



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



2025-1049
Officer Involved Critical Incident – Interstate 275 / State Route
32, OH, 45245 (Clermont County) (L)

Investigative Activity: Records Received, Review of Records

Involves: [REDACTED] (S)

Date of Activity: 04/03/2025

Author: SA Lauren Frazier, #129

Narrative:

On April 3, 2025, Ohio Bureau of Criminal Investigation (BCI) Special Agent Lauren Frazier received the personnel file for [REDACTED] from OSHP Trooper Investigator Michael Butler. On April 18, 2025, SA Lauren Frazier reviewed the personnel file and noted the following:

- Basic application information, to include resume
- Human resources paperwork
- Probationary review – 11/26/2024
 - Supervisors noted that [REDACTED] has exceptional customer services skills, he values community relations, has good communication in both written and verbal form, uses appropriate military etiquette, he demonstrates good judgement, has a strong work ethic, and a positive attitude.
- No discipline or use of force complaints located

The personnel file is attached to this report. Please refer to the attachment for further details (attachment #01).

References:

No references.

Attachments:

Attachment # 01: [REDACTED] Personnel File

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

Exhibit 1



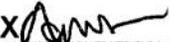
Department of
Public Safety

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 11/20/2023
--	--	--------------------



ACKNOWLEDGE RECEIPT OF OHIO ETHICS LAW

I, [REDACTED], acknowledge that I have received a copy of the Ohio
(PRINT NAME)
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 <input checked="" type="checkbox"/> [REDACTED]	DATE 11/20/2023
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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) [REDACTED]	TITLE [REDACTED]	DEPARTMENT ODPS/OSHP
SIGNATURE X [REDACTED]		DATE 11/20/2023

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

OHIO DEPARTMENT OF PUBLIC SAFETY

Notice of Medical Marijuana Restriction

Federal Law and State of Ohio policy prohibit employees whose job requires them to carry, transport, or otherwise possess firearms(s) and/or ammunition from using or consuming marijuana, including medical marijuana. As a result, the presence of marijuana in a drug test, even if used in accordance with Ohio law, will be a positive drug test, which could result in denial of employment or discipline up to and including removal from your position.

I acknowledge the position I have applied for has been identified as one that does not permit use or consumption of marijuana, even medical marijuana used in accordance with Ohio law.

I have read and understand the Notice of Medical Marijuana Restriction.

[Redacted]

Print Name

[Redacted]

Signature

11/20/23

Date

Ohio State Highway Patrol
Oath of Office

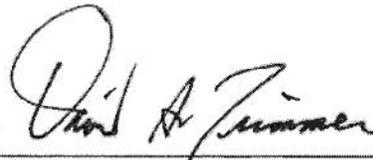
State of Ohio :
:
:
County of Franklin :

I, _____
(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 _____
Signature of Officer

Sworn and/or affirmed before me and subscribed in my presence this _____
day of _____, 20____

X 
HON. DAVID A. TRIMMER
JUDGE, COURT OF COMMON PLEAS
FAIRFIELD COUNTY
NOTARY PUBLIC - STATE OF OHIO
LIFETIME COMMISSION



Personnel Actions Request

PAR #	[REDACTED]		Agency	Division or Institution	HQ County				
To:	DPS265100	Training	Franklin						
EMPL ID	[REDACTED]	Last Name	[REDACTED]	First Name	[REDACTED] MI				
HIR - Hire		OAKS Action		OAKS Reason					
Comments		New Hire, Full Time Permanent, Highway Patrol Cadet, [REDACTED] Cadet Class) Assigned to OSHP Academy/Training, Application, Supplemental Employment Agreement and Unclassified Acknowledgement attached. (Unclassified Service PER O.R.C. 124.11 (A)(31))							
Job Code Title		Job Code	Grade	Step	TOTAL RATE				
To: Highway Patrol Cadet		99711	0	0	22.00				
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	To: 20062314	DPS265100	EX	99	9	Permanent	Full-Time	U: Unclassified
Base Rate		Comp Rate	Change Amount	Change Percent	Converted Comp Rate				
To: NAHRLY 22.00		0.00	0.00	0.00	0.00				
STD HRS (OAKS)		FLSA Status	Empl Class (Retmnt)		Officer Code				
40		Overtime Eligible	HPRS		None				
<input checked="" type="checkbox"/> All items on pre-hire form have been completed.									



Personnel Actions Request

Initiator Name	Entered Date/Time
Hoseus, Gregory E	2023-11-21T08:54:44-05:00

Approver Role	Approver By	Date/Time Stamp
EPARAPPROVERLEVEL1	SCHAAL, PAMELA	2023-11-21T10:29:53-05:00
EPARGOVOFFICENOADVSTEP	CONKEY, JANET L	2023-11-21T11:57:21-05:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ, ELIZABETH REITZ	2023-11-29T13:22:27-05:00

Candidate Name

[REDACTED]

Job Title

Highway Patrol Trooper (Cadet) (22000C5Z)

[REDACTED] applied for job: Highway Patrol Trooper (Cadet) (22000C5Z)

Step
Pre-Hire Checks

Latest Submission Medium
Online

Recruiter
ANETRA Sims-Byrd

Status
Trigger POI

Source
Student Career Fair

Hiring Manager
Jennifer Pletcher

Creation Date
Mar 8, 2023

Submission Type
External

Note: Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

Candidate Attachment List:

Resume

1 [REDACTED] 2023 Resume.docx

Candidate Name

Job Title

Highway Patrol Trooper (Cadet) (22000C5Z)

Resume

Candidate Personal Information

First Name

Middle Name

Last Name

Address (line 1)

City

State

Zip/Postal Code

Closest Metropolitan Area

United States > Ohio >
Cincinnati

Country

Home/Primary Phone Number

Email Address

State of Ohio User ID

Internal Candidate

Work Experience

Work Experience 1

Current job

Other Employer
Kings Island

Other Function / Title

Start Date

Security Theme Park Certified Sep, 2022
Field Trainer

Supervisor's Name

Deonta Whigham

Hours Worked per Week

25

May we contact the
supervisor?

Supervisor's Contact
Information

(513) 885-5973

Job Duties

Responsible for assisting with the training and onboarding of new Theme Park Security associates. Ensure outstanding customer service while ensuring the safety of all guests.

Reason for Leaving

Seeking a career in law enforcement

Work Experience 2

Candidate Name



Job Title

Highway Patrol Trooper (Cadet) (22000C5Z)

Current job

Other Employer
King Island

Other Function / Title
Security Theme Park
Associate

Start Date
Jul, 2021

End Date
Sep, 2022

Supervisor's Name
Deonta Whigham

Hours Worked per Week
25

May we contact the
supervisor?

Supervisor's Contact
Information
(513) 885-5973

Job Duties

Responsible for ensuring public safety and a positive guest experience. Handled several high stress situations while maintaining a high level of professionalism and respect for all guests.

Reason for Leaving
Promoted

Work Experience 3

Current job

Employer
Menards

Other Function / Title
Carry Out

Start Date
Jul, 2020

End Date
Jul, 2021

Supervisor's Name
N/A

Hours Worked per Week
25

May we contact the
supervisor?

Supervisor's Contact
Information
513-583-1444

Job Duties

Responsible for maintaining a clean and safe parking lot including cart retrieval. Assisted guests and provided outstanding customer service while ensuring a positive shopping experience.

Reason for Leaving
Sought better opportunities

Education

Education 1

Other School
UC Clermont College

Other Program

Education Level (Achieved)

Candidate Name



Job Title

Highway Patrol Trooper (Cadet) (22000C5Z)

CRIMINAL JUSTICE

Associate's Degree/College
Diploma (± 13 years)

Graduated from High School
or GED

Start Date
Aug, 2021

Graduation Date
Apr, 2023

Anticipated Graduation Date

Education Status
Anticipated Graduation Date

Education 2

Other School
Loveland High School

Other Program
College Prep.

Education Level (Achieved)
High School Diploma/GED
(± 11 years)

Graduated from High School
or GED

Graduation Date
May, 2021

Anticipated Graduation Date

Education Status
Complete

Source Tracking

General
Career Fair

Specific
Student Career Fair

Submission Information

Submission Medium

Original Submission Medium
Online Mobile

Latest Submission Medium
Online

eSignature

Name



IP address of computer used to esign: {0}



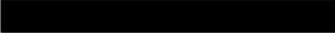
eSignature date and time: {0}
Mar 8, 2023

Document

ESIGNATURE_EXT - eSignature - External

Questionnaire

Question	Answer	Required/Asset	Result
1. Are you a citizen of the United States of America? Type: Single Answer	<input checked="" type="checkbox"/> Yes	Met (Required)	0/0
	<input type="checkbox"/> No	-	0/0
	Result for question:		0/0
2. Are you between 20 and 39 years of age? Type: Single Answer	<input checked="" type="checkbox"/> Yes	Met (Required)	0/0
	<input type="checkbox"/> No	-	0/0
	Result for question:		0/0
3. Do you have a High School Diploma or GED? Type: Single Answer	<input checked="" type="checkbox"/> Yes	Met (Required)	0/0
	<input type="checkbox"/> No	-	0/0
	Result for question:		0/0
4. Do you have a valid driver license? Type: Single Answer	<input checked="" type="checkbox"/> Yes	Met (Required)	0/0
	<input type="checkbox"/> No	-	0/0
	Result for question:		0/0
5. Do you have military experience? Type: Single Answer	<input type="checkbox"/> Yes	-	0/0
	<input checked="" type="checkbox"/> No	-	0/0
	Result for question:		0/0
6. If yes, what branch of service. If no, type N/A. Type: Text Answer	N/A		
7. Please select your college experience by responding with one of the following responses: Type: Single Answer	<input type="checkbox"/> Never been to college	-	0/0
	<input checked="" type="checkbox"/> Some college	-	0/0
	<input type="checkbox"/> earned Associate's Degree	-	0/0
	<input type="checkbox"/> earned Bachelor's Degree	-	0/0
	<input type="checkbox"/> earned Master's Degree	-	0/0
	<input type="checkbox"/> earned Doctorate Degree	-	0/0
	Result for question:		0/0
8. Are any members of your family employed by the Ohio State Highway Patrol? Type: Single Answer	<input type="checkbox"/> Yes	-	0/0
	<input checked="" type="checkbox"/> No	-	0/0
	Result for question:		0/0
9. If yes, indicate name and relationship of Ohio State Highway Patrol family member. If no, type N/A. Type: Text Answer	N/A		
10. I confirm I have entered my full name including middle initial on my application. Example: If your name	<input checked="" type="checkbox"/> Yes	-	0/0
	<input type="checkbox"/> No	-	0/0



is James Brent Smith, but you go by "Jimmy", enter James B. Smith on your application.

Type: Single Answer

Result for question: 0/0

11. I confirm that I have entered my email address correctly, communication will be sent to the email address provided on the application.

Type: Single Answer

X Yes	-	0/0
No	-	0/0

Result for question: 0/0

12. Please provide your driver license state and number.

Type: Text Answer

Ohio license

Required 4/4
Assets 0/2 0%

EXPERIENCE

Kings Island, Mason OH — Security Theme Park Certified Field Trainer

September 2022 - Present

Responsible for assisting with the training and onboarding of new Theme Park Security associates. Ensure outstanding customer service while ensuring the safety of all guests.

Kings Island, Mason OH — Security Theme Park Associate

July 2021 - September 2022

Responsible for ensuring public safety and a positive guest experience. Handled several high stress situations while maintaining a high level of professionalism and respect for all guests.

Menards, Loveland OH — Carry Out Service Associate

July 2020 - July 2021

Responsible for maintaining a clean and safe parking lot including cart retrieval. Assisted guests and provided outstanding customer service while ensuring a positive shopping experience.

Miami Township PD, Miami Township OH — Public Safety Cadet and Leader

2017 October - January 2023

Participated in public volunteer events, assisted in directing traffic, engaged in community outreach activities including Shop with a Cop and National Night Out, provided event security, competed in local and national competitions, and received law enforcement training.

EDUCATION

UC Clermont College, Batavia OH — Associates Criminal Justice (Anticipated-April, 2023)

August 2021 - Present

Loveland High School, Loveland OH — Diploma

SKILLS

CPR and AED
Certified.

Able to Utilize
Suspect Control and De-
escalation Techniques.

Proficient In Radio
Communication.

Technical Report
Writing

Basic First Aid &
Stop The Bleed

AWARDS

**Dean's List At UC Clermont
College 2022 Fall Semester**

**Third Place In Northern
Police Explorer
Competition 2022**

**Dean's List At UC Clermont
College 2021 Fall Semester**

**Second Place In Northern
Police Explorer
Competition 2018**

Hobbies/Interests

Fishing, Hiking, Biking.

August 2017- May 2021

References

Deonta Whigham

Area Manager, Security

Kings Island

Deonta.Whigham@vistkingsisland.com

(513) 885-5973

Relationship: Current Manager

Ryan Hiatt

Asset Protection for North America

Luxottica

rahiatt99@gmail.com

(973) 204-4127

Relationship: Former Supervisor at Kings Island



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

11/20/2023
Date

11/27/2002
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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- 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

11/20/2023
Date

DEFINITIONS

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.

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 (position title) that I occupy at Ohio Department of Public Safety/OSHP (agency) 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

11/20/2023
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



Personnel Actions Request

PAR # [REDACTED] Agency [REDACTED] Division or Institution [REDACTED] HQ County [REDACTED]

From: DPSS265100 Training Franklin
To: DPSS290813 D8 Post 13 Batavia Clermont

EMPL ID [REDACTED] Last Name [REDACTED] First Name [REDACTED] MI [REDACTED]

OAKS Action [REDACTED] OAKS Reason [REDACTED]

PRO - Promotion PRO - Promotion

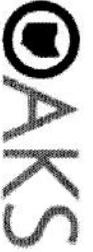
Comments
Promotion from Highway Patrol Cadet [REDACTED] Cadet class) to Highway Patrol Trooper. Transfer from Patrol Training Academy to District 8, Post 13/Batavia

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: 20062314	DPSS265100	EX	99	9	Permanent	Full-Time	U: Unclassified
[REDACTED]	[REDACTED]	To: 20057865	DPSS290813	A01	01	9	Permanent	Full-Time	A: Permanent

From:	Job Code Title	Job Code	Grade	Step	TOTAL RATE
Highway Patrol Cadet		99711	0	0	22.00
Highway Patrol Trooper		26711	012	1	31.19

From:	Base Rate	Comp Rate	Change Amount	Change Percent	Converted Comp Rate
NAHRLY	22.00	0.00	0.00	0.00	22.00
To:	Base Rate	Comp Rate	Change Amount	Change Percent	Converted Comp Rate
NAHRLY	31.19	0.00	0.00	0.00	31.19

STD HRS (OAKS) [REDACTED] FLSA Status [REDACTED] Empl Class (Retmt) [REDACTED] Officer Code [REDACTED]



Personnel Actions Request

40	Overtime Eligible	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
Hoseus, Gregory E	2024-06-04T12:03:05-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	SCHAAL,PAMELA	2024-06-05T09:02:29-04:00
EPAR DECENTRAL AGENCY	DZIATKOWICZ,ELIZABETH REITZ	2024-06-13T10:52:48-04:00

PROBATIONARY REVIEW

Manager Evaluation - Completed

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

Manager: DEXTER HOWARD
Period: 06/14/2024 - 12/11/2024
Document ID: 553358
Due Date: 11/26/2024

EMPLOYEE DATA	
Empl ID :	[REDACTED]
Agency :	Dept of Public Safety
Division :	DPS290813 D8 Post 13 Batavia
Job Code :	26711
Supervisor ID :	[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

11/21/2024 12:20PM

ODPS Purpose of Position

Description :

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

Created By : Profile

11/21/2024 12:20PM

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: [REDACTED] demonstrates exceptional customer service skills. He treats the public with the utmost respect and handles all situations calmly. He maintains positive relationships with his peers and supervisors, responding promptly to all requests while maintaining an optimistic attitude. He is attentive to customers' needs and consistently strives to meet their expectations. His dedication to providing excellent customer service is commendable.

Created By : Template

11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD

11/21/2024 12:45PM

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: [REDACTED] values community relations and actively seeks input from diverse perspectives. He collaborates with others to promote traffic safety solutions.

Created By : Template

11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD

11/21/2024 12:45PM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

[REDACTED] has shown good communication skills in both written and verbal forms. He submits his reports promptly, and they require very few corrections. We encourage him to continue this good work and to keep improving in these areas to maintain our professional image.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

OSP GOAL - Leadership & Followship

Description :

Serves as a positive proponent of the Division's mission; Addresses issues in a professional manner and leads others to approach issues in the same manner; Avoids situations that reflect negatively on the Division; Treats others in a respectful manner; Gains the respect of others through actions and attitude.

Exceeds: Effectively supports the establishment of clear mission statements in which the organizational vision can be easily understood by all levels of the organization; identifies potential conflict situations and addresses them before it escalates; is seen by others as a trustworthy person; readily gains the respect of others, resulting in positive influence without formal authority.

Meets: Demonstrates a persuasive understanding of the organizational mission; identifies conflict situations as they arise and addresses them; exercises formal and informal influence without leadership authority.

Does Not Meet: Does not communicate or share a clear message to support the organizational mission; does not consistently identify conflict situations as they arise or address them in a timely manner; lacks the ability to exercise influence as a formal or informal leader; tends to rely more on positional influence, does not gain the respect of others.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments:

██████████ exhibits appropriate military etiquette when interacting with division supervisors. He is open to feedback and performs assigned tasks without objections. We advise him to recognize his strengths in operations, improve his skills in that area, and aspire to become a leader in the field.

Created By : DEXTER HOWARD 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:45PM

OSP GOAL - Safety & 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.

Exceeds: Is cognizant of inherent risks and works to minimize risk; makes good decisions based on the totality of the circumstances and is able to articulate why that action was taken; remains calm when dealing with the public under conditions of stress while calming down others through words or actions; shows adaptability and openness to new ideas from a variety of sources when facing obstacles.

Meets: Is aware of risks and tries to minimize the amount of risk exposure; makes sound decisions that are in the best interest of the Division; remains calm when dealing with the public; shows adaptability when facing obstacles.

Does Not Meet: Takes unnecessary risks and put themselves in avoidable situations; is not able to make decisions without guidance from supervision; loses composure when interacting with the public; is unable to adapt when facing obstacles and gets frustrated.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments:

██████████ is committed to prioritizing the safety of his fellow officers and consistently demonstrates good judgment in his duties. He ensures he wears all protective equipment at the appropriate times and is vigilant about potential hazards during incidents. ██████████ understands the importance of consulting his supervisor when making significant decisions and does so as needed.

Created By : DEXTER HOWARD 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:45PM

OSP GOAL - Operational Focus & Efficiency

Description :

Actively patrols roadways in order to enforce traffic laws and promote traffic safety; Coordinates the operation of criminal investigations; Provides law enforcement services on state-owned and leased property; Participates in Division identified programs to meet the organization's goals; Properly investigates calls for service, in their area of responsibility.

Exceeds Expectations: Is self-motivated to promote traffic safety in all actions and sells traffic safety in all encounters with the public; coordinates all aspects of criminal investigations to ensure the case is properly handled; identifies potential security issues and mitigates the issue or notifies supervision immediately; ensures all work product is thorough that requires minimal follow-up.

Meets Expectations: Is self-motivated to promote traffic safety; conducts criminal investigations; maintains security for assigned posts; ensure all work product is complete; participates in Division programs.

Does Not Meet: Needs continuous motivation to promote traffic safety; needs assistance with criminal investigations and constant supervisory assistance; has to be continuously told to monitor security assignments; work product requires continual follow-up; needs constant reminders to participate in Division programs.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: [REDACTED] is performing his duties efficiently given his level of experience. With time, he is likely to complete incidents and generate reports more quickly and accurately. [REDACTED] has demonstrated a strong understanding of the Division's goals and is actively working to participate in all of its missions.

Created By : DEXTER HOWARD 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:45PM

OSP GOAL - Position & Procedural Knowledge

Description :

Understands and applies knowledge of relevant laws, Division policy and procedure, and techniques to performing position duties; familiar with all available Division capabilities; demonstrates proficiency in use of all Division equipment; ensures effective administrative processes within position responsibilities.

Exceeds Expectations: Independently studies new laws, procedures, and updates, and seeks clarification when necessary; takes care of all Division equipment and promptly reports issues to supervision; knows and uses the resources available throughout the Division; handles all administrative functions with little to no oversight necessary.

Meets Expectations: In a timely manner, reads new internal rules, procedures, and updates when they are provided; takes care of all Division equipment; knows resources available throughout the Division but does not always use them to their full potential; handles administrative functions but needs some supervisory oversight.

Does Not Meet: Needs continuous reminders to read new laws, procedures, or updates in a timely manner; does not consistently check all equipment to ensure proper functioning or report issues to supervision; does not know

resources available throughout the Division; needs constant supervisory oversight.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: [REDACTED] is meeting expectations and performing well. However, we would like him to enhance his knowledge of the ORC and familiarize himself with all sections that are regularly used. Trooper Coniglio is making progress in utilizing the Division's computer programs and is improving his skills every day.

Created By : DEXTER HOWARD 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:45PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

[REDACTED] has been consistently meeting the expected level of performance so far, which is considered acceptable. However, during the remainder of his probationary period, he should focus on developing his skills to become a self-sufficient and well-rounded trooper. It is encouraged that he masters the basics of his position to establish a strong foundation.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

[REDACTED] is making significant progress during his probationary period. He sets a positive example for the division through his interactions with the public, co-workers, and supervisors. It is recommended that [REDACTED] continue to follow the guidance provided by his supervisors and senior troopers, as this will ensure he gains valuable experience and develops positively.

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 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:22PM

PERFORMANCE PLAN CONFIRMATION

Description :

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

Manager Rating: No
Manager Comments:

Created By : Template 11/21/2024 12:20PM

Last Modified By : DEXTER HOWARD 11/21/2024 12:22PM

Section 10 - APPROVALS SECTION

 DEXTER HOWARD 11/21/2024

 MATTHEW KEENER 11/25/2024

 KRYSTEN MCELFRISH 12/05/2024

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

██████████ demonstrates a strong work ethic and positive attitude. He is well-liked by both his peers and supervisors. ██████████ is a valuable addition to the Batavia Post.

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

Created By :	DEXTER HOWARD	11/21/2024 12:20:39PM
Acknowledged By :	██████████	12/16/2024 1:12:44PM
Completed By :	System	12/16/2024 1:12:44PM
Last Modified By :	System	12/16/2024 1:12:44PM