REDACTED] has the ability to place compassion into a situation in which there is drama and unpleasant things occurring. Trooper [REDACTED] places an emphasis on creating an environment in which the motoring public can be satisfied with the outcome of the incident, no matter the fault.

Created By : Template 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/09/2017 10:28AM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] has developed a detailed and organized system in which he creates and handles follow up. Trooper [REDACTED] can be relied upon to get pending items completed without being reminded or told to do so. Trooper [REDACTED] has the ability to see what is needed and completes the item without argument or lack of effort. Trooper [REDACTED] has handled many case reports which routinely have a detailed and throughout associated statement of facts.

Created By : Profile 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/09/2017 10:28AM

#### IDENTIFY ACTIONS/OBJS/EVENTS

Description :Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] has a great deal of knowledge and understanding considering his service time. Trooper [REDACTED] rarely has to be told what, how, or why to do a particular task or function. He is very aware of the changing conditions in which he will come into contact with and has the ability to resolve those differences.

Created By : Profile 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/09/2017 10:28AM

### EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] has a good foundation of judgment, which is based upon a good understanding of applicable traffic and criminal laws. Trooper [REDACTED] is encouraged to continue his yearning for knowledge and to seek methods to increase his knowledge base.

Created By : Profile 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/09/2017 10:28AM

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is a young officer which has shown incredible knowledge and ability considering his years of service. He has the ability to become an informal leader due to his work ethic both on the road and behind the scenes. Trooper [REDACTED] is constantly reaching out and desiring more knowledge and competencies.

### Section 6 - GOALS & PERFORMANCE EXPECTATIONS

#### "Contributing to a Safer Ohio" - Performance Expectation

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] works traffic and enforces criminal law with a purpose and for a reason. To him, he is not chasing awards and accolades in his quest to hold both the criminal and traffic offender accountable for the actions, for which they have committed. Trooper [REDACTED] wants to lead in functional activity, not to be a superstar or gain recognition, but to sincerely contribute

to a safer Ohio.

Created By : Profile 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/09/2017 10:28AM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is encouraged to continue his participation into the Division's selective enforcement programs.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Overall, Trooper [REDACTED] has demonstrated his ability to be a leader of the post. His leadership is valuable in the sense that he is not a one man show or a person who seeks praise. Trooper [REDACTED] is sincere in his responsibilities and truly wants to enforce traffic and criminal law to the best of his ability and with compassion and fairness. Trooper [REDACTED] should continue to want to become more efficient in all areas of his job and not become complacent or content with his current position.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/10/2017 12:21PM

### **PERFORMANCE PLAN CONFIRMATION**

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 08/09/2017 10:13AM

Last Modified By : DAVID BROWN 08/10/2017 12:21PM

### **Section 10 - APPROVALS SECTION**

██████████ DAVID BROWN 08/10/2017

██████████ WILLIAM BOWERS 09/25/2017

██████████ ANGELA LANG 09/26/2017

#### **SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.  
I have included a response in this performance evaluation's  
Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

### **Section 11 - MANAGER RATER COMMENTS SECTION**

Trooper ██████████ is progressing very well for his time in grade. He is a welcomed addition to the Lima Post and Division. Employee to be retained.

### **Section 12 - MANAGER REVIEWER COMMENTS SECTION**

Trooper ██████████'s willingness to leader regardless of his time in grade is greatly appreciated as well as his quest to contribute to a safer Ohio.

### **Section 13 - APPOINTING AUTHORITY COMMENTS**

Correct final probationary evaluation dates are 4/1/17 to 9/30/17. AML

### **Section 14 - EMPLOYEE COMMENTS SECTION**

### **Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	DAVID BROWN	08/09/2017 10:13:25AM
<b>Acknowledged By :</b>	DAVID BROWN	10/26/2017 11:55:26AM
<b>Completed By :</b>	DAVID BROWN	10/26/2017 11:55:30AM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:44AM

## PROBATIONARY REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Trooper  
**Document Type:** PROBATIONARY REVIEW  
**Template:** PROBATION PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 09/30/2016 - 03/31/2017  
**Document ID:** 182808  
**Due Date:** 03/16/2017

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102
<b>Job Code :</b>	26711
<b>Supervisor ID :</b>	██████████
	D1 Post 2 Lima

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### Trooper

Description :To enforce traffic laws and investigate accidents and criminal incidents within statutory jurisdiction and/or perform one technical or specialized function related to law enforcement operations as assigned.

Created By : DAVID BROWN

03/08/2017 1:42PM

### ODPS Mission Statement

Description :ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

03/08/2017 1:36PM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] fully understands his role as a state trooper. He has adapted to the new role and functions in a manner that customers of the Division have come to expect. He is always willing to go above and beyond what is asked of him. He routinely checks in with court personnel as well as his supervisors to ensure he is not only meeting their expectations but is providing extra service when available.

Created By : Template 03/08/2017 1:36PM

Last Modified By : DAVID BROWN 03/08/2017 1:49PM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### DOCUMENT/RECORD INFORMATION

Description :Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Trooper [REDACTED] writes very well for an employee with his time in grade. Trooper [REDACTED]'s reports of investigation are always thorough and clear in detail but they also outline the elements of a crime to lead to successful prosecution of cases.

Created By : Profile 03/08/2017 1:36PM

Last Modified By : DAVID BROWN 03/08/2017 1:49PM

#### IDENTIFY ACTIONS/OBJS/EVENTS

Description :Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is still learning on the job in his day to day capacity. As time in grade increases Trooper [REDACTED] will be quicker at identifying actions and events that may lead him to more involvement in the Division's criminal patrol program.

Created By : Profile 03/08/2017 1:36PM  
Last Modified By : DAVID BROWN 03/08/2017 1:49PM

### EVALUATE INFO FOR COMPLIANCE

Description :Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] continues to have a firm understanding of the Ohio Revised Code. As such, he is adept at determining if a given scenario is in compliance with written laws within the state of Ohio. As Trooper [REDACTED] continues to develop, he will become a post leader in his overall knowledge base.

Created By : Profile 03/08/2017 1:36PM  
Last Modified By : DAVID BROWN 03/08/2017 1:49PM

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is performing ahead of what is expected out of an employee with the limited tenure that he has. Trooper [REDACTED] is encouraged to continue to learn and develop on his own and by studying those around him.

### Section 6 - GOALS & PERFORMANCE EXPECTATIONS

#### "Contributing to a Safer Ohio" - Performance Expectation

Description :The "Contributing to a Safer Ohio" performance expectation centers on the employee fulfilling the agency's mission by performing job duties accurately and timely resulting in the achievement of division, section, or unit goals. The employee must demonstrate the understanding of the agency's mission by preserving, promoting and providing safety and/or services to the citizens of Ohio. The evaluation should include examples of how the employee shows commitment and contribution to the division, section, or unit objectives and/or initiatives.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Trooper [REDACTED] contributes daily to a safer Ohio each and every day by being motivated to make Ohio a better place. Trooper [REDACTED] leads the way in his efforts to remove impaired drivers from Ohio's roadways and in doing so, encourages other to follow suit.

Created By : Profile 03/08/2017 1:36PM  
Last Modified By : DAVID BROWN 03/08/2017 1:49PM

## Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

### GOALS & PERFORMANCE EXPECTATIONS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is encouraged to participate in all of the Division's specialized enforcement efforts.

## Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

### OVERALL PERFORMANCE RATINGS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Trooper [REDACTED] is an asset to the Lima Post and to the Division as a whole. As time progresses he will become a leader in all facets of the Division. Trooper [REDACTED] has a solid foundation and is humble enough to know he still has a lot left to learn. Trooper [REDACTED] is an extremely likeable member of the Lima Post team and has a bright future ahead of him.

## Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

### CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 03/08/2017 1:36PM

Last Modified By : DAVID BROWN 03/08/2017 1:49PM

### PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 03/08/2017 1:36PM

Last Modified By : DAVID BROWN 03/08/2017 1:49PM

## Section 10 - APPROVALS SECTION

DAVID BROWN

03/08/2017

JOHN ALTMAN

04/04/2017

ANGELA LANG

04/04/2017

**SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

**Section 11 - MANAGER RATER COMMENTS SECTION**

**Section 12 - MANAGER REVIEWER COMMENTS SECTION**

Trooper [REDACTED] is encouraged to continue his growth and development in his current position. The effort he has put forth for the job is appreciated.

**Section 13 - APPOINTING AUTHORITY COMMENTS**

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	DAVID BROWN	03/08/2017 1:36:18PM
<b>Acknowledged By :</b>	DAVID BROWN	07/31/2017 8:48:31AM
<b>Completed By :</b>	DAVID BROWN	07/31/2017 8:48:38AM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:50AM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Dispatcher  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 12/16/2014 - 12/16/2015  
**Document ID:** 117879  
**Due Date:** 12/01/2015

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290100 District 1 Headquarters
<b>Job Code :</b>	52461
<b>Supervisor ID :</b>	██████████

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost effective and service oriented methods available.

Created By : CHERYL PRATT

02/16/2016 8:23AM

### Dispatcher

Description :To monitor, receive & transmit all facility communications to include radio (e.g. LEERN, State band & MARCS), CAD, multi-line telephone and teletype.

Created By : CHERYL PRATT

02/16/2016 8:26AM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] displays professionalism in his interaction with both internal and external customers. Chad shows a sincere interest in assisting the public when answering phone calls. He is professional with internal customers and understands the importance of officer safety.

Created By : Template 02/16/2016 8:16AM

Last Modified By : CHERYL PRATT 02/16/2016 8:30AM

### **Section 3 - AGENCY COMPETENCIES**

#### **COMMUNICATE SPV/PEERS/SUBS**

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] communicates professionally both orally and in writing. Chad articulates himself in a way that is receptive to others. He provides supervision information in a timely manner and is often one step ahead during critical situations.

Created By : CHERYL PRATT 02/16/2016 8:26AM

Last Modified By : CHERYL PRATT 02/16/2016 8:33AM

#### **MAKE DECISIONS/SOLVE PROBLEMS**

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is a capable decision maker. He often uses available resources when making decisions and will go to supervision when he needs guidance. The units on the road trust his decision making and know that he is aware of the importance of officer safety.

Created By : CHERYL PRATT 02/16/2016 8:27AM

Last Modified By : CHERYL PRATT 02/16/2016 9:22AM

#### **UPDATE/USE RELEVANT KNOWLEDGE**

Description :Keeping up-to-date technically and applying new knowledge to the job.

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:** Dispatcher ██████ is very adaptable to change and embraces training to better himself and his co-workers. Chad is the LEADS TAC at the Van Wert dispatch center and did not hesitate when asked to take this position. He regularly runs BI Web reports and makes corrections with being asked to do so. Dispatcher ██████ takes great pride in his technical abilities and is always trying to make the Van Wert dispatch center better.

Created By : CHERYL PRATT 02/16/2016 8:27AM

Last Modified By : CHERYL PRATT 02/16/2016 9:24AM

#### ORGANIZE/PLAN/PRIORITIZE WORK

Description :Developing specific goals and plans to prioritize, organize, and accomplish work.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher ██████ is a very detailed oriented individual and puts in place a well-organized routine to ensure accuracy and completeness of his duties. Chad completes read and sign in a timely manner and often encourages his co-workers to do the same.

Created By : CHERYL PRATT 02/16/2016 8:27AM

Last Modified By : CHERYL PRATT 02/16/2016 9:26AM

### Section 4 - CLASSIFICATION COMPETENCIES

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher ██████ is a valuable asset to the Van Wert dispatch center. He is well rounded and knowledgeable in all aspects of his duties. Chad never hesitates to assist his co-workers and share his knowledge. Dispatcher ██████ embraces learning new tasks and finding efficient ways to complete dispatch tasks.

### Section 6 - GOALS & PERFORMANCE EXPECTATIONS

#### Leadership

Description :Willingness to go above and beyond the normal expectations of the dispatching position .

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] does not hesitate to go above and beyond the normal expectations of the dispatching position. Chad actively provides assistance to others when needed. He has quickly become a leader at the Van Wert dispatch center.

Created By : CHERYL PRATT 02/16/2016 9:30AM

Last Modified By : CHERYL PRATT 02/16/2016 9:33AM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] demonstrates a willingness to go above and beyond the normal expectations of the dispatching position. Chad actively provides assistance to others when needed. He has quickly become a leader at the Van Wert dispatch center.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is an asset to both the Van Wert dispatch center and the Division. Chad has shown steady growth in all areas and is always willing to help in any way he can.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 02/16/2016 8:16AM

Last Modified By : CHERYL PRATT 02/16/2016 9:50AM

### **PERFORMANCE PLAN CONFIRMATION**

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 02/16/2016 8:16AM

Last Modified By : CHERYL PRATT 02/16/2016 9:50AM

### **Section 10 - APPROVALS SECTION**

██████████ CHERYL PRATT 02/16/2016

██████████ LYDIA FREY 02/16/2016

██████████ JANET JACKSON 02/16/2016

#### **SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

### **Section 11 - MANAGER RATER COMMENTS SECTION**

Chad is a well-rounded dispatcher who is a pleasure to be around. His team awareness is appreciated by both post supervision and district staff.

### **Section 12 - MANAGER REVIEWER COMMENTS SECTION**

Dispatcher ██████████ is a dedicated dispatcher who puts officer safety as his top priority. His positive attitude and abilities to do his job are appreciated by all levels of management. Dispatcher ██████████ is an asset to all dispatchers within District One.

### **Section 13 - APPOINTING AUTHORITY COMMENTS**

### **Section 14 - EMPLOYEE COMMENTS SECTION**

### **Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

**Attachments**

No Attachments have been added to this document

**Audit History**

<b>Created By :</b>	CHERYL PRATT	02/16/2016 8:16:14AM
<b>Acknowledged By :</b>	██████████	02/18/2016 5:50:41AM
<b>Completed By :</b>	CHERYL PRATT	02/18/2016 5:51:20AM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:55AM

## PROBATIONARY REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Dispatcher  
**Document Type:** PROBATIONARY REVIEW  
**Template:** PROBATION PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 09/16/2014 - 12/16/2014  
**Document ID:** 58504  
**Due Date:** 12/01/2014

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290100 District 1 Headquarters
<b>Job Code :</b>	52461
<b>Supervisor ID :</b>	██████████

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : CHERYL PRATT 11/18/2014 9:10AM

### Dispatcher

Description :The purpose of the Highway Patrol Radio Dispatcher position is to monitor, receive & transmit all facility communications, to include radio (e.g. LEERN, State band & MARCS), CAD, multiline telephone & teletype.

Created By : CHERYL PRATT 11/18/2014 9:10AM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The

demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] supports a climate of quality customer service by maintaining open lines of communication. Chad effectively builds working relationships with both internal and external customers.

Created By : Template 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/19/2015 5:27PM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is an effective communicator on the phone, over the radio and in written form. Chad keeps both his supervisors and peers well informed throughout his shift.

Created By : CHERYL PRATT 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/24/2015 8:25PM

#### MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] remains focused during high stress situations and is able to calmly and efficiently handle critical and demanding incidents. Chad evaluates incidents, as they are occurring, making sound decisions for positive outcomes.

Created By : CHERYL PRATT 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/24/2015 8:27PM

## UPDATE/USE RELEVANT KNOWLEDGE

Description :Keeping up-to-date technically and applying new knowledge to the job.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] has proven himself capable with the CAD and all associated applications. Chad is not afraid to ask questions of the senior dispatchers at the Van Wert Dispatch Center, in order to expand his knowledge base.

Created By : CHERYL PRATT 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/24/2015 9:35PM

## ORGANIZE/PLAN/PRIORITIZE WORK

Description :Developing specific goals and plans to prioritize, organize, and accomplish work.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] generates the amount of work expected for his time in grade. Chad remains focused on the CAD throughout his shift and is able to multitask efficiently. He also understands his role in officer safety.

Created By : CHERYL PRATT 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/24/2015 8:31PM

## Section 5 - COMPETENCY SUMMARY

### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is a valuable asset to the Van Wert Dispatch Center. Chad understands his role as a dispatcher and strives to ensure the needs of the units working the road are met each and every shift.

## Section 6 - GOALS & PERFORMANCE EXPECTATIONS

### Documentation

Description :All details of incidents will be documented in a timely manner. This will include obtaining pertinent information from the caller and/or units on scene.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] documents all details of incidents in the CAD, in a timely manner. Chad obtains pertinent information from callers on the phone and

units at the scene, and updates incidents accordingly.

Created By : CHERYL PRATT 01/24/2015 9:24PM

Last Modified By : CHERYL PRATT 01/26/2015 1:24PM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] continues to meet the documentation goal established at the previous review.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] has been a welcome addition to the Van Wert Dispatch Center. He possesses a solid understanding of his role within the Division, and has put forth great effort to become an efficient and effective dispatcher. Dispatcher [REDACTED] has successfully completed the probationary period and will be retained for employment.

## **Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION**

### **CAREER DEVELOPMENT PLAN CONFIRMATION**

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 11/18/2014 9:10AM

Last Modified By : CHERYL PRATT 01/24/2015 9:31PM

### **PERFORMANCE PLAN CONFIRMATION**

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template

11/18/2014 9:10AM

Last Modified By : CHERYL PRATT

01/24/2015 9:31PM

## Section 10 - APPROVALS SECTION

██████████ CHERYL PRATT 01/26/2015

██████████ LYDIA FREY 01/26/2015

██████████ JANET JACKSON 01/27/2015

### SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

## Section 11 - MANAGER RATER COMMENTS SECTION

## Section 12 - MANAGER REVIEWER COMMENTS SECTION

Chad is doing a good job with her his role as a dispatcher with the Division. He is learning all aspects of the job which will be a benefit to the Division and also the Van Wert Dispatch center.

## Section 13 - APPOINTING AUTHORITY COMMENTS

## Section 14 - EMPLOYEE COMMENTS SECTION

## Section 15 - SIGNATURES

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

### Attachments

No Attachments have been added to this document

### Audit History

Created By : CHERYL PRATT

11/18/2014 9:10:35AM

Acknowledged By : ██████████

03/10/2015 3:04:53PM

<b>Completed By :</b>	CHERYL PRATT	03/16/2015 11:35:58AM
<b>Transferred From :</b>	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
<b>Transferred To :</b>	RUSTUN SCHACK	10/20/2021 9:21:23AM
<b>Transferred By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:21:23AM
<b>Last Modified By :</b>	KRYSTEN MCELFRISH	10/20/2021 9:22:00AM

## AD HOC REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Dispatcher  
**Document Type:** AD HOC REVIEW  
**Template:** ADHOC PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** RUSTUN SCHACK  
**Period:** 06/16/2014 - 09/16/2014  
**Document ID:** 48764  
**Due Date:** 09/01/2014

EMPLOYEE DATA	
<b>Empl ID :</b>	██████████
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290100 District 1 Headquarters
<b>Job Code :</b>	52461
<b>Supervisor ID :</b>	██████████

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### Ohio Department of Public Safety

Description :The Ohio Department of Public Safety strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost effective and service oriented methods available.

Created By : CHERYL PRATT

08/15/2014 10:38AM

### Dispatcher

Description :The purpose of the Highway Patrol Radio Dispatcher is to monitor, receive & transmit all facility communications, to include radio (e.g., LEERN, State band & MARCS), CAD, multi-line telephone & teletype.

Created By : CHERYL PRATT

08/15/2014 10:38AM

## Section 2 - STATEWIDE COMPETENCIES

### CUSTOMER FOCUS

Description :Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee

responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] maintains a professional demeanor when working with both internal and external customers. Chad takes phone calls seriously and dispatches resources out as quickly as possible. He takes pride in being able to help both the troopers on the road and the public.

Created By : Template 08/15/2014 10:38AM

Last Modified By : CHERYL PRATT 09/10/2014 1:11PM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

#### COMMUNICATE SPV/PEERS/SUBS

Description :Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] communicates effectively with both his peers and the supervisors at the Van Wert dispatch center. Chad is very thorough when relating information to the oncoming shift dispatchers. He understands the role a dispatcher plays in officer safety.

Created By : CHERYL PRATT 08/15/2014 10:38AM

Last Modified By : CHERYL PRATT 09/10/2014 1:13PM

#### MAKE DECISIONS/SOLVE PROBLEMS

Description :Analyzing information and evaluating results to choose the best solution and solve problems.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is able to evaluate incidents, as they are occurring, making sound decisions for positive outcomes. Chad consults supervision when he is unable to make a decision.

Created By : CHERYL PRATT 08/15/2014 10:38AM

Last Modified By : CHERYL PRATT 09/10/2014 12:48PM

## UPDATE/USE RELEVANT KNOWLEDGE

Description :Keeping up-to-date technically and applying new knowledge to the job.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher ██████ did very well at CAD school. Chad is confident using the CAD system and other office equipment used to successfully complete his job duties.

Created By : CHERYL PRATT 08/15/2014 10:38AM

Last Modified By : CHERYL PRATT 09/10/2014 12:50PM

## ORGANIZE/PLAN/PRIORITIZE WORK

Description :Developing specific goals and plans to prioritize, organize, and accomplish work.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Dispatcher ██████ completes his work in a thorough manner that requires very few corrections. Chad prioritizes his daily tasks and fits in whatever else is requested of him during his shift.

Created By : CHERYL PRATT 08/15/2014 10:38AM

Last Modified By : CHERYL PRATT 09/10/2014 12:54PM

## Section 5 - COMPETENCY SUMMARY

### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher ██████ is a valuable asset to the Van Wert Dispatch Center. Chad understands his role as a dispatcher and strives to ensure the needs of the units working the road are met each and every shift.

## Section 6 - GOALS & PERFORMANCE EXPECTATIONS

No previous goals established.

Description :No previous goals established

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** No previous goals established.

Created By : CHERYL PRATT 09/10/2014 1:05PM  
Last Modified By : CHERYL PRATT 09/10/2014 1:06PM

## Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

### GOALS & PERFORMANCE EXPECTATIONS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** No previous goals established.

## Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

### OVERALL PERFORMANCE RATINGS SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:** Dispatcher [REDACTED] is a very capable dispatcher and an asset to the Van Wert dispatch center. Chad understands his role as a dispatcher and the importance of officer safety.

## Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

### CAREER DEVELOPMENT PLAN CONFIRMATION

Description :Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 08/15/2014 10:38AM  
Last Modified By : CHERYL PRATT 09/10/2014 1:10PM

### PERFORMANCE PLAN CONFIRMATION

Description :Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No

**Manager Comments:**

Created By : Template 08/15/2014 10:38AM  
Last Modified By : CHERYL PRATT 09/10/2014 1:10PM

## Section 10 - APPROVALS SECTION

██████████ CHERYL PRATT 09/10/2014

██████████ LYDIA FREY 09/10/2014

██████████ JANET JACKSON 09/11/2014

**SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)**

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

**Section 11 - MANAGER RATER COMMENTS SECTION**

**Section 12 - MANAGER REVIEWER COMMENTS SECTION**

Chad is progressing well in his new position as a dispatcher. He is learning all aspects of the job and working to be the best dispatcher he can be for the Division.

**Section 13 - APPOINTING AUTHORITY COMMENTS**

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
Created By :	CHERYL PRATT	08/15/2014 10:38:48AM
Acknowledged By :	██████████	10/06/2014 6:45:52AM
Completed By :	CHERYL PRATT	10/06/2014 9:20:53AM
Transferred From :	TIMOTHY GRIGSBY	10/20/2021 9:21:23AM
Transferred To :	RUSTUN SCHACK	10/20/2021 9:21:23AM
Transferred By :	KRYSTEN MCELFRESH	10/20/2021 9:21:23AM
Last Modified By :	KRYSTEN MCELFRESH	10/20/2021 9:22:05AM

## ANNUAL REVIEW

# Manager Evaluation - Completed

**Job Title:** Highway Patrol Sergeant  
**Document Type:** ANNUAL REVIEW  
**Template:** ANNUAL PERFORMANCE REVIEW  
**Status:** Completed

**Manager:** ALEC COIL  
**Period:** 10/01/2021 - 09/30/2022  
**Document ID:** 450702  
**Due Date:** 09/15/2022

EMPLOYEE DATA	
<b>Empl ID :</b>	[REDACTED]
<b>Agency :</b>	Dept of Public Safety
<b>Division :</b>	DPS290102 D1 Post 2 Lima
<b>Job Code :</b>	26713
<b>Supervisor ID :</b>	[REDACTED]

The document status is Completed.

## Section 1 - PURPOSE OF ORGANIZATION & POSITION

### ODPS Mission Statement

Description :

ODPS strives to fulfill its mission to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws, and to preserve the safety and well-being of all citizens with the most cost-effective and service-oriented methods available.

Created By : Profile

08/03/2022 1:56PM

### ODPS Purpose of Position

Description :

Please refer to the appropriate classification specification for the purpose of position statement.

Created By : Profile

08/03/2022 1:56PM

## Section 2 - STATEWIDE COMPETENCIES

## CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sgt. [REDACTED] thinks about the bigger picture, he believes in delivering the best product to our customer. He conducts himself in a professional manner and anticipates customer needs. He trains the troopers to be aware of customer needs. As an assistant post commander, he represents the post at meetings with community leaders with the full confidence of the post commander.

Created By : Template

08/03/2022 1:56PM

Last Modified By : ALEC COIL

09/14/2022 2:13PM

## DIVERSITY AND INCLUSION

Description :

Displaying and developing understanding of individual differences and viewpoints and the impact of each on the workplace and how we serve others.

Diversity is the human variety of experiences, identities, and perspectives that our employees bring to state employment.

Inclusion is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans.

Employee Measurement :

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sgt. [REDACTED] is inclusive of employees with different backgrounds than his own. He believes in maintaining a diverse workforce. He treats all persons, both internal and external, with the utmost respect.

Created By : Template

08/03/2022 1:56PM

Last Modified By : ALEC COIL

09/14/2022 2:13PM

### Section 3 - AGENCY COMPETENCIES

### Section 4 - CLASSIFICATION COMPETENCIES

### Section 5 - COMPETENCY SUMMARY

#### COMPETENCY SUMMARY

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sgt. [REDACTED] Believes in delivering a quality product to the customer. He conducts himself professionally. He is supportive of a diverse and inclusive workforce.

### Section 6 - GOALS & PERFORMANCE EXPECTATIONS

#### Leadership and Followership

Description :

Serves as an active, positive proponent of the Division's mission and vision; addresses issues in an open, constructive, professional manner and leads others to approach issues in the same manner; avoids situations that reflect negatively or puts the Division at risk; treats others in a respectful and thoughtful manner; gains the respect of others through actions and attitude.

Employee Measurement :

Degree to which the employee displays the elements of the competency.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Sgt. [REDACTED] is an active leader in all of the Division goal areas. He sets a positive example for his shift to follow. He spends time mentoring his shift. Sgt. [REDACTED] keeps his shift working toward the Division focus areas. He thinks big picture and is counted on to represent the post and Division in a positive manner.

Created By : ALEC COIL

08/03/2022 2:02PM

Last Modified By : ALEC COIL

09/14/2022 3:11PM

## Officer Safety and Decision Making

Description :

Uses sound tactics and practices that emphasize safety when performing routine and non-routine job duties; maintains good situational awareness at all times; considers both officer and Division risk during daily duties; makes timely, informed, and ethical decisions that take into account all available facts; keeps composure in stressful situations while maintaining professionalism.

Employee Measurement :

Degree to which the employee displays the elements of the competency.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:** Sgt. [REDACTED] has a lot of experience dealing with critical incidents. He makes good and timely decisions during critical incidents and trains his shift to perform at the same high level through example and mentoring. Sgt. [REDACTED] maintains a stoic composure while working through decision making during high risk and critical incidents. The members of his shift know they can count on him to keep them safe during critical incidents because of his skill, knowledge and experience. He conducts quality and substantive video reviews of the troopers of his shift. Officer safety is a high concern and he works to train officer safety issues that he identifies during those reviews.

Created By : ALEC COIL

08/03/2022 2:02PM

Last Modified By : ALEC COIL

09/22/2022 8:30AM

## Operational Focus and Proficiency

Description :

Actively patrols roadways in order to enforce traffic laws and promote traffic safety; Coordinates the planning and operation of covert and overt criminal investigations; Provides security and law enforcement services on state-owned and leased property; Participates in Division identified efforts and programs to meet the organization's goals and objectives; responds to and properly investigates calls for service, in their area of responsibility—metrics to include identifies, collects, and documents evidence as well as necessary follow-up to ensure complete investigations.

Employee Measurement :

Degree to which the employee displays the elements of the competency.

**Manager Rating:** 2. Meets Expectations

**Manager Comments:**

Sgt. [REDACTED] is a high-level supervisor. He has superior knowledge and experience and uses it to put his shift into the best position to be successful. Sgt. [REDACTED] is actively involved all of the Division's main goal enforcement areas. He passes his passion for the Division's goal areas on to his shift. He has been decorated with every major award the Division issues and gets his shift involved in those enforcement areas and helps them set goals to be successful. He sees the bigger picture and performs his duties as an assistant post commander rather than only a supervisor on the afternoon shift. He is involved in post level goal setting and the mentoring of the troopers, as well as, mentoring of fellow sergeants.

Created By : ALEC COIL

08/03/2022 2:02PM

Last Modified By : ALEC COIL

09/22/2022 8:30AM

### Position and Procedural Knowledge

Description :

Understands and applies knowledge of relevant laws, Division policy and procedure, and techniques to performing position duties; familiar with all available resources, specialty units, and other Division capabilities; demonstrates proficiency in use of all Division equipment – both in routine and emergency situations; ensuring effective and efficient administrative processes within position responsibilities.

Employee Measurement :

Degree to which the employee displays the elements of the competency.

**Manager Rating:** 3. Exceeds Expectations

**Manager Comments:**

Sgt. [REDACTED] is a highly skilled and knowledgeable supervisor. He performs as a true assistant post commander rather than simply a supervisor one shift. Sgt. [REDACTED] has the complete

trust of the post commander when active on his behalf. He knows when to seek assistance from specialty personnel and outside agencies. He is innovative and efficient. Sgt. [REDACTED] exercises initiative routinely when new systems or processes are introduced by mastering them and teaching the systems and programs to the other members of the post. He learns quickly and has the ability to teach what he knows to several types of learners. He performs at a high level when dealing with critical incidents. Sgt. [REDACTED] was critical in setting up a district-wide how-to guide for the new Kronos timekeeper system. While Sgt. [REDACTED] is only a one year sergeant, he performs at a much higher level than what would be expected of a supervisor with similar time in grade.

Created By : ALEC COIL

08/03/2022 2:03PM

Last Modified By : ALEC COIL

09/22/2022 8:33AM

## **Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

### **GOALS & PERFORMANCE EXPECTATIONS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Sgt. [REDACTED] is an invaluable asset to the Division. He is a superb supervisor that stands out among peers. His knowledge, skills and abilities help to shape and lead the Lima Post. He is a true assistant post commander that has a big picture thinking capability, while always being able to maintain the best interests of the Division. The post commander can rely on him to represent the Division and post during both routine community level meetings, media interviews and during critical incidents.

## **Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY**

### **OVERALL PERFORMANCE RATINGS SUMMARY**

**Manager Rating:** 3. Meets Expectations

**Manager Comments:**

Overall, Sgt. [REDACTED] is an outstanding and highly capable leader. He continually seeks to improve his already impressive knowledge and skill level. He has completed his associate degree and has begun working on his bachelor degree, both in

criminal justice. Sgt. [REDACTED] recently was asked to become a sergeant mentor and completed the training. He trains his shift to the level of his expectations and enforces good discipline while maintaining good morale and comradery. He is an invaluable leader and mentor in the Division.

## Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

### CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 08/03/2022 1:56PM

Last Modified By : ALEC COIL 09/15/2022 12:52PM

### PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

**Manager Rating:** No  
**Manager Comments:**

Created By : Template 08/03/2022 1:56PM

Last Modified By : ALEC COIL 09/15/2022 12:52PM

## Section 10 - APPROVALS SECTION

[REDACTED] ALEC COIL

09/22/2022

[REDACTED] MATTHEW CROW

09/23/2022

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's

Employee Comments Section.

Yes  No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

**Section 11 - MANAGER RATER COMMENTS SECTION**

**Section 12 - MANAGER REVIEWER COMMENTS SECTION**

**Section 13 - APPOINTING AUTHORITY COMMENTS**

**Section 14 - EMPLOYEE COMMENTS SECTION**

**Section 15 - SIGNATURES**

\_\_\_\_\_  
Rater/Date

\_\_\_\_\_  
Reviewer/Date

\_\_\_\_\_  
Appointing Authority/Date

\_\_\_\_\_  
Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
<b>Created By :</b>	ALEC COIL	08/03/2022 1:56:30PM
<b>Acknowledged By :</b>	██████████	10/08/2022 5:56:28PM
<b>Completed By :</b>	System	10/08/2022 5:56:28PM
<b>Last Modified By :</b>	System	10/08/2022 5:56:28PM

**State Of Ohio - Department of Public Safety**

**Comprehensive Training Record**

Report Date : 09/07/2023 02:59 PM

OAKS ID : ██████████

Unit No : ██████

Name : ██████ ██████

Department : D1 Post 2 Lima

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
New Employee Orientation	11/01/2011	03/31/2016	Online	06/17/2014	06/23/2014	2.00	
Email Record Retention	11/01/2012	08/02/2015	Online	06/17/2014	06/26/2014	1.00	
Run, Hide, Fight - Surviving An Active Shooter Event	11/05/2012	02/17/2017	Online	06/17/2014	06/26/2014	0.50	
SIGNAL - Lesson 1 - Leadership	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Lesson 2 - Communication	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Lesson 3 - Relationships	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Lesson 4 - Administration	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Lesson 5 - Decisions & Consequences	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Lesson 6 - Failure	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
SIGNAL - Summary	02/10/2013	N/A	Online	10/17/2019	10/18/2019	1.00	
Data Privacy and HB 648	05/28/2013	02/17/2017	Online	06/17/2014	06/26/2014	1.00	
AED/CPR	10/01/2013	10/01/2013	St Ritas Medical Center			8.00	Student
DPS Ethics Education	10/15/2013	01/09/2015	Online	06/17/2014	06/26/2014	1.00	
Ohio Trauma Triage	12/01/2013	01/31/2015	Online	10/09/2014	10/09/2014	1.00	
SIGNAL - Final Exam	12/19/2013	N/A	Online	10/21/2019	10/21/2019	1.00	
Become a Red Cross Volunteer Information	02/05/2014	08/15/2020	Online	10/09/2014		1.00	
Contributing to a Safer Ohio - Summer 2014	03/27/2014	N/A	Online	07/09/2014	07/09/2014	0.50	
Contributing to a Safer Ohio -September 2014	03/27/2014	N/A	Online	10/06/2014	10/06/2014	0.50	
Initial Computer Aided Dispatch Training	07/21/2014	07/25/2014	Centre School, 1952 West Broad Street, Columbus, OH 43223	06/23/2014	07/25/2014	1.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
ODPS Accomplishments 2013 - 2014	08/01/2014	N/A	Online	08/01/2014	08/04/2014	0.50	
Combined Charitable Campaign 2014 Video	09/03/2014	N/A	Online	09/05/2014	09/07/2014	0.50	
Dispatcher Orientation	09/23/2014	09/25/2014	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	08/14/2014	09/25/2014	24.00	
2014 Director's Year-Ending Video	12/18/2014	02/29/2016	Online	01/07/2015	01/07/2015	0.50	
Contributing to a Safer Ohio - December 2014	12/18/2014	N/A	Online	12/18/2014	12/21/2014	0.50	
Contributing to a Safer Ohio - July 2015	12/18/2014	12/18/2017	Online	07/13/2015	07/13/2015	0.50	
Contributing to a Safer Ohio - March 2015	12/18/2014	12/18/2017	Online	04/10/2015	04/11/2015	0.50	
Ohio Ethics Law: Promoting Integrity in Public Service 2015	01/01/2015	01/31/2016	Online	03/25/2015	04/01/2015	1.00	
Dispatcher In-Service Training	03/10/2015	03/10/2015	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	02/17/2015	03/10/2015	6.00	
Fire Extinguishers at Work	06/08/2015	10/09/2018	Online	06/22/2015	06/22/2015	0.50	
Shake & Bake Clandestine Lab	06/08/2015	04/02/2020	Online	06/08/2015	06/08/2015	0.50	
2015 ODPS Mid-Year Accomplishments	07/01/2015	12/18/2017	Online	07/03/2015	07/03/2015	0.50	
2016 Director's Mid-Year Video	07/01/2015	12/18/2017	Online	07/05/2016	07/31/2016	0.50	
Combined Charitable Campaign 2015 Video	09/09/2015	02/29/2016	Online	09/11/2015	09/12/2015	0.50	
2015 Director's Year-End Video	09/14/2015	12/18/2017	Online	12/30/2015	01/05/2016	0.50	
Contributing to a Safer Ohio - September 2015	09/14/2015	12/18/2017	Online	10/02/2015	10/03/2015	0.50	
Contributing to a Safer Ohio: Oct - Dec 2015 "While you were sleeping" Edition	09/14/2015	12/18/2017	Online	01/19/2016	01/19/2016	0.50	
Voice over Internet Protocol (VoIP)	01/01/2016	01/31/2018	Online	06/13/2016	06/15/2016	1.00	
OSHP De-Confliction Software Training	02/24/2016	02/24/2016	Bucyrus DHQ, 3665 State Route 4, Bucyrus, OH 44820	02/08/2016	02/24/2016	2.00	
Contributing to a Safer Ohio: April - June 2016	04/08/2016	12/18/2017	Online	07/05/2016	07/31/2016	0.50	
Contributing to a Safer Ohio: January - March 2016	04/08/2016	12/18/2017	Online	04/14/2016	04/21/2016	0.50	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Ohio Ethics Law: Cultivating Good Governance	04/25/2016	08/16/2017	Online	04/25/2016	05/24/2016	1.00	
NARCAN (Naloxone Hydrochloride)	05/04/2016	02/17/2017	Online	05/05/2016	05/11/2016	0.50	
CPR Video	05/23/2016	12/18/2018	Online	05/25/2016	06/08/2016	0.50	
Colonel's Quarterly Video	09/28/2016	12/18/2018	Online	09/28/2016	10/07/2016	0.50	
Intentional Contact Video	10/17/2016	11/12/2019	Online	10/18/2016	10/18/2016	0.50	
Ohio Deferred Comp. - Professor Penny Discusses Required Minimum Distributions	11/08/2016	12/18/2018	Online	11/09/2016	11/14/2016	0.50	
Colonel Pride's Holiday Message - 2016	12/19/2016	12/18/2018	Online	12/19/2016	12/22/2016	0.05	
CALEA New Hire Video	01/01/2017	11/01/2019	Online	02/07/2017	02/11/2017	0.50	
CPR Video	01/01/2017	01/31/2018	Online	02/02/2017	02/06/2017	0.50	
2016 Directors Year End Video	01/03/2017	12/18/2017	Online	01/03/2017	02/06/2017	0.50	
Post Graduate and ARIDE Training	01/09/2017	01/13/2017	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	10/26/2016	01/13/2017	40.00	
NARCAN (Naloxone Hydrochloride)	02/06/2017	01/31/2018	Online	02/06/2017	02/11/2017	0.50	
Ohio Ethics Law: It's Everyone's Business!	02/10/2017	01/31/2018	Online	05/10/2017	05/10/2017	1.00	
D1 Criminal Patrol Fundamentals Training	02/17/2017	02/17/2017	Lima Post			1.00	Student
Surviving an Active Aggressor/Threat	03/01/2017	09/06/2018	Online	03/06/2017	03/07/2017	1.00	
OSHP SWORN IN-SERVICE TRAINING	04/24/2017	04/25/2017	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/19/2016	04/25/2017	16.00	
Civil Disturbance (CD) Spring Training	05/11/2017	05/11/2017	Lima Correctional Institute, 2338 North West Street, Lima, OH 45801	03/07/2017	05/11/2017	8.00	
ESMD	05/25/2017	05/25/2017				4.00	Student
BAC	08/10/2017	08/10/2017				1.00	Student
OSP Policy 203.20 Response to Resistance Quiz	08/29/2017	12/21/2018	Online	08/31/2017	08/31/2017	0.50	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Civil Disturbance (CD) Fall Training	09/18/2017	09/18/2017	Lima Correctional Institute, 2338 North West Street, Lima, OH 45801	07/27/2017	09/18/2017	8.00	
Hypothermia Training Video	11/01/2017	11/12/2019	Online	11/01/2017	11/01/2017	0.50	
Milestone Promotional Process 2017 Update	11/13/2017	10/19/2020	Online	11/14/2017	11/15/2017	0.50	
Colonel Pride's 2017 Year End Video	12/27/2017	10/30/2018	Online	12/27/2017	12/28/2017	0.05	
2017 DPS Year-End Video	12/28/2017	12/31/2018	Online	12/28/2017	12/30/2017	1.00	
Contributing to a Safer Ohio - 4th Quarter 2017	12/28/2017	12/31/2018	Online	12/29/2017	12/30/2017	1.00	
2017 CALEA	12/29/2017	03/10/2021	Online	12/29/2017	12/30/2017	0.05	
NARCAN (Naloxone Hydrochloride)	01/01/2018	01/01/2019	Online	01/03/2018	01/03/2018	0.50	
CPR Online Review	01/03/2018	11/12/2019	Online	01/03/2018	11/12/2019	0.50	
SOF Tactical Tourniquet Training	01/05/2018	11/12/2019	Online	01/05/2018	01/06/2018	0.50	
Criminal Patrol - Drug Interdiction	01/09/2018	01/10/2018	Owens Community College - Findlay Campus, 3200 Bright Road, Findlay, OH 45840	12/23/2017	01/10/2018	16.00	
Field Force Event Training	02/13/2018	02/13/2018	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/24/2018	02/13/2018	8.00	
OSHP HPFP UPDATE	03/06/2018	03/20/2020	Online	03/06/2018	03/07/2018	0.50	
Ohio Ethics Law: Upholding Trust in Government	03/20/2018	01/31/2019	Online	08/14/2018	08/15/2018	1.00	
2018 Sworn In-Service Training	04/26/2018	04/26/2018	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/31/2018	04/26/2018	7.00	
HyFin Chest Seals and IFAK First Aid Kits	04/30/2018	11/12/2019	Online	05/14/2018	05/14/2018	0.50	
Civil Disturbance (CD) Spring Training	05/09/2018	05/09/2018	Allen Correctional Institute, 2238 North West Street, Lima, OH 45801	04/09/2018	05/09/2018	8.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
SMD Annual Training Video - LIDAR	06/11/2018	04/30/2019	Online	06/11/2018	07/17/2018	0.50	
SMD Annual Training Video - RADAR	06/11/2018	04/30/2019	Online	06/11/2018	07/17/2018	0.50	
ESMD 2018	07/09/2018	07/09/2018	Lima Post			2.00	Student
Autonomous Vehicle Awareness	07/16/2018	03/14/2020	Online	07/16/2018	07/17/2018	0.50	
2018 Directors Accomplishments Video	08/15/2018	08/29/2019	Online	08/15/2018	08/20/2018	1.00	
Contributing to a Safer Ohio - 2nd Quarter 2018	08/15/2018	01/31/2019	Online	08/21/2018	08/21/2018	1.00	
Cyber Security Awareness Training	08/15/2018	01/01/2019	Online	10/11/2018	11/03/2018	1.00	
Civil Disturbance (CD) Fall Training	09/19/2018	09/19/2018	Defiance - ODPS, 1407 East 2nd Street, Defiance, OH 43512	08/27/2018	09/19/2018	8.00	
Risk Management Training	10/03/2018	10/03/2018	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	07/20/2018	10/03/2018	4.00	
Interdiction for the Protection of Children	10/15/2018	10/16/2018	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	09/05/2018	10/16/2018	16.00	
Hypothermia Training Video	10/31/2018	03/16/2020	Online	10/31/2018	10/31/2018	0.50	
Contributing to a Safer Ohio - 3rd Quarter 2018	11/09/2018	12/31/2019	Online	11/19/2018	11/19/2018	1.00	
Statewide Terrorism Analysis & Crime Center Website	11/19/2018	01/31/2020	Online	11/19/2018	11/21/2018	0.50	
Suicide Prevention Resources	11/28/2018	01/31/2020	Online	11/28/2018	11/29/2018	0.50	
2018 Cryptocurrency Training	12/03/2018	03/14/2020	Online	12/03/2018	12/03/2018	0.50	
Ohio Trauma Triage	01/01/2019	01/31/2020	Online	01/03/2019	01/03/2019	1.00	
CPR Online Review	01/02/2019	01/01/2020	Online	01/03/2019	12/19/2019	0.50	
NARCAN (Naloxone Hydrochloride)	01/02/2019	01/01/2020	Online	01/03/2019	01/03/2019	0.50	
Ohio Medical Marijuana Control Program	01/02/2019	03/14/2020	Online	01/03/2019	01/03/2019	0.50	
HyFin Chest Seals and IFAK First Aid Kits	02/01/2019	02/02/2020	Online	02/12/2019	02/12/2019	0.50	

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2019 Sworn In-Service Training	02/28/2019	02/28/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	01/14/2019	02/28/2019	7.00	
Ohio Ethics Law: Good Government in Action	03/20/2019	01/08/2020	Online	04/09/2019	04/16/2019	1.00	
Phishing Decision Tree Video	04/17/2019	01/31/2020	Online	04/23/2019	04/24/2019	1.00	
Civil Disturbance (CD) Spring Training	05/01/2019	05/01/2019	Bryan PD Range, 12795 County Road D, Bryan, OH 43506	02/11/2019	05/01/2019	8.00	
Ohio Communication Disability Law Enforcement Training Video	05/01/2019	05/01/2020	Online	05/01/2019	05/03/2019	0.50	
Off Duty Carry	05/10/2019	05/10/2020	Online	05/10/2019	05/12/2019	0.50	
SMD Annual Training Video - LIDAR	05/10/2019	04/30/2020	Online	05/10/2019	05/12/2019	0.50	
SMD Annual Training Video - RADAR	05/10/2019	04/30/2020	Online	05/10/2019	05/12/2019	0.50	
Heat-Related Illnesses	05/23/2019	05/25/2020	Online	05/23/2019	05/26/2019	0.50	
2019 Weapons Transition Course	06/05/2019	06/05/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	02/04/2019	06/05/2019	9.00	
OSP-203.20, Response to Resistance and OSP-203.20- 002, Motor Vehicle and Foot Pursuits	07/09/2019	03/14/2020	Online	07/09/2019	07/10/2019	1.00	
ESMD 2019	07/23/2019	07/23/2019	Lima Post			4.00	Student
Cyber Security Awareness Training: Creating Strong Passwords	09/01/2019	01/31/2020	Online	10/24/2019	10/27/2019	1.00	
Cyber Security Awareness Training: Protecting Privacy	09/01/2019	01/31/2020	Online	10/24/2019	10/27/2019	1.00	
Cyber Security Awareness Training: Social Engineering Red Flags	09/01/2019	01/31/2020	Online	10/24/2019	10/27/2019	1.00	
Civil Disturbance (CD) Fall Training	09/17/2019	09/17/2019	Defiance - ODPS, 1407 East 2nd Street, Defiance, OH 43512	08/19/2019	09/17/2019	8.00	
2019 Colonel's Video Series	09/26/2019	03/14/2020	Online	09/26/2019	09/26/2019	0.50	

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OSHP Leadership and Diversity Conference	10/01/2019	10/01/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	09/05/2019	10/01/2019	6.00	
Hypothermia Training Video	10/08/2019	03/14/2020	Online	10/08/2019	10/11/2019	0.50	
All Hazards and Incident Command	10/16/2019	10/31/2020	Online	10/16/2019	10/16/2019	0.50	
Career Fair	10/16/2019	10/16/2019	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	07/26/2019	10/16/2019	1.00	
2019 Colonel's Second Video	10/18/2019	03/14/2020	Online	10/18/2019	10/18/2019	0.50	
2019 Diversity Training	10/23/2019	10/23/2019	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	07/11/2019	10/23/2019	8.00	
Responding to Domestic Violence in the Workplace - As an Employee	10/29/2019	04/24/2020	Online	11/05/2019	11/05/2019	1.00	
2019 Colonel's Third Video	11/25/2019	03/14/2020	Online	11/25/2019	11/25/2019	0.50	
Mental Health Training Video	12/13/2019	10/01/2020	Online	12/13/2019	12/13/2019	0.50	
Precision Immobilization Training	12/20/2019	12/20/2019	OPOTA Driving Track, State Route 42 SW, London, OH 43140	11/19/2019	12/20/2019	8.00	
CPR Online Review	01/02/2020	12/11/2020	Online	01/02/2020	01/02/2020	0.50	
NARCAN (Naloxone Hydrochloride)	01/02/2020	11/30/2020	Online	01/02/2020	01/02/2020	0.50	
Field Training Officer - 166	01/15/2020	01/17/2020	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/30/2019	01/17/2020	32.00	
HyFin Chest Seals and IFAK First Aid Kits	02/07/2020	11/30/2020	Online	02/07/2020	02/08/2020	0.50	
Ohio Ethics Law 20/20 Part Four: Sales to Public Agencies and Post-Employment	02/07/2020	01/31/2021	Online	02/25/2020	02/25/2020	0.25	
Ohio Ethics Law 20/20 Part One: Conflicts of Interest	02/07/2020	01/31/2021	Online	02/25/2020	02/25/2020	0.25	
Ohio Ethics Law 20/20 Part Three: Public Contracts and Nepotism	02/07/2020	01/31/2021	Online	02/25/2020	02/25/2020	0.25	
Ohio Ethics Law 20/20 Part Two: Gifts	02/07/2020	01/31/2021	Online	02/25/2020	02/25/2020	0.25	

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SOF Tactical Tourniquet Training	02/07/2020	02/01/2021	Online	02/07/2020	02/08/2020	0.05	
Colonel Fambro COVID-19 Resilience Video	03/17/2020	02/05/2021	Online	03/17/2020	03/17/2020	0.50	
Colonel Fambro COVID-19 - Communication	03/25/2020	02/05/2021	Online	03/25/2020	03/25/2020	0.50	
Colonel Fambro COVID-19 - Community Involvement	04/01/2020	02/05/2021	Online	04/01/2020	04/01/2020	0.50	
Colonel Fambro - COVID-19 National Communicators Week Video	04/09/2020	02/05/2021	Online	04/09/2020	04/10/2020	0.50	
Microsoft Teams - Getting Started	04/09/2020	01/31/2021	Online	11/06/2020	11/09/2020	1.00	
All Hazards and Incident Command	04/15/2020	02/05/2021	Online	04/15/2020	04/15/2020	0.50	
Colonel Fambro COVID-19 - Continuing the Mission Video	04/16/2020	02/05/2021	Online	04/16/2020	04/16/2020	0.50	
Colonel Fambro COVID-19 - Embracing Change	04/23/2020	02/05/2021	Online	04/23/2020	04/23/2020	0.50	
Colonel Fambro COVID-19 - Showing Appreciation	04/29/2020	02/05/2021	Online	04/29/2020	04/29/2020	0.50	
2020 In-Service: Risk Management	05/01/2020	10/21/2021	Online	05/22/2020	05/23/2020	0.82	
2020 In-Service: Sovereign Citizen	05/01/2020	10/21/2021	Online	05/22/2020	05/23/2020	1.00	
2020 In-Service: Supervising Critical Incidents	05/01/2020	10/21/2021	Online	05/22/2020	05/23/2020	0.60	
2020 In-Service: TASER Update	05/01/2020	10/21/2021	Online	05/22/2020	05/23/2020	0.02	
SMD Annual Training Video - LIDAR	05/01/2020	02/08/2021	Online	05/01/2020	05/01/2020	0.50	
SMD Annual Training Video - RADAR	05/01/2020	02/08/2021	Online	05/01/2020	05/01/2020	0.50	
Colonel Fambro COVID-19 - Transitioning and Moving Forward	05/06/2020	02/05/2021	Online	05/06/2020	05/06/2020	0.50	
2020 Civil Disturbance (CD) Spring Training	05/07/2020	05/07/2020	Allen Correctional Institute, 2238 North West Street, Lima, OH 45801	05/04/2020	05/07/2020	3.00	
2020 Ohio State Highway Patrol Memorial Video	05/07/2020	02/05/2021	Online	05/07/2020	05/10/2020	0.50	
Colonel Fambro COVID-19 - Remembering Fallen Heroes	05/13/2020	02/05/2021	Online	05/13/2020	05/13/2020	0.50	
Colonel Fambro COVID-19 - Moving Forward	05/20/2020	02/05/2021	Online	05/20/2020	05/21/2020	0.50	
2020 CD Online Training	05/21/2020	10/21/2021	Online	05/22/2020	05/23/2020	0.50	

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DPS Responsible RestartOhio In-Office Protocols	05/21/2020	12/31/2020	Online	05/26/2020	05/27/2020	1.00	
Colonel Fambro COVID-19 - Memorial Day Weekend	05/27/2020	02/05/2021	Online	05/27/2020	06/01/2020	0.50	
ESMD Recertification	06/03/2020	06/03/2020	Lima Post			4.00	Student
Colonel Fambro - May Our Most Sincere Intentions Be Reflective In Our Work	06/03/2020	02/05/2021	Online	06/03/2020	06/04/2020	0.50	
Heat-Related Illnesses	06/03/2020	11/30/2020	Online	06/03/2020	06/04/2020	0.50	
Risk Management Training Quiz - 2020	06/11/2020	10/21/2021	Online	06/12/2020	06/13/2020	1.00	
Colonel Fambro - Retirees, Diversity and Moving Forward	06/17/2020	02/05/2021	Online	06/17/2020	06/20/2020	0.50	
Colonel Fambro - Placing Mental and Physical Health at the Forefront	07/08/2020	02/05/2021	Online	07/08/2020	07/14/2020	0.50	
Colonel Fambro: COVID-19 - Diversification and Core Mission Video	07/30/2020	02/05/2021	Online	07/30/2020	08/03/2020	0.50	
Administrative Post Operations: An Interactive Course for Troopers Preparing for the OSP Assessment Center	08/20/2020	08/20/2020	Marysville Patrol Post - 22600 Northwest Pkwy, Marysville, OH 43040	08/07/2020	08/20/2020	4.00	
Colonel Fambro - Labor Day Message and Celebrating Retirees	09/03/2020	02/05/2021	Online	09/03/2020	10/06/2020	0.50	
Trooper to Sergeant Assessment Center	09/28/2020	10/08/2020	Ohio Department of Public Safety, Shipley Building, 1970 West Broad Street, Columbus, OH 43223	10/13/2020	10/05/2020	1.00	
2020 Sworn In-Service Practical Training	10/08/2020	10/08/2020	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	08/20/2020	10/08/2020	6.50	
Hypothermia Training Video	10/08/2020	02/08/2021	Online	10/08/2020	10/12/2020	0.50	
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	10/08/2020	01/18/2021	Online	10/08/2020	10/12/2020	1.00	
Colonel Fambro - We Are In This Together	10/09/2020	02/05/2021	Online	10/09/2020	10/12/2020	0.50	
2020 Diversity Segment One	10/26/2020	01/15/2022	Online	10/26/2020	10/26/2020	0.67	
Diversity Training Quiz 1 - 2020	10/26/2020	10/21/2021	Online	10/26/2020	10/27/2020	0.08	

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SOF Tactical Tourniquet Training	10/27/2020	10/26/2020	Online	02/05/2019	02/08/2019	0.50	
Mental Health Training Video	10/29/2020	10/19/2020	Online	10/29/2020	11/01/2020	0.50	
2020 Diversity Segment Two	12/02/2020	01/15/2022	Online	12/02/2020	12/06/2020	0.50	
Police Legitimacy and the Community Bank Account Quiz - 2020	12/02/2020	10/21/2021	Online	12/02/2020	12/06/2020	1.00	
2020 Diversity Segment Three	12/15/2020	01/15/2022	Online	12/23/2020	12/23/2020	0.50	
Colonel Fambro - Showcasing Our Work	12/23/2020	01/31/2021	Online	12/23/2020	12/23/2020	0.50	
Bloodborne Pathogens Training	12/28/2020	04/28/2021	Online	12/29/2020	12/29/2020	0.50	
EAP New OSP Supervisor	01/01/2021	01/31/2022	Online	09/30/2021	10/05/2021	0.50	
CPR Online Review	01/04/2021	01/15/2022	Online	01/04/2021	01/05/2021	0.50	
NARCAN (Naloxone Hydrochloride)	01/04/2021	10/21/2021	Online	01/04/2021	01/05/2021	0.50	
OHLEG 2021 Training	01/04/2021	12/31/2021	Online	01/04/2021	01/05/2021	0.50	
OSP 203-20 - Response to Resistance	02/01/2021	09/30/2022	Online	08/03/2021	08/09/2021	0.50	
OSP 902.04 - Officer Safety and Deadly Errors	02/01/2021	09/30/2022	Online	08/03/2021	08/09/2021	0.50	
Taser CEW Annual Conducted Energy Weapon User Update	02/01/2021	09/30/2022	Online	08/03/2021	08/09/2021	0.50	
Career Exploration & Professional Development - Online	02/04/2021	01/31/2022	Online	03/15/2021	03/16/2021	1.00	
HyFin Chest Seals and IFAK First Aid Kits	02/08/2021	01/15/2022	Online	02/08/2021	02/08/2021	0.50	
SOF Tactical Tourniquet Training	02/08/2021	10/21/2021	Online	02/08/2021	02/09/2021	0.05	
2020 Leadership Awards Recognition	03/12/2021	07/12/2021	Online	03/12/2021	03/12/2021	0.50	
Handgun Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/16/2021	0.50	
Rifle Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/17/2021	0.50	
Shotgun Care and Maintenance	03/16/2021	04/07/2022	Online	03/16/2021	03/17/2021	0.50	
OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	03/26/2021	01/15/2022	Online	03/26/2021	03/26/2021	1.00	
HB1 Guidance - Restraints/Confinement of Pregnant Women	04/06/2021	03/31/2023	Online	04/06/2021	04/06/2021	0.50	

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COVID-19, Making an Informed Decision	04/11/2021	01/15/2022	Online	04/12/2021	04/13/2021	0.50	
Bloodborne Pathogens Training	05/03/2021	01/15/2022	Online	05/03/2021	05/04/2021	0.50	
Heat-Related Illnesses	05/03/2021	01/15/2022	Online	05/03/2021	05/04/2021	0.50	
SMD Annual Training Video - RADAR	05/03/2021	04/07/2022	Online	05/03/2021	05/03/2021	0.50	
2021 Civil Disturbance Training	05/10/2021	05/10/2021	Allen Correctional Institute, 2238 North West Street, Lima, OH 45801	05/10/2021	05/10/2021	8.00	
Ohio's New Protection Order - Notice of Existence of Protection Order	05/25/2021	12/31/2022	Online	05/25/2021	05/26/2021	0.50	
Ohio's Protection Order - Post-Conviction No Contact Orders	05/25/2021	03/31/2023	Online	05/25/2021	05/26/2021	0.50	
Response to Resistance Video Series - Wright v. Euclid	06/30/2021	01/15/2022	Online	06/30/2021	07/01/2021	0.50	
Showcasing our Ability to Adapt to Challenges and High Profile Circumstances	07/22/2021	01/15/2022	Online	07/22/2021	07/22/2021	0.50	
2021 Sworn In-Service Training	09/15/2021	09/15/2021	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	07/12/2021	09/15/2021	8.00	
Hypothermia Training Video	09/30/2021	01/30/2022	Online	09/30/2021	10/05/2021	0.50	
Mental Health Training	09/30/2021	04/07/2022	Online	09/30/2021	10/05/2021	0.50	
Hear to Serve - Lieutenant Colonel M. K. Gaskill	10/01/2021	12/31/2022	Online	10/01/2021	10/05/2021	0.50	
We All Have A Date With This Virus	10/08/2021	03/11/2022	Online	10/08/2021	10/09/2021	0.50	
Public Safety Training Campus - Upgrades & Enhancements	10/12/2021	12/31/2021	Online	10/13/2021	10/13/2021	1.00	
Hear to Serve - Mick Yinger	11/01/2021	12/31/2022	Online	11/01/2021	11/03/2021	0.50	
OhioHealth Answers Your COVID-19 Questions Part 2	11/08/2021	03/08/2022	Online	11/08/2021	11/10/2021	0.50	
Crisis Intervention Team (CIT) Familiarization Training	11/15/2021	11/16/2021	Toledo Patrol Post, 3333 Dorr Street, Toledo, OH 43607	11/03/2021	11/16/2021	16.00	
Hear to Serve Podcast #3 - Denise Williams	12/01/2021	12/31/2022	Online	12/01/2021	01/05/2022	0.50	
Handle with Care: Summary	12/08/2021	12/31/2022	Online	12/20/2022	12/20/2022	1.00	
SB 33 - Refresher Training	12/29/2021	10/31/2023	Online	12/29/2021	01/05/2022	0.50	

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Ohio Trauma Triage	01/01/2022	01/31/2023	Online	02/03/2022	02/04/2022	1.00	
CPR Online Review	01/03/2022	12/31/2022	Online	01/03/2022	01/05/2022	0.50	
NARCAN (Naloxone Hydrochloride)	01/03/2022	11/30/2022	Online	01/03/2022	01/05/2022	0.50	
Axon Body Camera Training	01/05/2022	02/01/2023	Online	02/03/2022	02/04/2022	0.50	
Taser CEW Annual Conducted Energy Weapon User Update	01/21/2022	11/30/2022	Online	01/24/2022	01/26/2022	0.50	
AXON, TASER Energy Weapon Annual Operator Update - Feb. 2022	02/09/2022	03/31/2023	Online	02/09/2022	02/10/2022	0.50	
Sergeants Annual Training	02/14/2022	02/14/2022	Findlay District Headquarters			5.00	Student
2022 Domestic Violence Legal Updates	02/17/2022	01/31/2023	Online	02/17/2022	04/05/2022	4.00	
ICAT: Integrating Communications, Assessment, and Tactics	02/22/2022	02/22/2022	Toledo Patrol Post, 3333 Dorr Street, Toledo, OH 43607	02/04/2022	02/22/2022	0.00	
MAT - Trauma Video #1	02/24/2022	02/01/2023	Online	02/24/2022	02/25/2022	0.50	
SMD Annual Training Video - LIDAR	03/07/2022	04/07/2022	Online	05/03/2021	05/03/2021	0.50	
Hear to Serve Podcast #4 - Tricia Knoles	03/08/2022	02/01/2023	Online	03/08/2022	03/10/2022	0.50	
ICISF Group Crisis Intervention	03/22/2022	03/23/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/18/2022	03/23/2022	16.00	
Impact 22 Crisis Communications Strategy	03/22/2022	11/30/2022	Online	03/22/2022	03/24/2022	0.50	
2022 Sworn In-Service Training	03/31/2022	04/01/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/11/2022	04/01/2022	16.00	
All Hazards and Incident Command	04/05/2022	12/31/2022	Online	04/05/2022	04/06/2022	0.50	
Mid-Ohio Advanced Emergency Vehicle Operations Training	04/05/2022	04/05/2022	Mid-OH Sports Car Course, 7721 Steam Corners Road, Lexington, OH 44904	02/22/2022	04/05/2022	6.00	
Office 2021: NEW Features	04/05/2022	01/31/2023	Online	04/12/2022	04/13/2022	1.00	

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OSP-203.20, Response to Resistance and OSP-203.20-002, Motor Vehicle and Foot Pursuits	04/13/2022	01/31/2023	Online	04/13/2022	04/14/2022	1.00	
OSHP Members Assistance Team Update Training	04/21/2022	04/21/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/21/2022	04/21/2022	7.00	
MAT - Trauma Video #2	04/25/2022	06/30/2023	Online	04/25/2022	05/02/2022	0.50	
OSHP LEAD Ohio & Supervisory Skills Training	04/25/2022	04/29/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/28/2022	04/29/2022	40.00	
SMD Annual Training Video - LIDAR	05/05/2022	03/31/2023	Online	05/05/2022	05/06/2022	0.50	
SMD Annual Training Video - RADAR	05/05/2022	03/31/2023	Online	05/05/2022	05/06/2022	0.50	
CD-Weapons Qualification and Law Enforcement Response to Mass Protests/Demonstrations Training	05/10/2022	05/10/2022	Lima DRC Range, 137 Northwest Street Lima OH 45801	04/12/2022	05/10/2022	8.00	
Retirement Readiness - 5 Year Program	05/23/2022	05/23/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	04/12/2022	05/23/2022	1.00	
MAT - Trauma Video #3	05/26/2022	06/30/2023	Online	05/26/2022	06/01/2022	0.50	
Bloodborne Pathogens Training	06/07/2022	12/10/2022	Online	06/07/2022	06/08/2022	0.50	
MAT - Trauma Video #4	06/07/2022	12/31/2022	Online	06/07/2022	06/08/2022	0.50	
Ohio Firearms Carry Training (2022)	06/16/2022	06/30/2023	Online	06/16/2022	06/17/2022	0.50	
Roll Call Training July 2022	06/30/2022	02/01/2023	Online	06/30/2022	07/01/2022	0.10	
Search & Seizure Annual Quiz for All Sworn (OSHP and PO)	07/14/2022	03/15/2023	Online	08/09/2022	08/11/2022	1.00	
MAT - FULL Trauma Video #5	08/10/2022	03/15/2023	Online	08/10/2022	08/11/2022	0.50	
Colonel Jones' Message	08/16/2022	12/31/2022	Online	08/16/2022	08/16/2022	0.50	
Sergeant Mentor Training	08/25/2022	08/25/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	07/22/2022	08/25/2022	6.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Roll Call Training December 2022	10/04/2022	03/15/2023	Online	10/04/2022	12/03/2022	0.10	
Roll Call Training November 2022	10/04/2022	03/15/2023	Online	10/04/2022	11/30/2022	0.10	
Roll Call Training October 2022	10/04/2022	03/15/2023	Online	10/04/2022	10/04/2022	0.10	
Embodying Service with a Purpose on the Patrol's 89th Birthday	11/15/2022	12/31/2022	Online	11/15/2022	11/30/2022	0.50	
Sergeants Annual Training	11/15/2022	11/15/2022	Findlay DHQ, 3201 North Main Street, Findlay, OH 45840	11/15/2022	11/15/2022	0.50	
Roll Call Training - Mental Health January 2023	11/28/2022	12/31/2023	Online	01/06/2023	01/08/2023	0.50	
Cultural Awareness & Respect Education/Stress First Aid/In-Service CPT 2022	12/12/2022	12/12/2022	Findlay Police Department, 224 West Crawford Street, Findlay, OH 44840	09/14/2022	12/12/2022	8.00	
2022 Weapons Transition Training	12/15/2022	12/15/2022	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	12/04/2022	12/15/2022	8.00	
Holiday Message from Colonel Jones	12/22/2022	01/31/2023	Online	12/22/2022	12/22/2022	0.50	
STO Certification	01/01/2023	01/31/2024	Online	03/30/2023	03/30/2023	1.00	
All Hazards and Incident Command	01/04/2023	12/31/2023	Online	04/25/2023	04/30/2023	0.50	
NARCAN (Naloxone Hydrochloride)	01/13/2023	N/A	Online	01/13/2023	01/15/2023	0.50	
Taser 7 Transition Presentation	01/13/2023	10/31/2023	Online	01/13/2023	01/15/2023	0.50	
Roll Call Training - Mental Health February 2023	02/01/2023	12/31/2023	Online	02/01/2023	02/06/2023	0.50	
TASER 7 Transition	02/23/2023	02/23/2023	ODOT Garage - Maumee, 4080 Technology Drive, Maumee, Ohio 43537	01/26/2023	02/23/2023	7.00	
OSHP Sergeant Leadership Development Course	02/27/2023	03/09/2023	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	02/21/2023	03/09/2023	80.00	
Securing Ohio 2022-23 Training	02/28/2023	04/21/2023	Online	02/28/2023	03/12/2023	1.67	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
The Ohio Ethics Law 2023: Following the Right Path	03/01/2023	12/31/2023	Online	03/01/2023	03/12/2023	1.00	
Roll Call Training - Mental Health March 2023	03/02/2023	12/31/2023	Online	03/02/2023	03/07/2023	0.50	
Ohio's New Distracted Driving Law: What You Need to Know	03/19/2023	10/31/2023	Online	03/20/2023	03/26/2023	0.17	
Members Assistance Team In-Service	03/23/2023	03/23/2023	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/22/2023	03/23/2023	7.00	
State of Patrol Address	04/03/2023	10/31/2023	Online	04/04/2023	04/05/2023	1.00	
Hear to Serve Podcast #5	04/20/2023	12/31/2023	Online	04/20/2023	04/23/2023	0.50	
2023 Sergeants Sworn In-Service Training	04/24/2023	04/26/2023	OSHP Academy, 740 East 17th Avenue, Columbus, OH 43211	03/08/2023	04/26/2023	24.00	
Roll Call Training - Mental Health April 2023	04/26/2023	12/31/2023	Online	04/26/2023	04/30/2023	0.50	
CPR Annual Online Review	05/08/2023	12/31/2023	Online	05/08/2023	05/08/2023	0.50	
EEO Awareness and Sexual Harassment Prevention - 2023	05/09/2023	06/30/2023	Online	05/08/2023	05/08/2023	0.50	
Roll Call Training - Mental Health May 2023	05/16/2023	12/31/2023	Online	05/16/2023	05/30/2023	0.50	
2023 Civil Disturbance Training	05/17/2023	05/17/2023	Allen Correctional Institution Range Lima, 243 East Bluelick Road, Lima, OH 45801	03/01/2023	05/17/2023	8.00	
SMD Annual Training Video - LIDAR	05/17/2023	11/17/2023	Online	05/17/2023	05/30/2023	0.50	
SMD Annual Training Video - RADAR	05/17/2023	11/17/2023	Online	05/17/2023	05/30/2023	0.50	
Heat-Related Illnesses	05/30/2023	11/30/2023	Online	05/30/2023	05/30/2023	0.50	
Senate Bill 288 and Sub House Bill 343 - 2023 Legal Updates	06/12/2023	12/12/2023	Online	06/23/2023	06/23/2023	0.50	
Roll Call Training - Mental Health June 2023	06/22/2023	12/31/2023	Online	06/22/2023	06/23/2023	0.50	
Sworn In-Service Active Aggressor Training 23CPT400	06/22/2023	06/22/2023	Elmwood School, 7560 Jerry City Road, Bloomdale, Ohio 44817	04/23/2023	06/22/2023	8.00	

<u>Course Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Course Location</u>	<u>Enroll Date</u>	<u>Completion Date</u>	<u>Training Hours</u>	<u>Instructor OR Student</u>
Securing Ohio 2023-24	08/18/2023	10/27/2023	Online	08/18/2023	08/21/2023	1.00	
Roll Call Training - Mental Health August 2023	08/25/2023	12/31/2023	Online	08/25/2023	08/27/2023	0.50	

## DEPARTMENT RECORD



<b>Employee Name</b> [REDACTED]	<b>Unit Number</b> [REDACTED]	<b>Hire Date</b> 06/16/2014
<b>Job Description</b> Sergeant	<b>Division</b> OSP	<b>Department</b> D1 Post 2 Lima

**No Department Record Found**

## DEPARTMENT RECORD



<b>Employee Name</b> [REDACTED]	<b>Unit Number</b> [REDACTED]	<b>Hire Date</b> 06/16/2014
<b>Job Description</b> Sergeant	<b>Division</b> OSP	<b>Department</b> D1 Post 2 Lima

**No Department Record Found**

**Ohio Department of Public Safety  
Public Records Requests - Redactions**

Request #:

Requester: \_\_\_\_\_

Subject: [REDACTED] \_\_\_\_\_

Responsive records have been redacted as follows:

**Social Security Number(s)**  
Federal Privacy Act (5 U.S.C. § 552a); *State ex rel. Beacon Journal Publishing Co. v. City of Akron*, 70 Ohio St.3d 605, 607 1994-Ohio-6

**Peace Officer Residential and Familial Information**  
ORC 149.43 (A)(1)(p) and (A)(7)

**Security and Infrastructure Records**  
ORC 149.433

**Driver's Privacy Protection Acts**  
18 U.S.C. 2721-2725 and R.C. 4501.27

**State (BCI) and Nationwide (FBI) Fingerprint Results**  
28 U.S.C. 534 Pub. L92-544

**Other: State I.D. Numbers** \_\_\_\_\_

Legal Authority: R.C. 149.43(A)(1)(dd) \_\_\_\_\_

\_\_\_\_\_  
Larry Fish  
Signature

\_\_\_\_\_  
09/07/23  
Date